



2016-2017 Student Handbook

V 2.00



Lamoille Union High School

(802) 888-4261

736 VT 15W, HYDE PARK, VERMONT 05655

"Building a Community Prepared for the Choices and Challenges of Life."

www.luhsvt.org





LAMOILLE UNION HIGH SCHOOL

736 VT 15 WEST
HYDE PARK, VT 05655

(802)888-4261
Fax (802) 888-2997

BRIAN SCHAFFER
PRINCIPAL

DANA JEWETT
ASSISTANT PRINCIPAL

Greetings Lancers,

I am pleased to present the 2016-2017 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, <http://luhsvt.org>, for up to date events, school information, and PowerSchool information. If you feel you need some clarification, Mr. Jewett and I will be readily available to answer your questions

The staff at Lamoille Union High School looks forward to the opportunities and challenges that 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



TABLE OF CONTENTS

ACADEMIC RESPONSIBILITIES

GRADUATION REQUIREMENTS

ACADEMIC INTEGRITY

ADVANCED PLACEMENT OPTIONS

ALTERNATIVE GRADUATION PATHS

CIVIL RIGHTS ACT PROVISIONS

CLASS RANK/GPA

COURSES OUTSIDE THE REGULAR CURRICULUM/INDEPENDENT STUDY

COURSE WITHDRAWAL

COURTESY

FERPA Policies

FINAL EXAMINATIONS AND EXEMPTIONS

FLEXIBLE PATHWAYS

HONOR ROLL

MAKE-UP OR LATE WORK

PROGRESS REPORTS and REPORT CARDS

RETAKE PROCEDURES

ATTENDANCE

LUHS ATTENDANCE PROCEDURES

SCHEDULE CHANGES ADD-DROP PROCESS

TARDY TO CLASS OR SCHOOL AND CLASS CUTS

BELL SCHEDULES

SCHOOL CHOICE

CLUBS AND SCHOOL ORGANIZATIONS

ATHLETICS

iPAD PROCEDURES

TRANSPORTATION

CAFETERIA

PROFESSIONAL LEARNING COMMUNITY

SCHOOL COUNSELING/HEALTH/SUPPORT SERVICES

COMMUNITY RESOURCES

EDUCATIONAL SUPPORT TEAM (EST)

HEALTH OFFICE

SCHOOL/CAREER PLANNING/PLPS/NAVIANCE

SECTION 504

SPECIAL EDUCATION/504 COMPLIANCE

STUDENT RECORDS

LIBRARY MEDIA CENTER

DAILY ROUTINES

ANNOUNCEMENTS

MORNING BREAK

AFTERNOON BREAK

ARRIVAL

DEPARTURE



[LOCKERS](#)
[PASSES](#)
[RESTROOMS](#)
[SUPPORTED STUDY HALL](#)
[OTHER INFORMATION](#)
[ANIMALS](#)
[ACCIDENTS](#)
[ARTICLES PROHIBITED IN SCHOOL](#)
[CAMERAS](#)
[CIVIL RIGHTS PROVISIONS](#)
[COMPLAINTS AND GRIEVANCES](#)
[CRISIS SCREENING](#)
[DIRECTORY INFORMATION](#)
[DRIVER EDUCATION SIGN UP PROCEDURES](#)
[DRIVER EDUCATION AND DRUG/ALCOHOL VIOLATIONS](#)
[EMERGENCY SCHOOL CLOSING](#)
[FIELD TRIPS](#)
[FINES AND CHARGES](#)
[FIRE/LOCKDOWN DRILL](#)
[GUESTS](#)
[HIGH SCHOOL COMPLETION PROGRAM](#)
[INSURANCE](#)
[LATE ARRIVAL/EARLY DISMISSAL PRIVILEGES](#)
[LOST AND FOUND](#)
[MILITARY RECRUITMENT](#)
[PERSONAL ELECTRONIC EQUIPMENT](#)
[POLICY MANUAL](#)
[POSTERS](#)
[REGISTRATION/CONTACT INFORMATION UPDATE](#)
[SCHOOL DRESS PHILOSOPHY](#)
[SECURITY SURVEILLANCE PROCEDURES](#)
[SENIOR PRIVILEGES](#)
[TEXTBOOKS](#)
[TITLE IX](#)
[VALUABLES](#)
[VISITORS \(ADULT\)](#)
[Wellness Programs](#)
[YEARBOOK](#)
[SELECTED BOARD POLICIES](#)
[Procedures: Acceptable Use of Electronic Resources & Internet Safety](#)
[F1 Student Conduct and Discipline](#)
[F2 Firearms, Weapons, and Dangerous Devices](#)
[F30 Policy on the Prevention of](#)
[Harassment, Hazing and Bullying of Students](#)
[G11 Computer & Internet Policies](#)
[STUDENT BEHAVIOR AND DISCIPLINE](#)
[2016-2017 LAMOILLE UNION HIGH SCHOOL CALENDAR](#)
[STAFF DIRECTORY –](#)





ACADEMIC RESPONSIBILITIES

GRADUATION REQUIREMENTS

Students in the class of 2017, 2018, and 2019 must earn 24 credits including 4 in English, 3 in Math, 3 in Social Studies, 1 ½ in PE, 1 in Arts, ½ credit in Health and a total of 8 elective credits.

Students starting with the class of 2020 must [demonstrate evidence of proficiency against standards](#). Note that specific graduation procedures such as class rank and progress reporting are outlined in the linked policy and will differ in this student handbook for the classes of 2017, 2018, and 2019.

ACADEMIC INTEGRITY

Students are expected to do their own work and properly credit any contributions of others. **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.

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

Students in the class of 2017, 2018, and 2019 will be ranked 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 six days of each semester will be recorded on the student's permanent record. No partial credit will be given. If a class is dropped, 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.

FERPA Policies

34 C.F.R. Part 99 (the federal regulations promulgated pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g et seq.) require an annual notification to parents of their rights under the Act. Such notice must include that parents have the right to:

- a. Inspect and review their children's records,
- b. Seek amendment of the record if it is inaccurate or misleading,
- c. Consent to disclosure of personally identifiable student information except as provided in 34 C.F.R. §99.31, and
- d. If they believe the Act has been violated, file a complaint with the Family Policy Compliance Office of the United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

In addition, the annual notice must include:

- a. The procedure for exercising the right to inspect and review education records,
- b. The procedure for requesting amendment of the records, and
- c. The criteria the school uses for disclosing student records to persons within the school who have legitimate educational interests in reviewing the records.

Finally, if the school does disclose "directory information" (e.g. names and Vermont Agency of Education Information to be Included in School Reports, Handbooks and Other Notices & addresses of students, date of birth, field of study, academic or other honors attained, participation on sport teams, etc.), and most schools do in some form or another, the school must notify parents of:

- a. The types of directory information that will be released,
- b. The right to refuse to let the school release particular or all directory information on their own children, and
- c. The period of time within which the parent has to notify the school that he or she does not wish to have the school designate some or all of the information about the parent's child designated as directory information.

Protection of Pupil Rights Act—The Protection of Pupil Rights Act, 20 U.S.C. §1232h (hereinafter "PPRA"), requires parental notification in a number of respects:

- a. 20 U.S.C. §1232h(c)(2)(A)(i) requires local education agencies to notify parents annually, at the beginning of the school year and within a reasonable time after any amendment thereof, of the adoption or continued use of PPRA policies. These local policies must include the following:



- i. The rights of parents to inspect surveys created by a “third party” (meaning not federally funded) before it is administered,
 - ii. Procedures for such inspection of surveys,
 - iii. Arrangements to protect student privacy with respect to surveys on sensitive matters,
 - iv. The right to inspect any instructional materials used as part of the educational curriculum,
 - v. Procedures for inspecting the instructional materials,
 - vi. The administration of any physical examinations or screenings,
 - vii. The collection or disclosure of student information for marketing purposes,
 - viii. The right of a parent to inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed, and
 - ix. Procedures for obtaining access to such instruments in a timely fashion.
- b. 20 U.S.C. §1232h(c)(2)(A)(ii) requires an annual notice to parents of the right to opt out of certain activities including collection of personal Vermont Agency of Education Information to be Included in School Reports, Handbooks and Other Notices & student information for marketing purposes, administration of certain surveys, and non-emergency invasive physical examinations or screenings.
 - c. 20 U.S.C. §1232h(c)(2)(B) provides that schools notify parents, at least annually at the beginning of the school year, of the specific or approximate dates when any of the following will occur: collection of information for marketing purposes, administration of surveys containing sensitive questions, and any non-emergency, invasive physical examinations or screenings.
 - d. 20 U.S.C. §1232h(d) provides that schools must “give parents and students effective notice of their rights under this section [PPRA].”

FINAL EXAMINATIONS AND EXEMPTIONS

All courses include midterm 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.

FLEXIBLE PATHWAYS

Act 77 of 2013 expanded the availability of “flexible pathways” for students. Some features include (i) eliminating an age cap for the funding of the “high school completion program”; (ii) expanding Vermont Agency of Education information to be included in School Reports, Handbooks and Other Notices (June 24, 2015), Opportunities for “dual enrollment”; (iii) beginning in November 2015 Act 77 also requires the establishment of a personalized learning plan for every student in grades 7-12; and (iv) expands “early college” to all Vermont state colleges. While the law does not require that schools inform the education community of these opportunities, it is recommended that administrators do so through outreach by guidance offices and in collaboration with career and technical centers. Here is a link to more information about flexible pathways:
<http://education.vermont.gov/flexible-pathways>.

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 OR LATE WORK

All work assigned is expected to be completed. Students are expected to make up all graded assignments. Students will receive no more than a 25% penalty for work turned in late, and have until the end of the semester to hand in late work.

Advisory teachers and study hall teachers monitor work completion and will direct students to complete missing assignments.

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. Mid Quarter hard-copy progress reports will no longer be issued to students at mid-quarter unless a written request is made to the registrar. Grades are updated electronically and posted on PowerSchool every two or three weeks. See www.luhsvt.org for more information.

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

RETAKE PROCEDURES

Students will have the opportunity to retake any assessment on which they did not meet the established standard. Assessments are defined as tests, quizzes, major projects, or any assignment that comprises greater than a 10% value in determining a student’s grade. It may be necessary for students to demonstrate readiness so that they are prepared for such retakes; readiness will be determined by teacher discretion. It may be necessary for students to demonstrate readiness so that they are prepared for such retakes. Students will have until the end of the semester to retake work which they did not meet the established standard.

ATTENDANCE

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 every period; for the purposes of communication, parents will receive an automated 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 automated notification each day a student is determined to be absent from their first class.

LUHS uses the following codes in PowerSchool for attendance:

- (blank): Present
- A: Absent
- LA: Late Arrival to School
- E: Explained Absence (e.g. a note from parent is sent in)
- X: School Activity (student is present but in some other activity e.g. an athletic event)
- C: Class Cut (student is known to be in the building but is not in scheduled class)
- T: Tardy to Class
- D: Student is dismissed from school early with permission
- S: Student is suspended from school and not allowed on school property
- ISS: Student is in an In-School Suspension room and is not to be in scheduled classes



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.

5 Days Absent	10 Days Absent	15 Days Absent	15-20 Days
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 produce documentation supporting a student's absence at the Attendance Meeting:

- Illness - absences that exceed 10 days per year must be documented by a medical professional including LUHS Health Office, case manager or school counselor.
- 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 the school has been notified using the Pre-planned Absence Form.
- Other school or educationally related activities which have been approved by the administration using the Pre-planned Absence Form including career exploration and college/post secondary visits.

The superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but for not more than ten consecutive school days and only for emergencies or for absence from town.

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.

SCHEDULE CHANGES ADD-DROP PROCESS

During the six days of each new semester a student may change her/his schedule. After six days, the building principal will determine whether or not a schedule change will be approved. When making a decision to make a schedule change after six days, one or more of the following conditions must be evidenced: 1. Immediate safety concerns, 2. A home or family issue that is impacting overall school functioning, 3. General irreconcilable differences in the teacher and student relationship, or 4. Seniors who have enrolled in a class that is not required to fulfill graduation requirements. Nothing in this procedure can supersede IEP, 504, or EST team decisions.

TARDY TO CLASS OR SCHOOL

Tardy to Class - Tardy is defined as a partial absence of less than 10 minutes from class without an excuse.

Consequences - Three (3) tardies to class will result in the assignment of one lunch detention, and each additional three (3) tardies will count towards an additional lunch detention. After 12 tardies, students will be assigned an after-school 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.

Tardy to School - Any student who is tardy to school must get a blue slip from the office before entering class.

Early Dismissal - 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.

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 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 or study hall 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 submitted every period as requested by the Attendance Secretary.
3. An automated call will be made to the home of each student who was marked present for the day but was absent w/o school notification. These calls will be made the day following any apparent class cut notifying parents of the cuts and the assignment of an after school detention. Students will be called to the office, have an opportunity to provide any valid excuses and handed a detention slip.
4. The assistant principal will follow normal protocols for students who do not serve detentions.

BELL SCHEDULES

REGULAR BELL SCHEDULE		
	PERIOD 1	8:15-9:37
	PERIOD 2	9:48-11:10
	1st Lunch/Advisory	11:14-11:38
	2nd Lunch/Advisory	11:42-12:06
	PERIOD 3	12:10-1:30
	PERIOD 4	1:42-3:04
TWO HOUR DELAY SCHEDULE		
	PERIOD 1	10:00-10:33
	PERIOD 2	10:37-11:10
	1st Lunch/Advisory	11:14-11:38
	2nd Lunch/Advisory	11:42-12:06
	PERIOD 3	12:10-1:30
	PERIOD 4	1:42-3:04
EARLY DISMISSAL SCHEDULE		
	PERIOD 1	8:15-9:20
	PERIOD 2	9:25-10:30
	PERIOD 3	10:35-11:35



	1st Lunch/Advisory	11:39-12:00
	2nd Lunch/Advisory	12:04-12:25
	PERIOD 4	12:30-1:30

SCHOOL CHOICE

Under 16 V.S.A. § 563(28), school boards must annually inform students and their parents or guardians of their options for school choice under applicable laws or policy. The following link provides more details about other school choice laws:

http://education.vermont.gov/documents/EDU-School_Choice_Other_Options.pdf



CLUBS AND SCHOOL 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.

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 from other high schools are permitted when approved by the club's advisor. All school rules apply during social events.

LAMOILLE UNION HIGH SCHOOL CLUBS:

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

Chess Club - Is open to chess players of all levels, from those who want to learn the rules and play a friendly game to the those who would like to learn cutting edge strategy and tactics in order to completely demoralize their opponents.

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.

Dance Club - is open to all high school students; you do not need to be in a dance class to join! We welcome all levels and abilities, especially beginners! Dance club is a great way to meet new friends, laugh and share your love of dance.

Debate Club - In Debate Club we research, discuss and prepare brief speeches on today's pressing issues and compete in statewide competitions in Public Forum style debate. You can build your college resume and/or have option to earn independent credits in English & Social Studies.

Drama & Music - Drama and music opportunities include musicals, one-act plays, concerts, festivals, cafeteria performances and other presentations.

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.

GLOW (Gay, Lesbian, or Whatever) - Through education, action, fun, and friendship, students of **all** backgrounds and identities work to make LUHS a safe, inclusive, and supportive environment for all students.

International Club - Membership to this club is open to all students interested in learning about other cultures. Recent travels have taken us to Italy, Austria, Ireland, France and Greece. Students learn about new cultures, foods, attire and how to navigate in large cities.

Jazz Band - A group of students and teachers who love to play jazz, rock, and funk music. This ensemble performs at the Burlington Discover Jazz Festival in June.

Men's Choir -

National Honor Society (N.H.S.) - Membership/eligibility for the Lamoille Chapter of the National Honor Society 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.

Open Studio - is a place where anyone in the school can come and create in the art room. Open Studio is an informal time and place where people can expand and experiment with materials and ideas in a creative way.



Performing Arts Company (PAC) - This is a club for students interested in theatrical arts. Activities include field trips to shows, extra-curricular theatrical projects like "Haunted High," and fund-raising. PAC also helps promote and publicize the school's Musical and One-Act Play. 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 - An advanced ensemble for men and women to advance their singing skills.

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 & 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>.



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.

	SPORT	FR.	J.V.	VARSITY
F				
A	Soccer	√*	√	√
L	Cross-Country Running			√
L				
W	Nordic Skiing			√
I	Basketball	√*	√	√
N	Alpine Skiing			√
T	Dance Squad			√
E	Indoor Track (club)			
R				
S				
P	Track			√
R	Softball (Girls)		√*	√
I	Baseball (Boys)		√*	√
N	Golf			√
G	Lacrosse		√*	√

*Team determined by participant numbers



ATHLETIC ELIGIBILITY - In order to participate in athletics at Lamoille Union High School, students in grades 9-11 must be enrolled in and passing 5 classes. If a Senior is on schedule to graduate and is in good academic and behavioral standing, he/she must be passing a minimum of four classes. At the time of each Report Card deadline and distribution, the Athletic Department monitors the grades of every student athlete in order to ensure that each student athlete is passing the required # of courses for their grade level. If it is determined that a student athlete is not passing the required # of courses, a mandatory meeting with the Athletic Director will be scheduled as soon as possible. Depending on the actual grade status, another meeting may be scheduled that could include the student athlete, a parent or guardian, a guidance counselor, teacher, coach and the Athletic Director. A plan to improve the academic standing of the student athlete will be discussed and agreed upon. A traditional plan allows the student athlete ten days to demonstrate improvement and progress towards passing their required # of classes. Student athletes may continue practicing with the team but the student athlete may not participate interscholastically. They may attend home events but may not attend away events as that time should be utilized to improve academically. The plan also requires progress updates with the Athletic Director/Support Team and consistent communication with parents and or guardians. If issues continue during or at the completion of the ten day period, additional efforts and support(s) available through our normal system of intervention will be incorporated. This may include supports from our faculty, Guidance Office and office of the principal. It is at this juncture that a “final” determination regarding eligibility and/or playing status will be determined. In an attempt to be proactive the Athletic Department welcomes and encourages all student athletes, parents, guardians, faculty and staff to communicate regularly with the A.D. at any anytime during the school year not just at report card intervals. Please utilize our staff as a resource in supporting academic success and appropriate behaviors.

PARTICIPATION - Any student in good disciplinary standing with the Principal and Athletic Director, and who meets the criteria listed above at report card intervals, is 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 school will work with the student and possibly allow for possible future athletic participation.

REQUIRED FORMS - Prior to the start of any season, a student athlete must entirely complete the following forms: 1) Extracurricular Agreement, 2) Emergency/medical and physical/insurance forms, 3) Concussion Information/Act 58 form. A doctor’s note or wellness exam may 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.

CONCUSSIONS AND OTHER HEAD INJURIES - Concussions and other head injuries - Under 16 V.S.A. § 1431 the principal or headmaster of each public and approved independent school shall ensure that statewide concussion and other head injury guidelines are provided annually to each youth athlete and the athlete’s parents or guardians. Each youth athlete and a parent or guardian shall annually sign a form acknowledging receipt of the concussion and other head injury guidelines. There are training requirements for all coaches and referees of a contest on how to recognize the symptoms of a concussion or other head injury. For further details on the concussion guidelines, please use this link:

http://education.vermont.gov/documents/EDU-Act_58_Concussion_Guidelines.pdf



iPAD PROCEDURES

LUHS Lancer One Code of Conduct Rubric

Rule	First Offense	Second Offense	Third Offense	Fourth Offense
B.1 Case and/or screen protector is not in place. B.2 Stored improperly - not plugged in/not in the right spot in cabinet, not charged, left unattended in classroom B.3 Cover is damaged beyond natural wear and care- new cases can be purchased from an outside source or the Lancer One Store	First Conversation	Second Conversation	Third Conversation	Go to: Yellow Behavior 1st offense
Y.1 Left unattended outside of classroom Y.2 Playing games or listening to music without permission in class Y.3 Inappropriate social or other media during school Y.4 Inappropriate use of equipment including the camera, apps, or downloads without permission Y.5 iPad not returned to school or taken home without permission	1 Day loss of use of iPad or restricted access	3 Day loss of use of iPad or restricted access and Move to Level 3 or lower for 1 week	5 Day loss of use of iPad and Move to Level 3 or lower for 4 weeks	10 Day loss of use of iPad and Move to Level 3 or lower for 8 weeks or longer
R.1 Any Yellow Behavior: Fifth Offense R.2 Violation of Acceptable Use Policy including-Cyberbullying, viewing inappropriate media, or violation of earlier conditions R.3 Purposeful Damage to Device including intentionally disabling "Find My iPad"	Office Referral Loss of iPad	Office Referral Loss of iPad	Office Referral Loss of iPad	Office Referral Loss of iPad

- **Blue Behavior Strikes will be handled on a class-by-class basis.**
- **Yellow Behaviors need to be documented by completing Code of Conduct Google Form or Spreadsheet**
- **Red Behaviors will result in an Office or Guidance Referral**

iPad Code of Conduct- Levels

- **Level 4- iPad can be taken home when school is in session**
- **Level 3- iPad can move from class-to-class but not go home**
- **Level 2- iPad can be used only by request of a teacher (iPad remains in cabinet)**
- **Level 1- Loss of iPad privilege**
- **Level 0- Loss of Computer/Internet Access**



IPAD DISTRIBUTION AND RETURN

Receiving Your iPad — iPads will be distributed to individual students. Parents/Guardians and students must sign and return Student/Parent/Guardian iPad Agreement Form before the iPad can be issued.

1. Use of the iPads will be determined by the levels cited in the iPad Code of Conduct documents for the Middle School and High School.
2. **iPad Return** — iPads will be returned during the final week of school so they can be inspected for serviceability and prepared for summer storage. If a student transfers out of LUSD # 18 during the school year, the iPad must be returned at that time.
3. **Fines** — The student is responsible for any damage to the iPad, consistent with the student guidebook rules, and must return the device and accessories in satisfactory condition. This includes the iPad, protective case, charger, and charger cable. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LUSD # 18 for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at LUSD # 18, that student will be subject to criminal prosecution or civil liability. Failure to return the iPad will result in a theft report being filed with the Lamoille County Sheriff's Department. The student will pay the replacement cost of the iPad or, if applicable, any insurance deductible.

TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad issued by the school. iPads that are broken or fail to work properly must be taken to the HelpDesk in A104 for an evaluation of the device.

General Precautions

1. The iPad is school property. All users will follow the procedures and LUSD # 18 acceptable use guidelines, as outlined in the student handbook.
2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
3. Cords and cables must be inserted carefully into the iPad to prevent damage.
4. iPads and cases must remain free of any writing, drawing, stickers, skins or labels that are not the property of LUSD # 18.
5. iPads should never be left unattended, such as in an unlocked locker, unlocked car or any unsupervised area. Unsupervised areas include, but are not limited to the school grounds, cafeteria, gym, computer labs, hallways, locker rooms, or unlocked classrooms. iPads left in these areas are in danger of being stolen.
6. Students must not remove or deface the iPad with any stickers, engravings or identification.
7. It is required that students install a passcode on their individual devices. This helps avoid tampering and secures the the iPad. Teachers and IT staff may require students to share the passcode in certain instances.

Carrying iPads

The cases provided with iPads offer excellent protection from normal everyday use, and provide a suitable means for carrying the device. iPads should always remain in the protective case.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the iPad.
2. Do not place anything near or on the iPad that could put pressure on the device.
3. Do not place anything in the case that will press against the cover.
4. Clean the screen only with an anti-static or dry, soft cloth. NEVER use any liquids or chemicals.
5. Do not "bump" the iPad against lockers, walls, car doors, floors, etc., as it may break the screen.

USING YOUR IPAD AT SCHOOL

1. **iPads are intended for use at school each day** -In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must bring their iPad to class each day, unless specifically instructed not to do so by their teacher.
2. **iPads not in class** - If students do not bring their iPad to class, they are responsible for getting the coursework completed as if they had their iPad present. If a student repeatedly neglects to bring their iPad to class, they may be subject to disciplinary actions.



3. **iPad Undergoing Repair** - Loaner or replacement iPads will be issued to students when they leave their iPads for repair with the HelpDesk.
4. **Charging Your iPad**- iPads must be brought to school charged each day. Repeat violations may be subject to disciplinary action.
5. **Screensavers/Background photos** - Inappropriate media may not be used as a screensaver or background photo. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
6. **Sound** - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
7. **Apps and Storage** - Appropriate personal content (that can be downloaded from Self Service) is allowed on the iPad, provided sufficient storage space exists for academic purposes. If sufficient storage is not available, personal content must be removed.
8. **Printing** - Printing from the iPads on campus is available but will be limited. Students may print from the iPad off-campus if they have access to a compatible device and/or software.

USING YOUR IPAD AT HOME

1. **Off-Campus Internet Access** — Students are allowed to connect to off-campus networks with their iPads. LUSD # 18 will not provide off-campus Internet connectivity. Students can access the school network after school, before school, and during the school day.
2. **Acceptable Use**-- Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) may only be filtered based on that network's capabilities. A free internet filtering system like OpenDNS- <http://www.opendns.com/home-solutions/parental-controls> may be used to filter content at home.

SHARING IPADS

1. DO NOT loan iPads or equipment to other students.
2. DO NOT borrow an iPad from another student.
3. DO NOT share passwords, login information or usernames with others.
4. Access to another person's iPad without consent or knowledge is considered in violation of the Acceptable Use Guidelines.

MANAGING YOUR FILES & SAVING YOUR WORK

1. Saving on the iPad — Students may save work on the iPad. Storage space will be available on the iPad— BUT it will NOT be backed up in case of erasing or restoring the iPad data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.
2. Saving to External Storage — It is recommended students email files to themselves, or use commercial "cloud" service, such as Google Drive.
3. Network Connectivity — Lamoille Union will make every effort to guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

SOFTWARE ON IPADS

1. **District Installed Apps** - The apps installed by LUSD # 18 will remain on the iPad and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Students should not delete or move any apps, folders, or files that they did not create or that they do not recognize. Deletion of certain files or apps will result in the student's inability to complete class work. If an iPad is found to be jailbroken, or if District installed apps are removed or modified, the student may be subject to disciplinary action.
2. **Additional Apps** - Students may request additional apps be added to Self Service through their advisory.
3. **Inspection** - Students may be selected at random to provide their iPad for inspection.
4. **Procedure for re-loading data**- If technical difficulties occur, the iPad may be restored to its originally issued state. The school does not accept responsibility for the loss of apps or data deleted due to an iPad



restore.

5. **iOS and App updates** - iOS and App updates are available from time to time. It is recommended that students keep the iPad iOS and apps up to date.

IPAD MALFUNCTION, DAMAGE, OR LOSS

1. In the event of iPad malfunction, students are required to submit a Helpdesk ticket. The school district will be responsible for repairing iPads that malfunction.
2. iPads that are damaged must be reported to the HelpDesk immediately. iPads that have been damaged from student misuse, neglect or are accidentally damaged, will be repaired at a cost of \$50 per event, up to a maximum of two events. Any additional incidents may result in full replacement cost of the iPad.
3. iPads that are lost or stolen must be reported immediately to the Information Technology HelpDesk, and a report will be filed with the Lamoille County Sheriff's Department. A \$500 fee may be assessed to replace the iPad. If an iPad is found in an unsecured area, it will be taken to the HelpDesk.

INSURING YOUR IPAD

1. Insurance — LUSD # 18 has secured insurance for all student iPads. If an iPad is damaged, parents/student are responsible for \$50 per event, up to a maximum of two events. Any additional incidents may result in full replacement cost of the iPad. In the event that an iPad is lost or stolen a \$500 fee will be assessed to replace the iPad. If an iPad is found in an unsecured area, it will be taken to the Helpdesk.
2. Claims — All insurance claims will be handled through the HelpDesk.
3. Personal Coverage — Students or parents may wish to carry their own personal insurance to protect the iPad in the event of theft, loss, or accidental damage. A few options include:

Homeowners – some insurance companies allow devices to be added for an additional fee.

Private iPad insurance can be obtained by at
Worth Ave. Group & Student Insurance Partners
1401 S. Western
Stillwater, OK 74074

[1 \(800\) 620-2885](tel:18006202885)

[1 \(405\) 372-9584](tel:14053729584)

<http://www.worthavegroup.com/ipad>

Students and Guardian/Parents must complete the iPad Agreement Form found at this link: [iPad Agreement Form](#)

TRANSPORTATION

PRIVATE VEHICLES

Any student wanting to operate a motor vehicle on school grounds must have a valid license and registration. Vehicle information may be required to be registered at the main office.

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 who transport unauthorized students off campus will be subject to disciplinary action.

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

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

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.

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 student lunches cost \$3.00. Student breakfast costs \$1.75. Students who qualify for "reduced" meals will receive them at no cost. Adult prices are more. 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 Dylan Laflam at 851-1394.

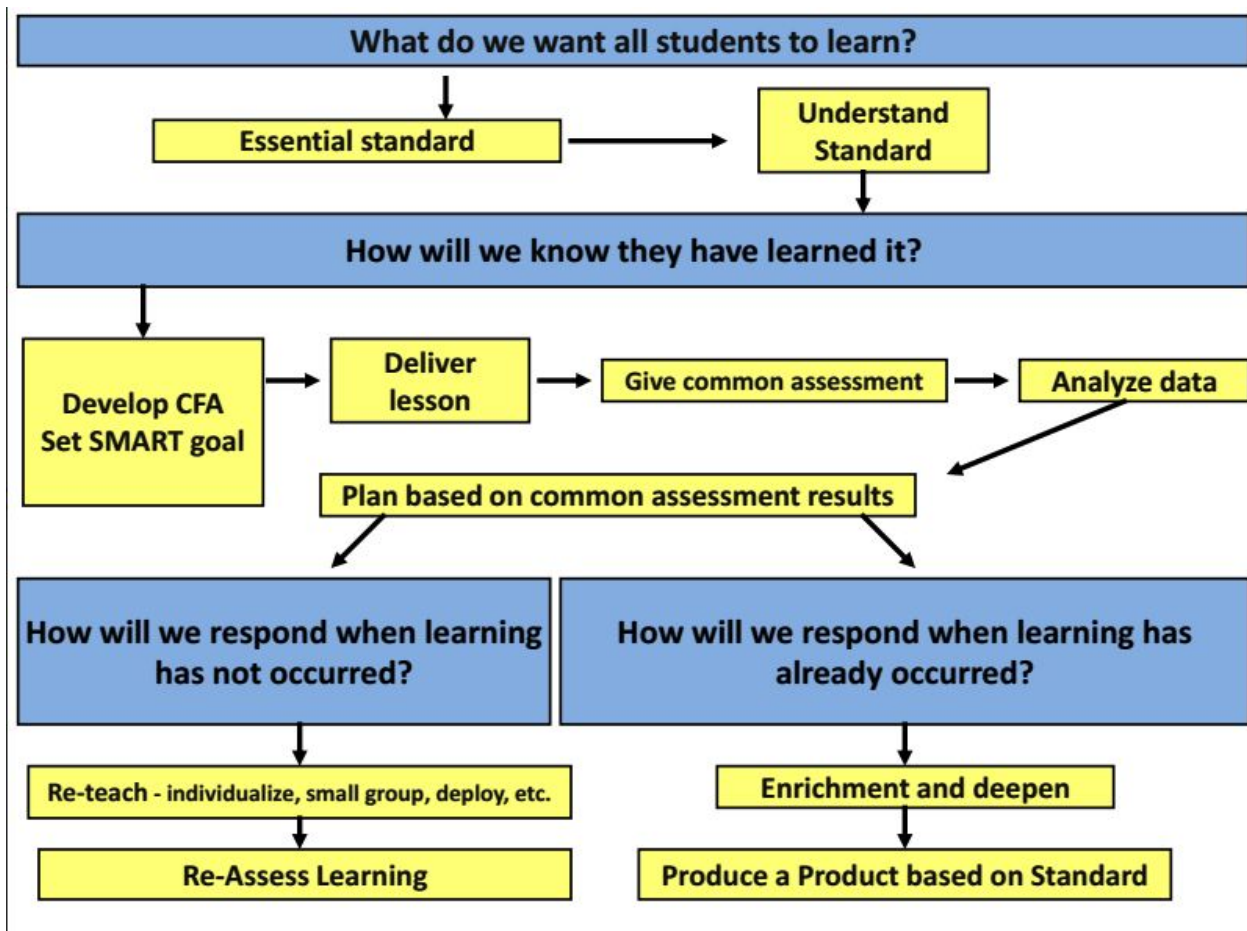


Behavior in the cafeteria:

- 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.

PROFESSIONAL LEARNING COMMUNITY

Our teachers work collaboratively to build a system that support learners. Here is a diagram that attempts to depict the cycle of our work.





SCHOOL COUNSELING/HEALTH/SUPPORT SERVICES

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°F, 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 physician's written permission for the current school year. 16 V.S.A. §1422 requires schools annually to test the hearing of students in the first, second, third, fifth, seventh, and ninth grades. Parents who wish to opt out of these tests must contact the health office in writing.

Periodic hearing and vision screening—16 V.S.A. §1422 requires schools to test the hearing and vision of students pursuant to research-based guidelines, which can be found at this link:

http://education.vermont.gov/documents/school_health_screening.pdf

16 V.S.A. § 1421 required the state to provide equipment to public schools to test the sight and hearing of students; this is no longer required as the statute has been repealed.

Wellness Programs—16 V.S.A. §216 requires the Secretary of Education to prepare and update a list of school and community programs which have the potential to improve childhood wellness and the list is to be made available to all school districts and community organizations that request it. Here is a link to current information about wellness information on the Agency's website: <http://education.vermont.gov/health-education/linking-health-and-learning>

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 11th and 12th 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 the school at your earliest convenience, or contact your school counselor.

SCHOOL/CAREER PLANNING/PLPS/NAVIANCE

Students will work with their school counselors as they plan for the future. One of the vehicles for planning is Naviance.com. Contact our [IT Department](#) for login information.

SCHOOL CHOICE

School Choice— Under 16 V.S.A. § 563(28), school boards must annually inform students and their parents or guardians of their options for school choice under applicable laws or policy. This includes the required notice under 16 V.S.A. § 822a.(c) regarding statewide public high school choice: “on or before February 1 each year, the board of a high school district shall define and announce its capacity to accept students under this section.” For further details on capacity guidelines, please see “Attachment A” to this memorandum. Separately, there are several other ways for families to exercise school choice.

Vermont Agency of Education

Information to be Included in School Reports, Handbooks and Other Notices

The following link provides more details about other school choice laws:



http://education.vermont.gov/documents/EDU-School_Choice_Other_Options.pdf

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. The school does not discriminate on the basis of handicap. 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: Jeremy Scannell, 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: Jeremy Scannell, 851-1236**

STUDENT ASSISTANCE PROGRAM (SAP)

The LUHS Student Assistant Program, through a contract with Behavioral Health and Wellness serves as an early identification, education, prevention and intervention service for students. A trained substance abuse counselor will be available to meet with students throughout the school year, and will assist the student. **Contact: Brian Schaffer, 851-1205**

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.” **Contact: Brian Schaffer, 851-1205**

LIBRARY MEDIA CENTER

The Library is an integral part of the school community at Lamoille Union High School and Middle School. It offers a welcoming environment where all patrons can work productively as well as a rich virtual Library available through websites and apps. Our staff consists of Library Media Specialist Ms. Towle, and Library Assistants Lisa Stead, Jessie Mongeon, and Ray Brior.

Students are expected to use their time in the library efficiently. The space may be used to learn, work, read, and create in a respectful manner. Sleeping is not permitted in the library, as we are a productive work space.

Our Library website provides access to books, eBooks, databases, instructional pathfinders, video tutorials, research help, Contact a Librarian, and Library activities and contests.

Website: <http://luhslib.wix.com/luhslib>

eBooks: [Destiny Discover](#)

USERNAME: 22mtowle [graduation year, first initial, last name]

PASSWORD: 12345 [change password when logged in]

Databases: [Access My Library \(AML\) \(see your librarian for password\)](#)

[Click here to access all Library passwords.](#)

Library Updates: You can follow the Library on [Twitter](#), [Instagram](#), and [YouTube](#) @lamoillelibrary.

Instruction in the use of the automated catalog (OPAC) and online information resources (databases) is provided. Students are encouraged to explore and investigate and are guided and assisted with their projects and reading interests as needed.

Our **Library Catalog** is OPALS (OPAC): <http://luhs.ind.opalsinfo.net/bin/home>

Green Screen Studio: The Lamoille Library features a green screen studio for creation of green screen videos and audio recordings. Speak to the library staff to schedule time in the studio. Please contact Lori Lisai (llisai@luhs18.org) or Andrea Beeman (abeeman@luhs18.org) to have the [Green Screen by Do Ink](#) app put onto your iPad prior to using the green screen studio.

Circulation and Overdues:



Students may check out 3 books at a time.

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 or returned before more material can be signed out. Overdue books can impact students' ability to check out books for academic and personal purposes.

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.

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. Students must bring a pass to use the Library.

Basic Library 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.
- Conversation should respect and not interfere with other patrons' use of the Library.

Failure to work quietly or follow other rules will result in a two-day loss of Library access for the first offense. A second offense results in a 5-day loss of access. A conference with the librarian is required at the end of the five-day loss of access, 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 directly with the Librarian to complete the research.

- **Seniors with privileges** may use the Library without a pass. They are allowed to take their backpacks into the Senior Area. Students with privileges are subject to the same rules of behavior as all other students regarding conversation.
- **Computers and Electronics:** Playing games on Library computers is not allowed without written permission from a teacher. Students may not use cell phones to make calls or videos in the Library. The Library phone may be used if students need to make a phone call.

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. High School students should not be in the Middle School without written permission. At 8:10 all students will move to their block 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, 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 who lose or damage a lock will be required to pay a \$5.00 replacement fee. 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 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.

SUPPORTED STUDY HALL

Students must be prepared to work or to read during study hall time. The study hall supervisor is there to monitor progress and 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.

CIVIL RIGHTS PROVISIONS

Pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act (ADA) of 1990, Lamoille Union High School does not discriminate in admissions, provision of services, hiring and employment on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. For further information or to file a complaint please contact Brian Schaffer, Principal.

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 the Superintendent of LNSU, at 888-1171.

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, 2016. Under FERPA Policies—34 C.F.R. Part 99 parents have the right to:

- a. Inspect and review their children's records,
- b. Seek amendment of the record if it is inaccurate or misleading,
- c. Consent to disclosure of personally identifiable student information except as provided in 34C.F.R. §99.31, and
- d. If they believe the Act has been violated, file a complaint with the Family Policy Compliance Office of the United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

DRIVER EDUCATION SIGN UP PROCEDURES

Driver Education is a unique class because students **MUST** possess a driver's 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. Students must be at least a Sophomore before they can be enrolled in this class.

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, which will include a voice message describing if the school is on a delay or is closing, and the reason why. Updates are also communicated via www.luhsvt.org, [LUHSLancers Twitter Feed](#), [LUHSLancers Facebook](#). 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 Senior or Late Arrival/Early Dismissal 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 and on the LUHS website. The school assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

LATE ARRIVAL/EARLY DISMISSAL PRIVILEGES

LUHS Juniors and Seniors 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. Students may lose this privilege if failing or not making adequate progress in their classes. This privilege does not in any way allow students to leave the campus during the day and then return.

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.

MILITARY RECRUITMENT

16 V.S.A. § 563(27) and 20 U.S.C. § 7908(a) requires school boards to annually inform every student in grades 9-12 and his or her parent or guardian of the right to *opt out* of having the school provide the student's contact information (i.e., name, address, telephone listing) to military recruiters and/or institutions of higher education, pursuant to 20 U.S.C. § 7908(a).

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.

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.

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.

REGISTRATION/CONTACT INFORMATION UPDATE

Student parents/guardians should update contact information annually:

- [Contact Form](#)
- [Health Information Form](#)

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.



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 a 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.

SENIOR PRIVILEGES

Seniors with privileges may use the designated senior areas during unassigned times. To obtain privileges, the [Senior Privilege Form](#) must be completed and all outstanding fines paid. Areas include: Senior lobby area including the lobby near it, courtyard, reserved section in library, Vincent's Bistro, and the grassy area immediately outside the administrative offices. Other areas may be designated with administrative approval. Senior privilege may be lost when academic or behavioral behavior is not meeting standards. Seniors may quietly go to their lockers briefly during their unassigned times to obtain or drop off materials.



Senior privileges do not allow students to leave the school campus nor do laps around or within the building during instructional periods.

Eligibility

- Except for seniors with outstanding fines and/or charges in the library or main office, all seniors will begin the year with privileges.
- To maintain privileges, Seniors must be passing all required classes and in good standing based on behavior.

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 - \$11.50.

TITLE IX

Title IX Grievance Procedures and Dissemination of Policy—34 C.F.R. §§106.9(b) and 106.9(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.” The latter section requires publication of this notice in a variety of ways, including in bulletins, catalogs, or application forms.

VALUABLES

Students are cautioned not to bring large amounts of money or other valuables 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.

Wellness Programs

16 V.S.A. §216 requires the Secretary of Education to prepare and update a list of school and community programs which have the potential to improve childhood wellness and the list is to be made available to all school districts and community organizations that request it.

http://education.vermont.gov/documents/wellness_funding_resources.pdf

YEARBOOK

Yearbooks are created to represent all LUHS students. To order a yearbook, visit Jostens.com. Information regarding deadlines for submission of Senior Information can be found at on our home page.

SELECTED BOARD POLICIES

Procedures: Acceptable Use of Electronic Resources & Internet Safety

General Information

The Board supports access to rich information resources by students and staff as well as the development of staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. The policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of district electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors. The internet provides access to information resources and people all over the world. However, the internet also provides access to material that may be considered inappropriate in the context of the school setting. In a global network it is impossible to control all materials. Appropriate use of these resources depends upon the proper conduct of the users who must adhere to strict guidelines.

Access to electronic resources including the Internet will be available to community, students and staff who agree to act in a considerate and responsible manner and abide by the requirements of the policy. Violation of the policy and the procedures developed in accordance with the policy may result in disciplinary action or referral to local, state or federal law enforcement officials.

Superintendent Responsibilities



The Superintendent or his or her designee shall ensure that the district, as part of its implementation of the policy, is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Administrative procedures developed under the policy shall include provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in District electronic resources.

Administrative Responsibilities

The principal or designee will serve as the building-level coordinator for use of the electronic resources including hardware, software and the Internet and will develop building-level procedures necessary to implement the policy. The procedures will include provision for educators to receive proper training, guidelines for the supervision of students using the system, monitoring the use of the system, and overseeing management of the “acceptable use procedures” agreement process.

Staff Responsibilities

School staff members are responsible for assuring that students are instructed and supervised in a manner that is appropriate to the age of the students and circumstances regarding the safe, ethical, legal, and responsible use of electronic resources including the Internet. The principal or designee will develop and disseminate staff supervision guidelines for their respective schools. Student electronic records are confidential and should be treated like all other student records.

User Responsibilities

During school hours, users may access electronic resources including the Internet for educational purposes only. The term "educational purpose" includes but is not limited to use of the system for classroom activities, which may involve e-mail or electronic communication, career development, and curriculum driven research.

The school may provide email access for students and staff. Students and staff may use real-time electronic communication, such as chat or instant messaging (only for specifically organized educational activities or other pre-approved uses). Students will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using electronic communications including the Internet. Students and staff may access the school’s electronic resources for limited personal use. Limited personal use of the district’s electronic resources including the Internet shall be allowed if the use: imposes no tangible cost to the district; does not unduly burden the district’s electronic resources; occurs during non-instructional time and does not impede other student or staff access for educational purposes; and does not violate the policy.

Users will respect the rights of copyright owners and will not plagiarize works they find on the district electronic network including the Internet by presenting them as their own.

Users should not expect that any files and records of their online activity created on the school’s system are private. Users will be fully and regularly informed about the school’s supervision and monitoring activities and the limitations on their privacy. Students and staff may not access materials for any purpose that the district deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are obscene or child pornography.

Parental Notification and Responsibility

Each school will provide written notice (annually) to parents/guardians about student use of district electronic resources including the Internet, the policies and procedures governing their use, and the limitation of liability of the district.

Parents/guardians must sign an agreement to allow their child(ren) (all students 18 years of age or older must sign their own agreement) to access district electronic resources including the Internet and return this agreement to the school before access will be granted.

Limitation/Disclaimer of Liability

The district is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The district is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the district’s electronic resources network including the Internet. The district is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The district is not responsible for the



accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

Due Process/Disciplinary Procedures

In the event there is an allegation that a user has violated the policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary policy. Alleged violations of the policy will be pursued in accordance with the appropriate disciplinary procedures for staff. Information Technology personnel may participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. At the direction of the appropriate authority, Information Technology personnel are authorized to investigate alleged violations. Community members will be denied access to the network and could face legal investigation if applicable. Notice of violations of the policy shall be forwarded to the principal to evaluate compliance with the policy and the appropriate implementation procedures.

Reporting

If an individual has observed or otherwise is aware of a violation of the policy, he or she may report any evidence to the District Administrator, or to the Superintendent or their designee. The administrator may investigate the allegations and if appropriate they will refer the matter to disciplinary and/or law enforcement authorities.

Legal Liability for Unlawful Use

In addition to District discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful use of any IT System.

Appeals

Users found in violation of the policy may appeal or request reconsideration of any imposed disciplinary action through the grievance procedure or through the Superintendent.

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 herself, 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.

F30 Policy on the Prevention of

Harassment, Hazing and Bullying of Students

I. Statement of Policy

The LUHS 18 School District is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

Throughout this model policy and the related procedures, "District" shall apply to Independent Schools and should be substituted as appropriate. References to the Superintendent shall equate to "Head of School" or "Headmaster" as appropriate, with regard to Independent Schools. Where language suggests a "District" will take action, it shall be the Superintendent, the Head of School, the Headmaster or his/her designee.

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

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

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

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

II. Implementation

The superintendent or his/her designee shall



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

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

III. Constitutionally Protected Speech

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

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

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - a. Is repeated over time;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.



D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.

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

F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.

G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

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

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

- (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
- (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

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

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

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

H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

(1) Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.



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

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

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

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

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

J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

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

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

M. **“School administrator”** means a superintendent, principal or his/her designee assistant principal//technical center director or his/her designee and/or the District’s Equity Coordinator.

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

APPENDIX A

Designated Employees:

The following employees of the LUHS18 School have been designated by the District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti discrimination laws;

Ms. Deb Zmich, Guidance Counselor, dzmich@luhs18.org

Ms. Jessica Butler, Guidance Counselor, jbutler@luhs18.org

Ms. Emily Braggins, Guidance Counselor, ebaggins@luhs18.org



G11 Computer & Internet Policies

COMPUTING AND INTERNET RESOURCES POLICY

The District #18 Board of Directors declares 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

School Comprehensive Plan for Responding to Student Misbehavior—16 V.S.A. §1161a(a) requires schools to adopt a comprehensive discipline plan. Among the requirements is that the plan must include “procedures for informing parents of the school’s discipline policies, for notifying parents of student misconduct, and for working with parents to improve student behavior.” 16 V.S.A. §1161a(a)(3).

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 detention is not served, students will be given an opportunity to reschedule. If not served, students will be suspended from school.
- 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.
- Restorative Process - As an alternative to punitive consequences, we support giving students the opportunity to recognize and accept responsibility for their actions, and that they have the opportunity to restore any harm they have caused 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 teachers attempt numerous responses without a change in behavior (including home contact), administration should be informed.

Unacceptable Behavior – <u>Addressed by Faculty</u>	
Examples:	Range of Consequences, interventions or preventative measures
Not being prepared for class Public Display of Affection Talking Not following directions or class rules Disruptions Cheating/dishonesty	<p>Preventative Measures: Classroom meetings/circles Clear classroom norms/rules/procedures Student recognition Parent contact</p> <p>Proactive Measures Tactical Ignoring Proximity control Emotional support Brief signals Quiet conversations Assigning seats Redirection Parent contact</p> <p>Restorative Measures Mediation/Reflection Planning room</p> <p>Punitive Measures In-class consequences Lunch detention Parent contact After school detention w/parent contact</p>



BEHAVIOR MANAGED BY ADMINISTRATORS

The following charts serve *as a guide* to administrators as we determine what is appropriate and in the best interest of the student(s) *and* the school community.

Unacceptable Behavior – <u>Addressed by Administration or Office</u>	
Examples:	Consequences
Class Cut	Detention If more than 3 cuts/quarter, then ISS.
Tardy to class –see p. 7	3,6,9 = lunch detention(s) including lunchtime and advisory time T, Th, Fr) 12+=detention (per quarter)
Violation of Senior priv. – see p. 36	Warning to loss of privilege
School bus rule violation – see p. 39	Warning to loss of privilege
Not serving detention	Reschedule detention; 3 days Lunch Detention including lunchtime and advisory time T, Th, Fr); ISS; or OSS

Disrespectful Behavior, Refusing Reasonable Requests				
	1st Offense	2nd Offense	3rd Offense	4th Offense
	Parent Contact Lunch Detention(s) Student Plan	Parent Contact Detention Student Plan	Parent Contact 1- 3 day ISS Student Plan	Parent Contact 3-5 day OSS Student Plan

Pushing, Shoving, Hands-on; Throwing objects at others				
	1st Offense	2nd Offense	3rd Offense	4th Offense
	Parent Contact Detention Student Plan	Parent Contact 1-3 day Suspension Student Plan	Parent Contact 3-5 day OSS Student Plan	Parent Contact 3-5 day OSS Student Plan



Harassment/Bullying** (See Policy F30 for more info) Via verbal, written, visual, or physical conduct, including any incident conducted by electronic means including "Following" and "Liking" harassing/bullying sites or comments.			
1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Parent Contact Counseling Student Plan	Parent Contact ½-2 day ISS Referral/Plan Psble:SROReferral	Parent Cnt 1- 3 day OSS Psble: SROReferral	Parent Cnt 3-5 day OSS SRO Referral

Suspicion of Child Abuse/Neglect/Inappropriate Physical/Sexual Contact			
Any Offense			
DCF Referral 800-649-5285, SRO Referral and Possible school consequences including suspension/alternative placement 33 V.S.A.-4912 and other appropriate school action depending on severity			

Violations of Driving Privileges; transporting others who do not have permission to leave		
1 st Offense	2 nd Offense	3 rd Offense
Parent Contact Loss of privilege 5 days	Parent Contact Loss of privilege 10 days	Parent Contact Loss of privilege

Leaving campus without permission, Threatening comments or gestures; Retaliation; Intimidation, Theft or intentional destruction of property, Extremely disrespectful language or actions			
1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Parent Contact 1-3 day Susp. Student Plan	Parent Contact 3-5 day Susp. Referral/Plan	Parent Contact 5-7 day Susp. Referral/Plan	Parent Contact 7-10 day Susp. Student Plan



Bus Incident				
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
	Warning Parent Contact	Parent Contact 1-3 day loss of priv.	Parent Contact 3-5 day loss of priv.	Parent Contact 5-10 day loss

Hitting, Punching, Kicking; Gross Insubordination				
	1 st Offense	2 nd Offense	3 rd Offense	4 th 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

Tobacco				
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
	Parent Contact Counseling Student Plan	Parent Contact 3 day OSS Student Plan	Parent Contact 3 day OSS Re-entry mtg	Parent Contact 3 day OSS Re-entry mtg.



Drugs/Alcohol				
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
	Parent Contact 3-10 day OSS Re-entry mtg. SAP services	Parent Contact 5-10 day OSS Re-entry mtg. Counseling	Parent Contact 7-10 day OSS Re-entry mtg. Counseling	Parent Contact 10 day OSS Re-entry mtg. Counseling

Weapons and dangerous devices Note: Student knives of any length are not allowed				
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
	Refer to Policy (Page 36 of this handbook) Possible loss of privileges. Ref. to SRO Loss of bus privileges (if applicable), damage fees (if applicable) and 1 or more days of suspension. Possible referral to School Board for expulsion.	Additional consequences	Additional consequences	Additional consequences

The above matrix serves as a guide. Extreme situations can result in more restrictive consequences. The Administration reserves the right to exercise its discretionary authority when circumstances warrant such action. Students who accept responsibility for their actions and take action to repair any harm they may have caused, may be assigned reduced punitive 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. Acts directed at staff members will result in increased consequences.

**The school must comply with various Vermont and Federal reporting laws. If the SRO makes a referral to The Vermont Civil Program for Bullying and Harassment, students and families will need to comply. Typically, this will include a contract with the Lamoille Restorative Center including a fee of \$175. Contact Becky Penberthy at the Lamoille Restorative Center for more information 802-888-0657.

SECLUSION AND RESTRAINT - State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements that flow from any use of seclusion or restraint in school (e.g. – teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student).

Here is a link to a "Q & A" about Rule 4500:

http://education.vermont.gov/documents/EDU-Questions_and_Answers_on_Rule_4500.pdf



2016-2017 LAMOILLE UNION HIGH SCHOOL CALENDAR

August 18	New Teacher Orientation
August 22	LNSU Professional Development Day
August 23 & 24	LUHS Professional Development Days
August 24	9 th Grade Parent/Student Orientation Night 5:00-7:00pm
August 29	School Opens for All Students
September 2	No School
September 5	Labor Day (No School)
September 6	School Picture Day
September 21	Open House 5:00-7:00pm
September 23	Early Release Day (Students dismissed at 12:35pm)
October 19	End of Quarter 1
October 20	LUHS Professional Development Day
October 21	No School
October 28	Report Cards Mailed
November 10	Parent/Teacher Conferences 3:30-5:00pm & 5:30-7:30pm
November 11	Veterans' Day (No School)
November 23-25	Thanksgiving Recess (No School)
December 1	Senior Yearbook Pictures Due
December 16	Early Release Day (Students dismissed at 12:35pm)
December 26-January 2	Holiday Recess (No School)
January 13	End of Quarter 2 – Semester 1
January 16	No School (MLK Day)



January 17	Semester 2 Classes Begin
January 20	Report Cards Mailed
February 3	LNSU Professional Development Day
February 27-March 6	Winter Recess (No School)
March 7	No School (Town Meeting Day)
March 24	LUHS Professional Development Day
March 31	End of Quarter 3
April 7	Early Release Day (Students dismissed at 12:35pm)
April 7	Report Cards Mailed
April 17-21	Spring Recess (No School)
May 29	Memorial Day (No School)
June 9	Last Student Day (pending snow days)
June 12	LUHS Professional Development Day (pending snow days)
June 15	Senior Awards Night 6:30pm
June 17	Graduation 11:00am



STAFF DIRECTORY -

Dial 851 and 4 digit extension.

Alexander, Dan	1282
Allaire, Brian	1311
Allen, Nick	1254
Audy, Linda	1301
Bailey, Ellen	1245
Barresi-O'Connor, Jacki	1327
Beal, Jeffrey	1326
Beeman, Andrea	1253
Bidwell, Lance	1282
Boardman, Doug	1222
Boutin, Sheri	1283
Bowers, Allysa	1282
Bowers, Carolyn	1258
Braggins, Emily	1211
Brior, Raymond	1257
Burdick, Lucy	1233
Burnell, Kelsey	1249
Butler, Jessica	1288
Button, Tom	1344
Carbine-March, Amber	1285
Carpenter, Debbie	1258
Chauvin, Nicole	1363
Chayer, Isabelle	1248
Cleveland, Joyce	1258
Collins, Mark	1282
Connolly, Jennifer	1256
Cooney, Christine	1203
Cota, Isaac	1323
Cummings, Kathleen	1360
Custodians	1282
Dawson, Nellie	1207
Denison, Amanda	1247
Dezotelle, Angela	1258
Dobson, Tim	1239
Domina, Earl	1312
Dunkley, Tom	1279
Earle, Antoni	1258
Everett, Pete	1282
Ferland, Donna	1258
Fisher, Susie	1212
Forant, Juanita	1349
Frankfurter, Mary C.	1221
Fredette, Robert	1214



Graves, Rita	1302
Griswold, Bob	1224
Guazzoni, Suzanne	1320
Gymnasium / HS	1356
Hay, Ruth	1335
Hoadley, Joshua	1282
Hoffman, Kim	1292
Horton, Tim	1240
Hutchins, Eric	1243
Irish, Tammy	1390
Jewett, Dana	1206
Keefe, Kelly	1374
Kelley, Flo	1347
Kelly, Jenna	1215
Kneeland, Dave	1282
LaBree, Steve	1343
LaClair, Patrick	1246
Laflam, Dylan	1394
Lavigne, Peter	1296
Lefaivre, Nichole	1352
Lehouillier, John	1282
Lesauskis, Chris	1317
Library	1257
Likhite, Sabine	1237
Messier, Tim	1333
Mongeon, Jessie	1257
Nemeth, Amy	1259
NURSE - HS	1212
O'Toole, Amy	1228
Parker, Bradly	1226
Pathways	1365
Rector, Jeremy	1231
Reed, Sara	1252
Reynolds, Leslie	1305
Robinson, Jeff	1346
Schaffer, Brian	1204
Scannell, Jeremy	1236
Schilling, Jan	1321
Shaw, Jenn	1569
Shaw, Peter	1235
Sladyk-Benoit, Mags	1324
SPED – Fax Line	1395
SPED Testing Room	1327
Stames, Carolyn	1281
St. Cyr, Linda	1204
St. Cyr, Shannon	1223
Stead, Lisa	1257
Stygles, Shari	1258



Tallman, Marissa	1282
Tallman, Thad	1278
Thibault, Nealee	1382
Tighe, Cynthia	1234
Toof, Laurie	1241
Tormey, Chris	1227
Torrey, Stephen	1251
Towle, Meagan	1257
Vance, Polly	1342
Von Behren, Jack	1230
Weiss, Rhianna	1345
Wells, Heather	1258
Whitlock, Chris	1229
Whyte, Caresse	1410
Widen, William	1244
Yandow, Judy	1310
Zlotucha, Michael	1225
Zmich, Deb	1208