



**COLCHESTER HIGH SCHOOL**  
*"Academic Excellence in a Climate of Respect,  
Responsibility, and Pride"*

**MISSION STATEMENT:** The mission of the Colchester School District—proud of its respect for individual needs and its commitment to integrated learning—is to ensure that all students will develop the academic proficiency, social skill, and character to be fulfilled, responsible, and involved citizens; we will accomplish this by providing diverse, challenging educational experiences in partnership with families and the community.

**DIFFERENTIATED INSTRUCTION:** Colchester High School is proud to be a nationally recognized school for Differentiated Instruction (DI) practices. DI refers to a systematic approach to planning curriculum and instruction for academically diverse learners. It is a way of thinking about the classroom with the dual goals of honoring each student's learning needs and maximizing each student's learning capacity. *(Excerpted from: Tomlinson & Strickland; Differentiation in Practice; p6)*

**CHS ESSENTIAL EXPECTATIONS:** All students at CHS are challenged with a wide-range of expectations across all the individual courses they take. In addition to content and discipline specific proficiencies, the faculty and administration have identified four expectations as essential because these skills are at the heart of all learning. Additionally, identifying Essential Expectations enables teachers to coordinate and focus their efforts in order to create more coherence and connectedness for students. The six Essential Expectations we have adopted as a community of educators are:

**Learn: Continuously and Mindfully**

The CHS graduate applies the skills and habits of mind that foster lifelong learning and personal growth.

**Think: Creatively and Critically**

The CHS graduate demonstrates critical and creative thinking across multiple modalities (artistically, verbally, graphically, numerically, textually, physically).

**Communicate: Thoughtfully and Effectively**

The CHS graduate communicates complex thoughts and ideas effectively in a variety of ways (artistically, verbally, graphically, numerically, textually, physically).

**Act: Responsibly and Ethically**

The CHS graduate acts as responsible citizen, makes connections, and engages with the local and global community.

**ACADEMICS**

**COMMITMENT TO FOUR YEARS OF HIGH SCHOOL:** Colchester High School believes that four years of high school are important for the social, emotional, and academic development of all students. The CHS Leadership Team, in consultation with the Guidance Department, believes that students who graduate after only three years of high school lack the social, emotional, and academic maturity to be fully successful in their pursuits after high school. In addition, information provided by post-secondary admissions counselors indicates that a student who graduates after three years is seriously disadvantaged in the college admissions process. Past practices in this high school confirm that graduation after three years is not in the best interest of the student. Based on previous experience, the Guidance Department supports the following:

- Students should use the fourth year of high school to explore courses that are both challenging and deepen individual interests. Students should take advantage of the many Advanced Placement courses as well as CHS's involvement in the Vermont Dual Enrollment program, online classes, and a variety of course offerings.
- Our experience is that post-secondary schools are seeking students who participate in four years of

challenging high school level courses. In addition, a student's access to financial aid may be impacted by early graduation.

- Students should continue to participate fully in co-curricular activities.
- Students should explore outside opportunities for growth, such as, internships or job shadowing for Options credit.

**AT:** All high-performing schools intentionally structure their program to ensure that each student is connected with a faculty member. For accreditation purposes, The New England Association of Schools and Colleges requires of all schools that: *There is a formal, ongoing program through which each student has an adult in the school, in addition to the school counselor, who knows the student well and assists the student in achieving the school's 21st century learning expectations.*

To meet these ends, Colchester High School focuses on Academics, Access, Acceleration, and Advising Time (AT). The primary goal of **AT** is to provide opportunities for students to access enrichment and supports from their teachers. Colchester High School ensures academic excellence for all students. **AT** supports this by fostering community, mentoring, and access to teachers. To further elaborate upon this purpose, the following definitions are offered:

- *Community Building* - Developing positive relationships that foster respect, responsibility, and pride along with a desire to become contributing citizens.
- *Mentoring* - Providing guidance to students as they navigate transitions and challenges that they encounter at the various developmental stages of their high school career.
- *Academic Enrichment and Support* - Ensuring deeper understanding of concepts through targeted academic grouping.

**AT Program Structure:** Colchester High School's daily schedule is structured to include a daily 30-minute **AT** block five days per week. ALL students at ALL grade levels will be

required to attend AT in their scheduled location.

*AT (Mod 2) Schedule*

**Monday** HomeBase 30 minutes  
*Meet with Academic Adviser, make AT appointments w/ teachers*

**Tuesday-Friday** AT 30 minutes  
*Small group work with teachers*

On Mondays, students meet in their HomeBase locations with their Academic Advisers to schedule time with teachers during AT for the rest of the week. Students are expected to know and follow their AT Schedule each week. AT attendance and participation is reflected on students' transcripts.

**GREEN HOUSE AND BLUE HOUSE:** During their four years at Colchester High School, students will have a somewhat different experience in their first two years from that of their junior and senior years. The designation "Green House" is used to refer to grades 9 and 10. In those grades students often are taught integrated content in a teamed setting. At this time, this is true of the humanities—English and Social Studies. Students in the humanities teams are required to complete a number of gateway tasks before they exit the Green House. The term "Blue House" refers to students in grades 11 and 12. The Blue House is a time for students to identify areas of interest and pursue them in more depth. They are encouraged to look at a variety of diverse options including vocational centers, advanced placement classes and internships.

**PERSONAL LEARNING PLAN (PLP):** At Colchester High School we believe that a strong connection between future planning and what students are currently doing in academic classes is imperative in order to create life, career, and work-ready students.

All students at Colchester High School will develop their own Personal Learning Plan (PLP). The PLP is a tool which students use to plan, organize, track, and reflect upon goals and achievements. Each student's PLP addresses their own individual academic goals; school and community activities;

personal and social goals; future plans; and potential career interests.

The PLP process at Colchester High School is student driven. PLPs are tracked and stored in the computer software Naviance. Students access Naviance through the CHS website. CHS guidance counselors and teachers use this data to plan, refine and track future planning and goals of each individual student. CHS students will work on their PLP with the help of their guidance counselor and teachers during AT.

**ALTERNATIVES IN THE SENIOR YEAR:** As stated above, we believe that a strong and purposeful course of study in the senior year is essential to the success of our graduates. The National Commission on the Senior Year has confirmed this belief and has challenged high schools to raise the bar for seniors.

A student may pursue an independent and alternative course of study in their senior year. Students who elect this option must be self-directed learners. To this end, students should be prepared to fully research, present and defend their project as proposed. Parents who pursue this option are advised that the student may experience adverse effects in the college admissions process, as described above. In addition, year-long courses are not available to students who plan to attend classes for one semester only.

In order to pursue this option, the student and parents must follow these steps:

- JUNIOR YEAR: The student meets with counselor to review the four-year plan, academic record, and post-secondary goals. The counselor will advise the student appropriately. If the counselor supports further exploration of the option, s/he will provide the student an application form and set up a meeting with the student and the parents. If the counselor advises the student against the option, the parents may request a meeting with the counselor to discuss the four-year plan.
- The student and the parents will meet with the counselor to review the plan.
- The counselor and student will present the student's plan

to the School Based Committee. The Committee will review the plan and make a final decision. The student and parents may request a meeting, facilitated by their counselor, with the principal prior to the meeting of the committee.

- All seniors approved for this option are responsible for meeting all graduation requirements and for implementing the plan as approved.
- All students approved for this option will be required to journal and reflect in their PLP throughout the year.

### **ACT 77: FLEXIBLE PATHWAYS TO GRADUATION**

**INDEPENDENT STUDY:** CHS Students may earn credits through Independent Study. Students work directly with a sponsor teacher to earn academic credit rather than attend a traditional class. The amount of credit earned will be determined when the independent study contract is written. All independent study requests must originate in Guidance. The following is an outline of the independent study process:

1. Student discusses independent study with their counselor. If the counselor agrees, a written request for independent study is made to the guidance director.
2. Guidance director presents the request to the administrative team. If approved, guidance director meets with the appropriate team leader.
3. Team leader meets with teachers to find a match. Team leader notifies guidance director of outcome of teacher meeting.
4. Guidance director notifies counselor. If a teacher match is found, the counselor will schedule a meeting with the student, teacher, and team leader to write an independent study contract.
5. NO COURSE REQUIRED FOR GRADUATION may be taken as an independent study. The only exception may be an independent study taken for elective credit, and must be pre-approved by CHS Administration.
6. All students approved for this options will be required to journal and reflect in their PLP throughout the year.

**OUTSIDE COURSES:** Colchester High School may grant credit for academic work in approved programs outside of this school. Such programs must be **pre-approved** by Guidance and the administration. All credit for night school courses is granted through the Options Program (see page 8). Students should see the school counselor to arrange this credit. Summer school credit is arranged through the director of summer school. Students may not, under any circumstances, use night school credit or credit from summer school (other than CHS summer school) to complete the gateway requirements resulting from an incomplete/failure in Humanities.

**COLLEGE COURSES (I.E. DUAL ENROLLMENT):** CHS students may enroll in college-level courses for elective credit through special programs (i.e., College Connections). Credit received as a result of successful completion of such a course is recorded by the college. Prior to enrollment in the course, a student who wishes to earn credit toward high school graduation must obtain approval from Guidance and document this in their PLP. It is the student's responsibility to present a copy of the final grade/credit to their counselor. The course name, grade/mark, and college credit will be recorded on the student's permanent record along with the name of the institution at which the course was taken. If the student has received approval for high school credit, it will be on the basis of a 1-semester, three-hour college course equaling 1/2 high school elective credit, or content credit with prior approval from Guidance.

**VIRTUAL HIGH SCHOOL:** CHS students may enroll in Virtual High School to take high school courses not offered at CHS. Credit received as a result of successful completion of a VHS course is recorded on the student's CHS transcript. Courses fill extremely fast; please see your guidance counselor to enroll.

**TARGET GRADUATION:** Target Graduation is a standards/outcomes-based graduation alternative for students who seek a CHS diploma. Eligible students are often below grade level in terms of credits. However, successful students in this program have been motivated and possess basic skills. Upon admission, their skills are assessed, and they develop a plan to meet the

graduation standards. All participants in Target Graduation must meet the equivalent of the CHS graduation requirements (including 1.5 credits of physical education). This program is completely self-paced, and there is no guarantee that the student will be able to graduate in the year in which she/he enters the program.

**OPTIONS PROGRAM:** The Options Program offers students the opportunity to earn up to two elective credits for work, volunteer services in the school, independent study, night school, and community service. Applications will only be considered within the current school year. All students approved for this options will be required to journal and reflect in their PLP throughout the year.

**18-YEAR OLD POLICY:** It is recognized that many students will reach the age of majority while enrolled at Colchester High School. It is also apparent that most parents wish to remain in close contact with their student's progress at school. Therefore, it will be school procedure to continue to communicate information related to school through parents, unless the school is specifically notified in writing by the parents that this is not their desire. Students who are 18 must still abide by all school rules including our school attendance policies (See page 23).

**GRADUATION REQUIREMENTS:** Students must earn 24.5 credits including the following required credits for graduation:

**4 English,**

**3.5 Social Studies** including 1 credit in American History and .5 in Civics,

**3 Mathematics** including both *Algebra 1 and Geometry*

**3.5 Science** including *Earth Systems Science*, 1 credit in Biology and 1 in Physical Science, and 0.5 credit Essential Topic

**1 Fine Arts**

**.5 Health**

**1.5 Physical Education**

**6.5 electives**

For additional information please refer to the Program of Studies, which can be found on the CHS website: <http://www.csdvt.org/chs/guidance/documents/pos-2017-18.pdf>



It is the student's responsibility to be knowledgeable of the CHS Graduation Requirements, to monitor progress toward meeting them, and to assure that all of their academic records are accurate and complete. It is the Guidance Department's responsibility to maintain students' academic records in accordance with FERPA, EHA-B, State Law, and the policy and procedures of the Colchester School District, and to assure that no student is graduated without meeting all CHS requirements.

**NOTE: Based on the CHS graduation requirements, all students must pursue their fourth credit of English in their fourth year. Additional English credits earned in any given year may be used for elective credit only. Only fourth year seniors may enroll in Senior Seminar Civics. Students will not receive partial credit for year-long courses.**

**GRADING SYSTEM:** Each teacher must make it clear to all students exactly what grading system is being used in the classroom and what the expectations are. A written statement will be given to each student. Students and parents are encouraged to refer course syllabi as well as the CHS Handbook for Teaching and Learning (<http://www.csdvt.org/chs/includes/documents/student-handbook.pdf>).

In general, the grading system is as follows:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93- 96	B 83-86	C 73-76	D 63-66
A- 90- 92	B- 80-82	C- 70-72	D- 60-62
F 59 and below			

There are four marking periods each year. Students and families are encouraged to use PowerSchool to track progress in classes

In addition to the grades shown above, the following grades may also be used:

I - Incomplete: This indicates that certain work had not been completed when the period ended, although the teacher expects it soon. This is different from an "F", which indicates

poor quality or undone work, which is long overdue with no provision for make-up. The incomplete will automatically become an “F” if the work is not completed within two weeks after the close of the marking period.

I-11 Student has not completed required writings in humanities.

I-12 Student has not met the course standards for that semester in Thinkers & Revolutionaries or American Experience. Summer school will be required.

M - Medical: This designation is used in physical education only. It indicates that the student is medically excused from participating in physical education classes. An excuse from a doctor must be submitted to the school nurse.

Withdrawal: If a student withdraws from a course after the first progress report, the grade will be recorded according to the following policy:

- WF - Withdrawn Failing: failing at the time of withdrawal. Results in no credit for the course. WF results in no credit for the class
- WP - Withdrawn Passing: passing at the time of withdrawal. WP results in no credit for the class.
- WAP – Withdrawn Attendance Passing: withdrawn due to attendance, passing at time of withdrawal. WAP results in no credit for the class.
- WAF - Withdrawn Attendance: exceeded the maximum number of allowable absences. Results in no credit for the course. WAF results in no credit for the class

**TRANSFERRING GRADES:** The Guidance office will award credit based on grades received on prior school(s) transcript(s).

**CHS PROCEDURE FOR APPEAL OF A GRADE IN A COURSE:**

1. **Step One:** Student and/or parents speak with teacher to address the grade in question. The issue is resolved. If necessary, the teacher informs the Guidance secretary to make a grade change.

2. **Step Two:** Student and/or parents are not satisfied with the resolution of the issue. The parent refers the issue to the guidance counselor who facilitates a meeting with the student, the parents, and the teacher. Everyone arrives at a mutually agreeable conclusion. If necessary, the guidance counselor makes a grade change.
3. **Step Three:** The issue is not resolved at step two. The guidance counselor refers the issue to the principal or the principal's designee. The principal (or designee) gathers information from parents, student, teacher, and counselor and makes a final decision. At this level it is the responsibility of the parent or guardian to present information to support the appropriateness of adjusting the final grade. The teacher is expected to document the criteria used to arrive at the grade.

**ACCESS TO STUDENT PROGRESS INFORMATION:**

Parents and guardians can access their student's grades, attendance, and course information through PowerSchool. Please contact Mark Ellingson at (802) 264-5702 with questions about accessing PowerSchool. Parents are encouraged to attend the annual open house in September and parent conferences in October and March. Information on these events is published in the Laker View and on the website. Parents are encouraged to contact the CHS Guidance office to set up a parent-teacher conference at any point during the school year.

**HONOR ROLL:** Honor Roll is published four times a year. Students earning a 3.7 GPA with no grade lower than a "B" will be placed on the High Honor Roll. Students earning a 3.0 GPA with no grade lower than a "C" will be placed on the Honor Roll.

**ACADEMIC DISTINCTION:** Student academic recognition at CHS will be designated by levels of achievement. CHS will report Latin Honors when we publish the honor roll. Latin Honors are based on eight semesters. CHS will note at graduation based on the following three levels:

- **Summa Cum Laude** for those earning a 4.1 GPA or higher;
- **Magna Cum Laude** for students earning a 3.8 GPA

- or higher;
- **Cum Laude** for students earning a 3.5 GPA or higher.

CHS does not round when determining designation. Also, CHS does not calculate specific class rank. CHS reports the range of a class' GPA, thus allowing our students and college admissions officers to best understand our grading patterns and how we compute GPA. In some unique cases, where an award, scholarship or special recognition requires the reporting of rank, the Principal may (with student permission) confidentially report this statistic to an external agency. Request for such an exception should be made to the Principal.

Student graduation speaker(s) will be determined by the Principal at the end of the third quarter. All students who are likely to receive the academic distinction Summa Cum Laude will be considered.

**MID-YEAR AND FINAL EXAMS:** All teachers (including advanced placement) are required to give an examination or conduct a comparable culminating activity or assessment during the designated exam period. **NOTE: UNLESS THE STUDENT IS EXEMPT FROM THE EXAM, THE STUDENT MUST TAKE THE FINAL EXAM IN ORDER TO RECEIVE CREDIT IN THE COURSE.** Please also refer to page 23 for Attendance requirements during exams.

**EXAM EXEMPTIONS:** Seniors completing a course with a 90% average or better (calculated using S1 for a semester 1 course; S2 for a semester 2 course; or Y1 for a year-long course) are exempt from the final exam for that course. This exemption applies to exams given at the scheduled time and does not apply to a long-term alternative to an exam involving class time. Juniors enrolled in courses with seniors are never exempt regardless of their grade in the class.

**TEACHER CONTACT/APPOINTMENT:** CHS teachers do not have voicemail. If parents need assistance, please contact the front office at 264-5700. In addition, parents are urged to contact teachers through email. The email addresses are published on the school's website or may be obtained through the principal's

administrative assistant at 264-5701.

**ACADEMIC HONESTY:** We expect students to demonstrate academic honesty. All students are advised that there is a penalty for **cheating and plagiarism**. Any student, who cheats in any way, will be referred to the Administration and the student's parents or guardians will be notified. Students with questions about citing references in work should seek assistance from a teacher or librarian. Cheating or plagiarism may disqualify any student from NHS eligibility.

**PLAGIARISM:** According to The American Heritage College Dictionary, plagiarism is a form of lying. Within the academic and professional worlds, plagiarism is always a serious offense. Kinds of plagiarism according to Writers Inc.:

- Word-for-word plagiarism: when a writer repeats the exact words of a source without supplying the necessary credit.
- Paraphrase plagiarism: when a writer says basically the same thing as the original source with just a few words changed.
- Idea plagiarism: when a writer uses the ideas of another when those ideas are not common knowledge.

Remember that the Internet presents a tempting and readily accessible source of information. However, you must credit your Internet source as fully as a written text, a video, or an interview. The use of an Internet source in any of the three ways referenced above constitutes plagiarism and is considered cheating. A student who provides his work or the work of others for the purpose of plagiarizing is also guilty of cheating.

**HOMEWORK:** Work outside of class time is the student's responsibility and an opportunity to refine their learning dispositions. Teachers will provide regular homework in alignment with district homework policy. Parents and students can review teacher expectations through PowerSchool. **Note:** Because Colchester High School is on an alternating A/B day

schedule, it is generally not necessary to request homework for a 1 day absence. When a student is absent from school for two or more days, the parent/guardian should check the class website for current assignments and may also request homework assignments through CHS. In order to ensure that a homework folder is ready for pick up at the end of the day, please call the secretary/receptionist (264-5700) by 8:30 am. Otherwise, the assignments will be ready at the end of the following day.

**STUDY HALL:** Students in grades 9-11 are assigned to structured study halls in a classroom setting. All study halls, including the cafeteria study, are intended to be quiet and orderly places where students study.

Attendance in the cafeteria and structured study halls will be taken at the beginning of each mod. Students are responsible for verifying that the teacher has recorded their attendance. Students with permission to go to the library or to see a specific teacher must request a signed pass after attendance has been taken. All students must have a signed pass before they leave. Seniors with a senior privilege card must have it checked.

Seniors in cafeteria study must remain in the cafeteria during the entire period unless they have Senior Privileges. Otherwise, they must obtain permission to sign out to Guidance, the library, or to a teacher's classroom. They may go to the a la Carte and return with their food to the cafeteria. They may not congregate or remain in the hallways adjacent to the cafeteria. The teacher on duty in cafeteria study will monitor other students in the hallways and require that they present a signed pass.

#### **LIBRARY AND MEDIA CENTER:**

**Library:** The mission of the library is to ensure that students become effective users of ideas and information and to promote independent lifelong learning. We promote the enjoyment of reading and collaborate with teachers to support learning, providing instruction in research, information literacy, and technology skills and share the best curricular resources in print, on the web, or in multimedia.

The library is a place for study, reading, research, and learning with a relaxed but respectful atmosphere. Students in the library are expected to be reading or doing school work and to respect everyone's right to accomplish work and study goals. Individual students that are not arriving with a class need to have a pass to be in the library and must sign in when they arrive and sign out when they leave; they also need to get permission from library staff if they must leave the library for any reason before their final sign-out.

During AT, the library staff works closely with small groups of students, assisting with research needs and providing access to computers for completing school work.

Students must care for and return all library materials. Failure to return overdue materials or meet library responsibilities may result in detention or loss of library privileges. All overdue materials must be returned prior to mid-term and final examinations. In June, bills will be mailed for overdue, missing and/or lost materials. Materials should be returned and bills paid before the start of the next school year.

**COMPUTERS AT CHS:** We are a 1:1 school. Upon enrollment, students and their parent/guardian will be asked to sign the CHS Acceptable Use Plan and 1:1 device contract and upon completion granted access to the CSD network for school purposes. All electronic devices must be used in accordance to the CHS acceptable use and school discipline policies. Parents must contact the principal in writing if they wish to restrict their child's access.

**DRIVER EDUCATION:** Enrollment in driver's education is limited. CHS Students are enrolled according to their birthday, then according to the flexibility in class schedule. Students must be 15 years of age, possess a valid learner's permit and participate in the enrollment process through guidance. Please note, only CHS students who have exceeded our course criteria and who have completed driver education *at CHS* may take their driver's test with a CHS driver's education teacher. **For specific questions and detailed information please read the CHS**

**Program of Studies**, which can be found on the [CHS Website](#).

**GUIDANCE COUNSELOR APPOINTMENTS:** Call the guidance secretary at 264-5713 to arrange an appointment with the school counselor.

**SCHEDULE CHANGE PROCEDURE:**

**Add/Drop A Course:** ANY STUDENT SEEKING TO MAKE A CLASS CHANGE MUST DO SO DURING THE DESIGNATED ADD/DROP PERIOD IN AUGUST AND JANUARY. No student, without exception, may drop or add a class after that time with the exception of transfer students. In the event that a parent has a concern or issue, she/he must contact the counselor to discuss the reasons for the schedule change. Only the counselor may enter a schedule change. **The student is expected to remain in the original class until the change is made and to attend the added class or study hall the next time it meets** (also see withdrawal procedures, page 10). Failure in the class is not considered a just reason to drop the course. The fact that the class is not needed to graduate is not sufficient reason to drop the class either. CHS believes that under most circumstances the student will benefit from remaining in an academic setting. Appropriate accommodations might include converting to pass/fail or developing a contract to improve the student's academic/behavioral performance. **No change will be made based on teacher preference.**

**Level Change:** Within the first two weeks of the class the sending and receiving teacher may recommend a level change. The counselor will communicate with the parents and the student and the change will be made or a meeting will be held to discuss the level change. After that initial period of time, a level change will not be made unless there is a compelling reason to do so. The process will involve a meeting with teachers, the counselor, parents, student, and principal or assistant principal. The same process will be used if the student/parent does not agree with the current teacher's recommendation for the coming school year. The guidance counselor does not have the authority to override the recommendation. The process outlined above will be used to resolve the issue to everyone's satisfaction.



## **STUDENT SUPPORT**

**GUIDANCE/STUDENT SERVICES:** The guidance program at Colchester High School offers a broad range of services to students and their families, including personal, academic, career, and college counseling. The school counselors provide an important link between students, parents, and teachers as students make course selections and plan their years at CHS. The CHS website and resource library in the guidance area contains information regarding VSAC, scholarships, financial aid, vocational outlook, and post secondary educational options. Students will also find a large and up-to-date selection of college catalogs and applications for the PSAT, SAT I and II, and ACT. The VSAC outreach counselor provides weekly services for CHS students and periodic evening meetings for parents. Another important role of the guidance program is support and intervention on behalf of students who are experiencing academic and/or behavioral problems. Counselors receive both academic and conduct reports regarding their students. The assistant principals, planning room supervisor, and other staff involved with student conduct will consult with counselors regarding their student's behavioral issues. Counselors may be asked to provide input in the behavior change and reentry plans students create.

**MATH LAB:** Math lab is open daily during school hours to give students assistance in mathematical processes related to their math and science classes.

**WRITERS' WORKSHOP:** The Writers' Workshop is open daily during school hours to offer writing assistance to students. Students may use the workshop for a number of purposes, including to pursue their own independent writing or to obtain assistance with the pieces in their Literary Portfolio.

**HOMEWORK CLUB:** Homework club is open before school (in the morning) several days per week. It is staffed by an instructional aide. Students are encouraged to drop in for support in organization and with homework assignments.

**ENGLISH LANGUAGE LEARNERS:** New students whose parents indicate that English is not the primary language in the home will be tested by the ELL instructor before placement in academic classes. If the student is in need of ELL services, an individual plan will be developed for that student in consultation with the classroom teachers. Students may earn up to two (2) graduation credits for ELL, with the approval of the principal. All ELL students must complete American Studies.

**ACT 117 EDUCATIONAL SUPPORT TEAM:** By Vermont statute schools are required to develop a comprehensive instructional support system in which an educational support team meets regularly to discuss referrals and develop instructional strategies appropriate to the referral concerns. This team accesses instructional support resources to meet the needs of students. At CHS the Educational Support Team (EST) meets weekly and as needed to address the referrals made by teachers and the administration. The team is composed of the nurse, school counselors, a special educator, a teacher or teachers, and an administrator. At times it is appropriate for parents and students to join an EST meeting specific to that student. In those cases, a member of EST will contact the parent to schedule the meeting.

**STUDENT MENTORS:** With the recommendation of the CHS EST, students may be offered upperclassmen support in an area of academic challenge. Mentors are trained and supervised by CHS faculty in supporting students in targeted areas of need during AT.

**SECTION 504:** Parents may contact the CHS Director of Student Support Services for more information regarding section 504 eligibility. Students who have a medical condition that, according to a physician, prevents him/her from attending school, may be eligible for accommodations under section 504.

**SPECIAL EDUCATION:** Parents may contact the CHS Director of Student Support Services, a counselor, or an administrator for more information regarding the evaluation and eligibility process. CHS provides a continuum of services for

students in special education.

**STUDENT AIDES:** Routinely the main office, the guidance office, and the nurse's office use student aides to assist in their daily operations. No more than one aide may be on duty in each of these locations at any given time. At the discretion of the site supervisor, the number of aides may be increased in the main office. **Note: Teachers who use student aides must register them with Guidance.**

**CENTERPOINT--CHS PARTNERSHIP:**

Project Checkpoint: Checkpoint is a "screening and brief intervention program" designed for students found in violation of the school's substance use policy. Checkpoint is an option for students to fulfill school policy requirements while also:

- Building skills
- Learning new strategies
- Becoming more informed
- Increasing self-awareness of their thoughts, feelings, and behaviors

Checkpoint begins with a screening interview followed by 3 weekly group sessions. These group sessions address a variety of topics, including:

- Decision-making and problem-solving
- Stress reduction and coping skills
- Power, self-control, accountability, and responsibility
- Personal assets inventory, resiliency skills, and healthy supports
- Planning for setbacks, unhealthy influence, and high-risk situations

Changes

Growing from the success of **Project Checkpoint**, Centerpoint also offers the **Changes** program on site at Colchester High School.

Through weekly group and individualized skill-building services, **Changes** offers ongoing support for any student who is struggling with or at risk of alcohol or drug use, and/or life stressors. **Changes** helps students to make healthier decisions and address challenges in their lives.

## ATTENDANCE

It is the shared belief at Colchester High School that students are responsible for their learning. Students are expected to manage their time effectively in order to be present and on time for class in order to work with their teachers and classmates. The following guidelines are offered for absences and tardies.

**ABSENCES:** Please report your student's absence to the Attendance Office as early as possible, and no later than 8:00AM (264-5711). Disciplinary issues pertaining to attendance are directed to an assistant principal.

**STUDENT CONTACT DURING SCHOOL DAY:** To leave a message for your student during the school day, contact the secretary/receptionist at 264-5700.

**ATTENDANCE PROTOCOL:** Colchester High School believes that regular school attendance by its students is necessary in order for them to obtain an adequate understanding of the instruction and material presented by the teachers. If a student is to receive credit for a course offered by the school, it is essential that he/she maintains the required level of attendance in that course.

**MAXIMUM ATTENDANCE LIMITS:**

**SEMESTER COURSES:** Maximum course absences allowed - four (4):

**FULL YEAR COURSES:** Maximum course absences allowed - eight (8):

**FULL YEAR COURSES MEETING EVERYDAY:** Maximum course absences allowed – twelve (12).

**TARDY:** A student is considered tardy if they arrive to class no more than twenty minutes late. Students who are chronically tardy will be subject to the following consequences for tardiness per class per **quarter**:

- 1 or 2 - teacher consequence
- 3 - teacher-assigned detention and parental notification
- more than 3 tardies - Referral to Administration.

Further steps may include any of the following:

- Office detention
- Two office detentions
- Saturday School
- In-school suspension
- Loss of credit

**Tardiness to class is dealt with through teacher-assigned detention and other consequences, including contact with home. If a student is more than 20 minutes late to class, this is considered a class absence.**

**FALSIFICATION:** The school depends on parental notes for communication around attendance. Although we operate on trust, if there are any concerns, we may call to verify notes or a call in, excusing a student. Students found using false or forged notes or impersonating a parent/guardian during a call-in will have unexcused absences in those classes missed and may face disciplinary action. Students may expect similar consequences for altering attendance slips, forging passes, add/drop slips, permission slips or any school documents.

**FAMILY VACATIONS:** The school calendar includes three scheduled vacation periods in the months of December, February, and April. **NOTE: FAMILY VACATIONS ARE NOT EXCUSED ABSENCES.** Absences due to personal vacations while school is in session are defined as absences according to the school's attendance policy. While school is in session, a student who misses school due to a family vacation must complete a CHS "Procedures for Extended Vacations" form. After securing the required signatures, the student should give the form to the attendance secretary. These days will still be counted as absences. Depending on the number of absences a student already has accumulated, credit could be lost in the class.

**EARLY DISMISSAL/LATE ARRIVAL (FOR ONE DAY):** Students may arrive late, or be dismissed prior to normal school closing, for one of the following reasons only (these absences are included in the total number of absences in the course): medical and dental treatment; death or illness in the family; approved religious holidays; other reasons judged necessary by the administration. A student seeking to be dismissed for one of the

reasons above must bring a note to the attendance secretary from her/his parent or guardian. The parent's note will be filed and permission to leave will be recorded. Students leaving school without permission prior to the end of the school day will be considered truant. One-day permission to arrive late or leave early is never intended to serve as a substitute for extended permission to alter the student's school day. Permission for ongoing early dismissal/late arrival requires an application, a hearing, a schedule change, and administrative approval.

**EARLY DISMISSAL/LATE ARRIVAL (EXTENDED TIME PERIOD):** Colchester High School does not support early dismissal/late arrival on an ongoing basis. Early dismissal and/or late arrival will be granted on a case-by-case basis. In order to be considered, the student must meet the criteria outlined on the application form. At no time may a note from the student's parents alone be used to grant an ongoing late arrival or early dismissal. Early Dismissal/Late Arrival is not intended to take the place of senior privilege for students who have lost their senior privilege status.

**CLASS CUTS:** The class cut policy is based on the belief that students should be physically present in their scheduled classes. This consequence applies to students who are in school and who fail to attend a scheduled class. Note: Absences for any reason, including cuts, may result in the loss of credit (refer to the attendance policy). Disciplinary action for class cuts will be utilized when students are found to be engaging in another unsanctioned activity while out of class.

**TRUANCY:** Colchester High School closely monitors students' absences. A certified letter will be sent home that requests a mandatory truancy meeting with the family or guardian, administration, truant officer, and other essential adults, if deemed necessary by CHS administration. A truancy plan is then developed and closely monitored. If the truancy plan is not followed and the family or guardian will not work with the plan, the school district and the truant officer will file a letter and an affidavit with the State's Attorney and a detention hearing will be scheduled in Family Court. These interventions are intended to ensure that the student is attending school on a regular basis so

that he/she can receive the full benefits of his/her education.

**ATTENDANCE FOR 18-YEAR OLD STUDENTS:** Students who are 18 must still abide by all school rules including our school attendance policies. 18-year olds may not sign attendance excuses for themselves; parents or guardians must still contact the Attendance Office.

**SENIOR PRIVILEGE:** Seniors may be eligible for senior privilege/open campus after certain requirements have been met. These requirements may change from year to year. In all cases the senior students and their parents must meet with administration at an evening meeting, to review senior expectations and privileges. Parents and students must sign a contract. Until the senior privilege approval process is complete, seniors must follow all rules and guidelines in effect for underclassmen. There are no exceptions to this requirement. Seniors must have completed 17 credits and have completed 3 years of high school. Seniors must maintain good standing or will not be eligible for senior privilege/open campus during one or more quarters. Behavioral infractions will directly impact senior privilege as well.

Seniors must attend scheduled AT's (this includes Monday and any teacher pre-booked AT days) to maintain their senior privileges. Seniors must carry their senior privilege card at all times. If a senior loses the right to senior privilege, they must return the card immediately to one of the senior advisors or administration. If the senior privilege card is lost or misplaced, the senior advisors may replace the card for a fee of \$5.00 (which is donated to Project Graduation).

**ATTENDANCE DURING MID-YEAR AND FINAL EXAMS:** During mid-term and final exams, the high school will conduct open campus sessions. Students will be required to attend only those periods when they are scheduled for an examination. Students are expected to be on time and to bring all necessary materials to exam rooms. Students will be required to attend an exam period for a minimum of 1 <sup>1/2</sup> and a maximum of two hours. Students leaving exams after the minimum 1 <sup>1/2</sup> hours will proceed quietly to the cafeteria or gymnasium. Students are

also allowed to leave the building. However, students are not allowed to go to their lockers during the two-hour exam period. Students arriving late for an exam will not be permitted to enter the exam area without the permission of the designated administrator. **NOTE: The parents of a student who is absent during an examination day must make telephone or personal contact with the designated administrator or designee before the student is allowed to take a make-up exam. Illness is the only acceptable excuse.** Missing the bus, oversleeping, forgetting, etc. will not be accepted. Once the principal approves the make-up exam it is the student's responsibility to arrange a time with the teacher(s). Unless noted otherwise, busses will run at normally scheduled times. Students must provide their own transportation when arriving late or leaving early on exam days.

**GRADUATION PRACTICE ATTENDANCE:** All graduating seniors are required to attend practices and functions during graduation week as a prerequisite to participating in the graduation ceremony. In the case of extenuating circumstances, the principal reserves the right to make a ruling regarding this requirement. A senior may choose not to participate in the graduation ceremony. The diploma will be mailed to the student after the event. All outstanding debts to the school must be paid in full prior to participation in the graduation ceremony or receipt of the diploma. Students who have not met all requirements will not be permitted to participate in the ceremony and will receive a diploma through the mail.

### **ENROLLMENT**

**RESIDENCY:** The Colchester School Board is responsible for ensuring the education of pupils who are residents in the Colchester School District. If you are interested in attending CHS, please contact the guidance department at (802) 264-5713. Individuals not meeting Colchester School District Enrollment guidelines may attend Colchester High School pending administrative approval as tuition-paying students. Students/parents will be held financially responsible for tuition payments covering the period of time in which the student is in attendance while not a legal Colchester resident.



**GUARDIANSHIP AND PARENTAL RIGHTS:** It is the parents'/guardians' responsibility to provide documentation of legal decisions that affect custody or parental rights with regard to a student. If there are any changes in family or custody status that affect access to a student, student records or residency, please notify the school immediately.

Under Vermont law, the school a child attends is determined by where parents or court-appointed guardians reside. Verification of residency is required. Misrepresenting residency is a violation of state law.

**CHANGE OF ADDRESS:** Students are required to submit any changes in address, phone number, guardianship, or other important information to the Guidance Office at the time that the change takes place. This information is critical in communicating with families in case of emergency, as well as for assessing residency status.

**TRANSFER STUDENTS:** A transfer student's attendance limits will be prorated as of the date of her/his enrollment. The Guidance Office will award credit based on grades received on prior school(s) transcript(s).

**GRADE PLACEMENT:** Students will be enrolled in grades 10, 11, and 12 based on their year of entry into ninth grade. A student must have 17 credits and have completed three full years of high school study in order to be considered a senior.

A fourth year student with 16 credits may appeal to the principal for senior status. The decision is based on a realistic plan for graduation developed by the student and the school counselor. The principal will inform the registrar and the counselor that the change in grade placement is to be made. Until that process is complete, the student does not have senior status.

**SCHOOL CHOICE:** Students may be able to attend another area high school instead of Colchester High School. Students interested in applying for School Choice to area high schools need to complete and submit a School Choice Application by

March 1. A lottery will be held if the number of applicants exceeds the number of slots available and space is limited. Students will be informed by April 1 of School Choice decisions or thereafter as slots are available. School Choice applications can be found on the CHS web site under the Counseling tab (<http://www.csdvt.org/chs/guidance/schoolchoice.php>), or please contact the CHS Guidance Department at 264-5713.

The intent of School Choice is to increase student options without causing undue hardships on high schools. Each year, area school districts will review and set capacities for their high schools.

### **WITHDRAWAL FROM SCHOOL:**

**WITHDRAWAL/DROPOUT:** The act of dropping out of school is a very serious matter. All students and parents who contemplate this step must meet with the principal in person prior to commencing the process. Note that students, in accordance with Vermont statute, must be 16 years old, have parent permission, and **have completed grade 10** in order to withdraw from school. A student will not be allowed to re-enroll in classes until the next academic semester.

### **WITHDRAWAL AND TRANSFER PROCEDURES:**

Transfer/withdrawal forms must be picked up at the Guidance Office. In the case of a transfer, a parent conference should be held to talk about the advisability and the procedures involved in transferring to another school. In either a withdrawal/dropout or transfer, the parent/guardian needs to sign the withdrawal/transfer form. After the remaining signatures from teachers, administrators, and office personnel have been obtained, the form is to be returned to the Guidance Office.

**RE-ADMISSION TO CHS:** Students over the age of 16 who have left school and wish to return at the commencement of the academic year must develop an Educational Plan. These students with a parent/guardian must meet with a guidance counselor, an administrator, and the special educator if applicable to develop a comprehensive plan prior to their enrollment. A meeting with an administrator is mandatory.

Students wishing to re-enter school should plan to enroll at the beginning of the school year in August. Due to the fact that most courses are a year in length, students who choose to re-enter school at mid-year will have limited options for course selection. Every effort will be made to meet the student's needs.

### **EXTRA CURRICULAR**

#### **CO-CURRICULAR ACTIVITIES:**

The following co-curricular activities are available to all Colchester High School students.

#### **Varsity and JV Sports:**

Field Hockey (V, JV)	Boys' XC Running (V)
Boys' Ice Hockey (V)	Girls' XC Running (V)
Girls' Ice Hockey (V)	Boys' Alpine Skiing (V)
Boys' Soccer (V, JV)	Girls' Alpine Skiing (V)
Girls' Soccer (V, JV)	Boys' Nordic Skiing (V)
Football (V, JV)	Girls' Nordic Skiing (V)
Boys' Tennis (V)	Boys' Track & Field (V)
Girls' Tennis (V, JV)	Girls' Track & Field (V)
Baseball (V, JV)	Boys' Lacrosse (V, JV)
Dance (V)	Girls' Lacrosse (V, JV)
Golf (V)	Softball (V, JV)
Co-ed Ultimate Frisbee	
Boys' Basketball (V, JV, Freshman)	
Girls' Basketball (V, JV)	

All students participating in scholastic sports are required to have a physical examination every two years. Proof of the examination must be on file prior to the sport season in which they plan to participate.

If Colchester High School does not have a co-curricular athletic team that you are interested in, there is the opportunity for us to apply to the Member to Member program option through the Vermont Principal's Association. The Member to Member Program is designed to either provide a short term fix for a school with low participation and/or provide an opportunity for a student/athlete from another school(s) to participate on a team. For more information, please contact Bernie Cieplicki,

Colchester High School Athletic Director, at 802-264-5705.

**Clubs and Activities:**

Art Club	QSA
Back Country Skiing	International Club
CHS Cares	Journalism/Lakeside Voice
Climbing	Math League
Colchester Theatre Co.	National Honor Society
Debate Team	Student Committees
Forensics	Student Government
Green Team	Yearbook

Art Club (**Mrs. Cummings**) - The art club meets on a regular basis to create art and participate in an array of activities and projects. The members of the club are students who could not fit art into their schedule or who want to have more experience without the pressure of a grade. Some of the activities include trips to New York City, the Fleming Museum, art stores and galleries. Extra projects have included mural paintings around the school, Thanksgiving basket centerpieces, holiday bazaar face painting, an art auction, and much more. The art club is lots of fun and very creative.

Backcountry Skiing (**Mr. Warren**) - Backcountry Skiing is an amazing opportunity for students to hike in and access off piste terrain while practicing wilderness skills and safety.

CHS Cares (**Ms. Shearman**) - CHS cares is a volunteer organization that meets regularly throughout the school year in support of various service projects. CHS Cares works within the school and community to create a caring environment. Projects they have been involved in are the Crop Walk, giving Thanksgiving baskets to Colchester families, the CHS Blood Drive, and entertaining the elderly in various resident homes. This organization is an opportunity for students to make a difference in the community in which we live.

Colchester Theatre Company - The award-winning Colchester High School Theater Company is a yearlong activity for students interested in theatre arts. A student can choose from several main stage plays or various technical job opportunities. Students learn the rewards that come from hard work, ensemble participation

and a strong sense of commitment.

Debate/Forensics (**Mr. Hall/ Ms. deLaricheliere**) - While in the same league, Debate and Speech, also known as Forensics, are two separate teams. On the Debate Team, students investigate and argue the pros and cons of solutions to current issues against other teams and, using the art of rhetoric, persuade impartial judges to support their side of the argument.

Unlike the two-way discourse of debate, Forensics offers students the opportunity to craft speeches on a variety of topics. There are a number of categories in which students can compete, from Impromptu (making up a short speech on the spot), to Poetry (delivering and interpreting a poem written by an established poet), to Radio (creating and delivering a radio broadcast), to many more. Students compete against other schools and are judged on their content and delivery. Both Debate and Forensics teams have a successful history in state competition. The skills learned in Debate and Forensics will serve you well in school, college, and life.

Green Team (**Ms. Lavigne-Laquerre**) - Green Team is a student-run organization that focuses on reducing our environmental footprint individually as well as within our school and local communities. We work hard to find creative and practical ways to reduce, re-use and recycle!

International Club (**Mrs. Pedrin**) – This is a student-led club. It meets regularly after school. Students have opportunities to explore world cultures throughout various excursions, guest speakers (student and adults), food, music, etc.

Journalism (**Mr. McCannell**) - The Lakeside Voice offers an opportunity to get involved in all dimensions of high school journalism: reporting, writing, editing, photography, and artwork. The paper covers all aspects of CHS life.

Math League (**Mrs. Dixon**) - The Greater Burlington Math League consists of students from ten area high schools who get together five times during the school year to compete

individually and as a team in solving a variety of math problems in various areas. Brainteasers, Geometry, Algebra, advanced math and team challenges are just a few. Ninth graders enrolled in Geometry or Algebra II are eligible. Math Team provides an opportunity for students to represent their school in an academic setting, to meet other students with similar interests and abilities and to explore math topics beyond those normally studied in traditional courses.

Mentoring (**Mrs. Albright**) – Blue House Students who are in good academic standing volunteer time to support and assist Green House Students with academics during and outside of AT.

National Honor Society (**Mr. Phillips**) - Membership in NHS is one of the highest honors that can be awarded to a high school student. Chapters across the nation strive to honor individuals who excel in the four areas of scholarship, leadership, service, and character.

To be eligible for NHS, students must have junior or senior standing and at least a 3.800 cumulative GPA. All eligible students will receive invitations to apply for membership in the first quarter of the academic year. Applications are then reviewed by the Faculty Council and are accepted or declined based on character, service, and leadership potential. NHS recognizes the total student; no student is inducted simply because of a high GPA. For further information regarding the selection process, please visit the NHS page on the CHS website.

Once selected, members must:

- Maintain their cumulative 3.8 grade point average
- Continue to abide by school policies and regulations
- Actively participate in the chapter's projects and services, including monthly meetings and regular checking of the CHS chapter's online meeting space
- Commit to 25 hours of community service for an outside organization and 15 hours of community service for CHS.

If a member fails to maintain any of the above criteria, he or she will be placed on probation. Members will have one semester to

restore their good standing. If a member is unable to do so, he or she will have the opportunity to appeal to the Faculty Council prior to his or her dismissal from NHS. Once a student is dismissed from NHS, he or she may not re-apply. For further information regarding disciplinary procedures, please visit the NHS page on the CHS website.

QSA (Mrs. Eldred) - Gay, Bi-sexual, transgender and questioning youth, along with their straight allies, meet twice each month to socialize and provide support to each other. Each meeting begins with a brief check-in, followed by discussions or small group activities. The GSA is a place for students to find answers to questions, become involved in social action projects, and receive support from peers and CHS Staff. Our overall goal is to help make Colchester High School a safe fun environment for all students.

Student Government (Mrs. Brady & Mr. MacArdle) - Student Government is a wonderful way for students to get involved in CHS. This group is comprised of all class officers and organizes various events throughout the year. School dances, community service events, school store, the blood drive and aid for the homeless are just a few of the activities.

Student Committees (Mrs. Baron) - There are several different faculty/student committees for students to join. A few of the committees currently in place are the School Climate Committee, the Nutrition Committee, and Teacher Hiring Committees. These committees serve as a form of student empowerment.

Yearbook (Ms. deLaricheliere) - Being a part of the Yearbook club is a great chance for you to be creative, meet lots of new people, and help to remember your time here at CHS. Students can sign up to participate in the creation of the school yearbook for credit as a course or for no-credit after school.

**Academic, Athletic, and Co-curricular Eligibility Policy:**

1. To be eligible for co-curricular activities, a student must be full-time and carry six credits in grades 9-12. This means that the student must be enrolled in six (6) classes both semesters in grades 9 – 11 and five (5) classes in grade 12.

2. To be eligible for co-curricular activities the student must be passing all academic courses at the close of each quarter; with the exception of fall co-curriculars. Eligibility for fall activities will be determined by the **FINAL** grade in courses from the prior school year.  
Grades of WF or WAF will be treated as failing grades.
3. A student who is eligible according to the guidelines above will be eligible until the next quarter's report cards are issued. If a student has a failing grade in a course at the quarter, the student is ineligible until the three-week progress report. The progress report will be due three weeks after the report card was issued. Progress reports will NOT be accepted at an earlier or later date. Due dates will be set for the year in the previous summer. A six-week progress report is required as well. There will be NO exceptions to the published dates.
4. If a student has an incomplete, the student is eligible as soon as the incomplete is converted to a passing grade. If the incomplete becomes an F, all the above apply.
5. Eligibility for the fall will be determined by the final grade in the course (and not by failure in the fourth quarter). It is the responsibility of the parent and student to make all arrangements (financial and otherwise) for the student to retake the failed course in summer school at CHS or elsewhere. Otherwise, the student will be able to try out and practice, but not compete until the date of the first academic progress report. If the student successfully retakes the course, the student is fully eligible. In June, parents should review the report card immediately, while summer school is still an option. Please note Colchester High School has a remedial summer school program. Burlington High School has a comprehensive summer school program.
7. A student who is not eligible according to the guidelines in paragraph #2, but who has a quarter GPA of 1.85 or higher may have his/her eligibility reviewed by the Eligibility Committee as outlined in paragraph #11. The provisions of paragraph #11 will be followed. Section 504 or special education status does not affect co-curricular eligibility.
8. A student who is declared ineligible at the quarter will receive progress reports at three and six weeks. Progress report dates are posted in the main office and are available



from the athletic director. At three weeks the student will request grades from each teacher and have the GPA recalculated. If the student is eligible according to paragraph #2, he/she will be eligible until the sixth week of the marking period. When grades are requested at six weeks, he/she must still be eligible according to paragraph #2 to be eligible until report cards are issued. If he/she is not eligible according to paragraph #2, the student will remain ineligible until the sixth week of the marking period. At the six-week point, the student must be eligible according to paragraph #2 in order to be eligible until the end of the marking period.

9. A student may try out and attend practice for an activity even though he/she is not eligible. We hope that interest in pursuing the activity will lead to eligible status.
10. A student entering ninth grade for the first time automatically will be eligible until the end of the first quarter.
11. A student who transfers to CHS with failing grades will be ineligible for the first three weeks. At that time his/her grades will be reviewed. In order to regain eligibility the student must meet the guidelines in paragraph #2.
12. Students who are declared ineligible will not be permitted to participate in the co-curricular defined extras.
13. Students who are ineligible may appeal their ineligibility if they genuinely believe that there are extenuating circumstances. The Eligibility Committee consists of an administrator, the athletic director, a teacher, a current coach or advisor, and a parent. The committee will review each appeal and make a decision. It is the responsibility of the student and his/her representative to present extenuating circumstances.

**Eligibility Appeal Procedure:** The student must obtain an appeal form from the athletic director or the assistant principal. As soon as the form is given to the administration, the appeal process has begun. A date for the appeal is set, the committee meets, and a decision is made. During the appeal process the student remains ineligible. During the summer, when school is not in session, the Eligibility Committee will be composed of the principal, the assistant principals, and the athletic director.

**Suspension of Eligibility for Disciplinary Reasons:** Students who are suspended lose their eligibility according to the following guidelines:

1. *Out-of-School Suspension:* Student is not eligible to play from the time of notification of suspension until the day that student is permitted to return to school.
2. *In-School Suspension:* Student is not eligible to play from the time of notification of suspension until the suspension is over. (Therefore, the student may play in a game on the afternoon of the last day of in-school suspension).
3. Because the suspension happens only after due process has been completed, there is no appeal for a disciplinary suspension.
4. Special provisions for suspension apply to violations of the Alcohol, Tobacco, and Other Drug policy as well.

## LOGISTICS

### **SCHOOL EMERGENCIES/CLOSURE**

**EMERGENCY PREPAREDNESS:** Parents need to ensure that emergency contact information for their child(ren) is always current.

**SCHOOL CLOSING:** If school is cancelled due to weather conditions or other natural phenomena, parents and students are notified through an automated call, radio, television, the district website. Days missed for these reasons are made up at the end of the school year.

**SCHOOL DELAY:** In the event that school is delayed due to weather conditions or other natural phenomena CHS will begin school at **9:45am**.

**SCHOOL SAFETY DRILLS:** School safety drills are conducted periodically during the school year. There is a Safety Plan posted in each room of the school. When a drill is announced, all occupants are required to follow planned procedures in an orderly fashion and assemble outside the building. Students must stay with their class so teachers can check attendance.

**SCHOOL EMERGENCIES:** In the event of an emergency, CHS has developed a school safety plan in conjunction with the Colchester Police Department that is designed to minimize danger to all occupants of the building and to attend to the health and welfare of students.

We ask parents/guardians to follow this procedure if you hear of any school emergency:

1. TURN ON YOUR RADIO OR TELEVISION. We will keep the media informed of any emergency.
2. CHECK YOUR VOICEMAIL. CSD/CHS will use an autodialer to broadcast updates as they are available.
3. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
4. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR STUDENT AT SCHOOL. Any emergency involving a school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, parents/guardians will be informed via the media and the CHS auto dialer telephone/e-mail/text system.

**FALSE ALARMS:** It is both dangerous and illegal to pull a fire alarm unless there is a fire. Protective boxes have been installed around fire alarms so that they cannot be accidentally set off. *Any student who pulls a false alarm will be suspended, restitution will be required, and a recommendation for expulsion may be submitted to the School Board.*

## **TRANSPORTATION**

**Buses:** The secretary/receptionist is responsible for answering questions regarding bus routes and times (264-5700). Disciplinary issues pertaining to the bus are directed to the assistant principal through the Planning Room (264-5722). The district's transportation supervisor may be reached at

(893-1334).

**Driving and Parking Policy:** Parking at CHS is a privilege, not an entitlement. Any student's driving privilege may be revoked at the discretion of the administration. Violations of the parking procedures and unsafe driving conduct will result in loss of the privilege. Any student with an outstanding debt to the school, including library bill, is not eligible to apply for a parking space until that debt has been paid in full.

**Parking at CHS:** In order to be eligible to park in the CHS lot, all students must complete a parking application and submit a copy of their license and insurance card, along with \$5. All vehicles must display a CHS hangtag. Students who display a CHS hangtag have permission to park in the Student Parking (spots lined in red) section of the parking lot. All vehicles parked in undesignated areas may be fined and/or towed. In addition, students who park in fire lanes and handicapped areas will lose their driving privilege and may be towed and/or drivers will be fined. **Driving to CHS is a privilege.** Drivers who park on CHS property without permission may receive a fine. Parking fines range from \$10 for the first violation; \$25 for the second violation; or \$50 for the third violation. Repeated violations may result in the vehicle being towed. Vehicles parked in the fire lane or outside of regular red-lined spaces will be fined and/or towed.

**Only licensed drivers are allowed to register and drive motor vehicles to school** after they have completed the CHS registration process (as part of the registration process, all outstanding debts must be paid and the \$5.00 parking fee must be submitted to the main office. Any student, including students who drive to the vocational centers, who exceeds the speed limit, fails to come to a complete stop at stop signs, and/or drives in a reckless and inappropriate manner will lose his/her parking privilege. If the student parks in an unauthorized area, he/she should inform the attendance office immediately in regard to the location of his/her vehicle. Failure to do so may result in the student's car being towed. **Note:** Under no circumstances will unregistered motor vehicles (including snowmobiles, motorcycles, dirt bikes, ATV's etc.) be allowed on school property.

**Parking Violations:** In the event that a vehicle is parked in the CHS lot without a CHS parking tag the following steps are taken:

*First Violation:*

- A sticker may be placed on the vehicle
- The student is called to the planning room where they are issued a debt voucher for \$10
- Parent is notified by phone call

*Second Violation:*

- A sticker may be placed on the vehicle
- Vehicle may be towed (Underclassmen)
- The student is called to the planning room where they are issued a debt voucher for \$25
- Parent is notified by phone call and a letter home

*Third Violation:*

- A sticker may be placed on the vehicle
- The student is called to the planning room where they are issued a debt voucher for \$50
- Student may be towed and/or banned from parking at CHS
- Parent is notified by phone call and letter home

*Fourth and Subsequent Violations:*

- A sticker may be placed on the vehicle
- The vehicle is towed, student will be banned from parking at CHS
- Parent is notified by phone call and letter home

**Driving to Vocational Centers:** Students may drive themselves to the vocational centers if they have completed the required process. Students must have obtained a CHS parking permit, and have complied with the driving permission procedures at CHS and the respective vocational centers. Buses are provided to transport students to and from the vocational centers. Students may not transport other students to or from the vocational centers.

**Driving on Field Trips:** Students are not permitted to transport other students to school-sponsored activities.

**Field Trips:** School trips are an extension of educational

programs and all school rules and policies apply. A student on a field trip is not considered absent. Before a trip, parents/guardians will receive written notice containing all pertinent details necessary for a successful experience. Parent permission is required for a student to participate on a school trip. Students must use transportation arranged for the trip by the school.

Walking trips and other nearby activities are considered a regular part of the school program. Extended and overnight trips will require students and chaperones to complete participant contracts, and to attend a required parent evening meeting. To ensure the safety of all students on an overnight field trip, students' belongings will be searched prior to leaving school.

### **FINANCIAL AND PROPERTY ISSUES**

**FUND-RAISING/SOLICITATION:** All fundraising activities must be approved through the principal or his/her designee and must adhere to board policy.

**POSTERS, ANNOUNCEMENTS AND DISPLAYS:** Posters, announcements and/or displays may be exhibited in the school for school-related events with permission of the building principal. Any items not approved by the principal will be removed. Distribution of non-school related materials is prohibited.

**DEBTS, FINES & FEES:** Students are issued books, materials, computers, and athletic equipment, and are expected to return these items in the condition they were issued. School personnel will assess fines for items that show damage other than normal wear from use or the replacement cost for lost or stolen items. Library fines are charged on late materials. Textbooks and other instructional materials must be returned prior to midterm or final. Seniors who plan to participate in graduation ceremonies must return all materials and/or pay the commensurate amount prior to graduation. Students who fail to make the necessary payments to school will be mailed their diploma and not permitted to participate in the commencement ceremony.

**LOST AND FOUND:** Items left around school are brought to the “lost and found” in the main office. Lost money and unique or expensive items such as jewelry, eyeglasses and watches are kept in a secure location by the main office staff. Every effort will be made to identify and return items to their owner. Please label all personal belongings. Each year many valuable items with no labels go unclaimed. If not claimed within a reasonable period of time, these items – regardless of value - are donated to charity. Colchester High School is not responsible for lost or stolen items.

**LOCKERS:** All students in grades 9-12 will have hall lockers assigned to them individually.

Athletic Lockers: Students participating in athletics are offered a lock and a locker in the CHS locker rooms. Remaining athletic lockers may be used by PE students who provide their own lock. It is strongly recommended that all personal belongings in the locker rooms be placed in lockers and securely locked.

Colchester High School is not financially responsible for items lost from lockers, or for items left unlocked (this includes cell phones and school-issued computers). **Do not bring large amounts of money and/or valuable items to school.** If it is necessary to bring such items to school, we will keep them in the vault located in the main office for you during the day. **Valuables should never be left overnight.** Make sure that your locker is closed before locking your lock. Slamming your locker does not always close it.

1. Lockers are the property of the school and may be opened by school personnel. Students should not have any expectation of privacy in lockers.
2. Use of the school lockers shall be consistent with school rules and CSD policies. Unsafe or unsanitary conditions will result in loss of locker privileges.
3. Only non-permanent decorations are allowed on the inside of the locker.
4. Students should not share locker combinations to ensure that personal belongings are safe and secure.

5. Any problems relating to lockers should be reported to the planning room.
6. The school is not responsible for personal belongings left in the locker room, outside of the lockers or in the gym.
7. At the conclusion of the school year, any items left in lockers will be donated to charity.

**The school reserves the right to investigate any locker in the interest of protecting the health and safety of the general school population.**

## **HEALTH AND WELLNESS**

Healthy students are better learners. The American Academy of Pediatrics' *Bright Futures* recommends an annual well-child exam to address the physical, social and emotional needs of students. Doing so promotes attendance, enhances the student's ability to fully access and enjoy the educational experience and promotes better academic outcomes.

**IMMUNIZATION:** Immunizations are the single most important way to protect against serious and sometimes deadly diseases. According to Vermont law, in order to attend a school or childcare facility, students must comply with the vaccine schedule or be provisionally admitted. All provisionally admitted students must be fully immunized within six months following enrollment, or submit a signed medical or religious exemption form. Parents of students who are not in compliance with the requirements will receive a "Notice of Missing Immunizations and Provisional Admittance" that will inform them of the steps needed to comply with the law.

**USE OF MEDICATION IN SCHOOL (Prescription as well as over-the-counter medication):** Colchester School District believes that it is more desirable for medications to be administered by parents/guardians in the home. Whenever students routinely take medications at home, however, parents/guardians must ensure access to the student's physician and communicate with the school regarding the medication, dosage, and possible side effects of the drug.



The district clearly recognizes that some students will need to take medications during the regular school day. Medication must be brought to school by a parent or guardian in a container labeled by the pharmacy or physician and stored in a secure, locked storage place. For safety reasons, no medication should be brought in by the student. Except in rare or emergency situations, such medications will be administered by the school nurse or a building administrator according to the district's defined procedures.

Individual considerations will be given to students who must keep medication with him/her at all times (i.e., inhaler). They must keep the medication in a secure place and notify staff of use. Anyone found not to be responsible for safekeeping and use of inhalers will have to keep medication locked in the nurse's office and it will be administered by the school nurse or a building administrator.

The school nurse shall keep a record of all medications administered on the student's individual medication log. This policy identifies separate procedures for chronic and temporary conditions.

**FOOD AND BEVERAGE CONSUMPTION:** There are many food options available in the lunch line and in the a la Carte area. Students and/or families unable to afford established lunch prices should contact the principal for information regarding the free and reduced lunch program.

Guidelines: Students must eat during the lunch period assigned to them. All students are expected to return their trays and dispose of their refuse. However, as a part of their senior privilege, seniors have an additional responsibility in seeing that the cafeteria remains clean and that they serve as role models of appropriate behavior in the cafeteria. School personnel are assigned to supervise the cafeteria during lunch periods. Students are expected to treat school personnel, including the food service staff, with respect and to follow their instructions. CHS holds high expectations for the cleanliness of the cafeteria during and at the end of cafeteria study halls. If litter in the designated food

and beverage areas becomes a problem, the administration will close the a la Carte area until the problem is resolved.

Food in Academic Areas and Hallways: Food should not be consumed in academic areas. However, there will be times when teachers will allow food on a case-by-case basis. Teachers who wish to conduct an academic activity involving food must request permission from the administration well in advance. Any food to be consumed in a classroom must follow the food allergen procedures, which may include approval by the school nurse when applicable.

**INSURANCE:** It is recommended that all students carry school insurance or its equivalent. Those students wishing to participate in interscholastic sports must carry school insurance or its equivalent.

## **TECHNOLOGY**

### **COMPUTER NETWORK/INTERNET ACCESS**

**SCHOOL TERMS AND CONDITIONS:** (The Terms and Conditions below are *not* the CSD Acceptable Use Policy (AUP), though they are based on that policy. The complete Acceptable Use Policy is signed upon enrollment and remains in effect throughout students' time at CHS.)

1. Privileges: The use of the Colchester School District Network is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The System Administrators will determine what appropriate use is. The Colchester School District reserves the right to terminate, suspend, or otherwise limit network access at any time as required in its judgment. Such decisions of the District are final. The Colchester School District reserves the right to inspect or review accounts and files for security and compliance purposes without prior notice to the user.
2. Acceptable Use: The computer network and Internet access may be used for academically appropriate work only. The use of your account must be consistent with the educational and operational policies and procedures of the Colchester School District as stated in the *Acceptable Use Policy*. Transmission of any material in violation of any United

States or state statute or regulation is strictly prohibited. This includes, but is not limited to: copyrighted or trade secret material, threatening or obscene material, and criminal activity. Use of social or other media on or off school grounds in a way that negatively impacts CHS or its students must be addressed by administration (Act 113). Use of the network for commercial activities, product solicitations or political lobbying is also prohibited. Inappropriate use will be reported to responsible authorities.

3. *Etiquette*: You are expected to comply with all school rules regarding behavior and personal conduct, including use of appropriate language. Use only your own user ID and password. You may not allow others to use your user ID and password to access the network or the Internet. If this occurs you will be held accountable. Do not reveal or transmit personal addresses or telephone numbers.
4. *Liability*: Colchester School District cannot be held responsible for any lost resources or damages incurred through the use of this account.
5. *Security*: Users of the network agree not to violate or attempt to violate network security or intentionally interfere with network performance, or access to another person's account, files or password. Individuals may be denied access to the network based upon security violations of other computer systems. Electronic mail (e-mail) and all student files are not guaranteed to be private. System administrators have access to all mail and files and reserve the right to monitor the use of the Colchester School District Network, including all e-mail, without prior notice to the user. Nothing may be downloaded that requires a fee for any service or program. Persons doing so are liable for any and all charges.

**The laws of the State of Vermont, the United States of America, and all applicable policies of the Colchester School District shall govern these terms and conditions.**

**VIDEOTAPING / FILMING / PHOTOGRAPHY OF STUDENTS:** Videotaping, filming, or photographing students while participating in school activities may constitute a disruption in the planned instructional process if it is done without adequate preparation and justification and may violate a

student's right to privacy. Colchester High School reserves the right to approve or disapprove any filming or videotaping on school property and at school events other than public functions such as athletic games, plays, etc. There are numerous occasions during the school year when the school district, local media organizations, or authorized individuals photograph, videotape, or interview students on or outside our schools for legitimate purposes. Through enrolling at CHS, parents/guardians/students consent to any documentation considered appropriate for instruction or public information. Permission remains in place for the duration of enrollment. Parents/guardians/students who wish to opt out of consent for media release should contact the CHS Main Office with their desire(s).

**Note: Parental permission is not required for public events such as awards assemblies, plays, concerts, athletic contests, or similar events because they are open to the mass media.**

**VISITORS:** The CHS administration does not encourage students to bring visitors to school. On rare occasions, this may be permitted provided the following guidelines are observed:

- The host student must complete the "CHS Student Visitor Form" one week in advance of the visit and obtain the signature of all teachers affected and the principal.
- The form will be filed with the assistant principal.
- No visitors are permitted during the week before midterm exams and final exams.

## **SCHOOL CLIMATE**

### **COLCHESTER HIGH SCHOOL DISCIPLINARY MODEL**

Our mission is to ensure equity and excellence in a climate of Respect, Responsibility, and Pride. As a result, the CHS disciplinary model has been created using a stair-step approach. The model contains five levels (A, B, C, D, E) that have been defined with progressively more problematic student behaviors on each level. At each level, strategies have been identified to support the improvement of a student's behavior and also to clarify expectations regarding future incidents of unacceptable behavior. When a student behaves in an unacceptable way, he/she will be assigned to the appropriate level as defined in the model. When a student is considered for placement on a level, the administration reserves the right to regulate the movement from level to level.

Colchester High School reserves the right to discipline a student who engages in dangerous or illegal behavior outside of school the result of which may directly harm Colchester High School. (VT Statute, Act 113).

A student will move to a higher level by exhibiting behavior that is listed at a higher level than he/she is currently placed, exhibiting behavior that is defined as chronic at a lower level or at the same level, and exhibiting behavior that is listed at the same level.

## **Level A Behaviors**

### **Behavior:**

Classroom Disruption  
Disrespect to Teacher or Peers  
Failure to return to class  
Lack of Cooperation  
Out of Classroom - beyond a reasonable amount of time (as defined by the teacher)  
Profanity (classroom)  
Refusal to do work in class  
Tardiness

### **Staff Action:**

Meet with student  
Call parents  
Communicate with counselor or special educator.  
Student develops behavior plan  
Include Planning Room if appropriate

**Administrative Action:** None

**Chronic:** One or more behaviors at Level A may result in movement to Level B

**Student Expectations:** The student is expected to understand the nature of the problem, be able to identify his/her behaviors that contribute to the problem, and, if necessary, meet with the counselor and other school personnel. The student will meet with the teacher to develop a reentry (behavior improvement) plan and should miss not more than one mod of class while this step is in process.

## **Level B Behaviors**

### **Behavior:**

Cheating  
Closed Campus Violation  
Cutting Class  
Cut Office Detention  
Excessive Classroom Disruption  
Lying to a Staff Member  
Second Cut Teacher Assigned Detention  
Truancy  
Tobacco Violation  
Other

### **Staff Action:**

Call parents  
Notify administration

### **Administrative Action:**

Assign detention (1 or 2)  
Placement in Planning Room  
Communicate with parents  
Communicate with counselor/special educator  
Develop improvement plan  
Saturday School or suspension as appropriate

**Chronic:** One or more behaviors at Level B may result in movement to Level C.

**Student Expectations:** The student is expected to understand the nature of the problem, be able to identify behaviors which contribute to the problem, and, if necessary, meet with the counselor and other school personnel. The student will meet with the counselor or special educator and/or the planning room supervisor to develop a student behavior improvement plan. The plan will be shared with the assistant principal.

### **Level C Behaviors**

**Behavior:**

Abusive Obscenity	Intimidation
Bullying	Student Endangerment
Cheating (second offense)	Threatening Behavior
Cutting Saturday School	Tobacco Violation (2 <sup>nd</sup> )
Fighting	Vandalism/Theft
Gross Disrespect	
Harassment	
Hazing	
Insubordination	

**Staff Action:**

Notify administration.

**Administrative Action:**

Contact counselor or special educator  
Meet with student  
Communicate with parents  
Suspension for 1-5 days  
Develop improvement plan  
Refer to EST

**Chronic:** One or more behaviors at Level C may result in movement to Level D.

**Student Expectations:** Administrative interventions will occur when student behavior is serious and detrimental to the student's success and the success of others. During the suspension and in the planning room, the student is expected to make a plan for reentry and to change the behavior. This will include a clear identification of the problem behavior, the student's role, steps to improve the behavior, and a timetable to implement the behavior changes. The counselor or special educator, the planning room supervisor, and parents will be involved in the reentry plan. The plan will be shared with the assistant principal. The counselor or special educator will process the plan with the student while in the planning room.



## **Level D Behaviors**

### **Behavior:**

Alcohol or Drug Use  
Gross Insubordination  
Harassment (second offense)  
Hazing/Bullying (second offense)  
Obstructing an Investigation  
Stalking/Gross Threatening Behavior

### **Staff Action:**

Notify administration.

### **Administrative Action:**

Communicate with counselor or special educator  
Meet with student  
Communicate with parents  
Suspension for 5-10 days  
Last day in Planning Room  
Develop improvement plan with student and parents  
Refer to EST  
Reentry meeting with student, parents, and administration

**Chronic:** One or more behaviors at Level D may result in movement to Level E.

**Student Expectations:** Administrative interventions are crucial when student behaviors become chronic, serious in nature, and detrimental to the student's success and the success of others. During the suspension period, the student is expected to make a plan for reentry and for change in behavior. This includes a clear identification of the problem behavior, the student's role, and timeline for improvement. The counselor and/or the special educator must be involved in forming and implementing the plan. The EST will examine additional interventions.

## **Level E Behaviors**

### **Behavior:**

Chronic Level B, C, and D Behaviors  
Endangering School Personnel  
Endangering School Property  
Excessive Intimidation  
Excessive Obstruction  
Gross Student Endangerment  
Gross Theft/Vandalism  
Possession of Weapon  
Sale/Distribution of Alcohol or Other Drug (see policy)

### **Staff Action:**

Notify administration

### **Administrative Action:**

See relevant policies  
Long-term Suspension/Expulsion

**Administrative Actions:** The Level E administrative response will occur when the student behavior is extremely serious and the student's continued presence in the school is detrimental to the education of other students. Initially the student will be suspended for 10 days while a recommendation for expulsion is submitted to the superintendent. The suspension will be requested for either the duration of the school year or 90 days from the onset of expulsion.

**Student Expectations:** In order to re-enter the school the student will develop a re-entry (student behavior) plan. This will include a clear identification of the problem behavior, the student's role, and steps to improve. The administrative team and the parents will be involved in the re-entry plan. The plan will be submitted to the administrative team for final approval. Parents may be required to provide transportation, if required.

## STUDENT CONDUCT GUIDELINES

**Bus Conduct:** Bus transportation is a privilege in the Colchester School District. The necessity of providing safe transportation requires that students exhibit the same self-control and proper behavior expected when riding on public transportation.

***Expectations for Students Riding the Bus:***

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. The bus driver is authorized to assign seats.
11. No skateboards.
12. All transported items must fit on students lap.
13. Keep center aisle clear.

-Be on time for the bus and be considerate of others waiting to board (VT State regulation Section 24 states "School buses should not wait for tardy students").

-Any student needing to get off the bus at a stop that was not his/her pick up will need a note signed by a parent or school administrator.

***When students do not exhibit the expected behavior, the following action will be taken:***

1. The assistant principal will warn the student and the student's parents will be notified.
2. The second occurrence of unacceptable behavior may result in suspension of the student's bus riding privilege for 5-10 days. The parents will be notified.
3. Continued unacceptable behavior may result in a total loss of transportation privileges. In extreme cases, a student's bus privilege may be suspended without prior warning.
4. Parents of students who have lost their bus privilege are required to provide transportation to school.

In addition to these bus penalties, the student is subject to the normal consequences outlined in the CHS Disciplinary Model. For example, a student who fights on the bus will be suspended from the bus and from school as well.

**DANCES:**

1. Only one door (side door by the custodial office) is allowed for entrance to the dance.
2. Students are not allowed to bring backpacks or other bags into the dance.
3. Students may not go to their car for any reason unless they are leaving and not returning.
4. Chaperones must circulate during the dance, check bathrooms and corridors. Students may not enter the academic hallways or gym locker rooms.
5. Students may not bring food or drink into the building. Food and drink may be sold at the dance.
6. Any student suspected to be under the influence may be administered a breathalyzer by the Colchester Police Department.
7. Individuals who are not CHS students who have graduated are not permitted to attend CHS dances.  
\*This will be adjusted for Winter Ball and for Prom.
8. Once students leave the dance they will not be permitted to re-enter the event.

**TEACHER ASSIGNED DETENTION:** Teachers may require students to remain after school for reasons related to classroom conduct, failure to complete homework, and/or make up of assignments. They should give students notice of detention at least 24 hours in advance. If there is an urgent reason why the student is unable to attend on the day set by the teacher, the student must talk with the teacher and agree to stay on a day agreeable to the teacher. If the student does not attend the teacher assigned detention, two detentions will be arranged at a time agreeable to the teacher. The assistant principal will be notified if the student fails to attend the second teacher assigned detention.

**DETENTION:** The administration may assign students to after school detention for a number of infractions of the CHS disciplinary model. Detention is held daily from 2:25 –3:25. In

addition, teachers may require students to remain after school for reasons related to classroom conduct, failure to complete homework, and/or make up of assignments. Students will be given notice of detention at least 24 hours in advance. If there is an urgent reason why the student is unable to attend on the day set by the teacher, the student must talk with the teacher and agree to stay on a day agreeable to the teacher. If the student does not attend the teacher assigned detention, two detentions will be assigned. The assistant principal will be notified if the student fails to attend the second teacher assigned detention. **NOTE:** Parents are expected to provide transportation for students who remain for detention.

**PLANNING ROOM PROTOCOL:** The purpose of the planning room is to provide students an in-school opportunity to process the nature of their inappropriate behavior and to write a plan to change that behavior in the future. The planning room teacher and the assistant principal will work with the student in processing the event and developing a plan. After a plan has been developed, the student will work on assignments.

**PLANNING ROOM AS TEACHER ASSIGNED TIME OUT:** As a result of inappropriate behavior in the classroom, students may be sent to the planning room for the duration of the mod. While the student is in the planning room, he/she must write a plan that addresses the behavior and contains a commitment to change. At the end of the mod, the student must resume their schedule. It is the student's responsibility to see the teacher, discuss the plan, and arrive at a reentry agreement. Under all circumstances, the student must attend the class on the next day the class meets. However, if the student has not completed the reentry plan, the teacher will ask the student to return to the planning room and will notify the assistant principal. The student must complete the plan and discuss its approval with the teacher. Teachers will notify the main office when they send a student to the planning room. The receptionist will inform the planning room teacher to expect the student. Failure to appear in the planning room is a class cut and subject to consequences as determined by the assistant principal.

**PLANNING ROOM AS IN-SCHOOL SUSPENSION:** The administration may place a student in the planning room for the day (or several days) as an alternative placement to out-of-school suspension. While in the planning room, all students will develop and implement a plan to address the behavior that precipitated their placement in the planning room. This plan must be reviewed and approved by the assistant principal. Students who are placed in the planning room for reasons related to alcohol and other drug violations must complete assessment and follow the recommendations thereof. Students with substance violations will be recommended to participate in Project Checkpoint. Students who fight may meet with the school counselor.

**SEARCH AND SEIZURE:** In addition to closed campus violations, students may be searched if a teacher or administrator has a reasonable suspicion that a student is under the influence or in possession of drugs, alcohol, weapons, unauthorized materials, or stolen property. School authorities may search a student's person, and/or personal effects (e.g., purse, book bag, etc.), student, and/or student automobiles. They may seize any illegal, unauthorized or contraband materials discovered in the search. Law enforcement may be notified at the discretion of the administration. This applies to any school-related or school-sponsored event, such as school dances and field trips. For detailed information concerning Search and Seizure, please see the CSD policy.

**SUSPENSIONS:** When, in the opinion of a school administrator, the behavior of a student has been unsatisfactory, the administrator has the authority to suspend the student. The student is entitled to due process as follows:

1. A conference will be held during which the student will be informed of the rule violated and possible disciplinary action. At this time the student will be given the opportunity to respond to the accusation. The student's parent(s) will be called before the student is suspended.
2. Parents will receive written notification of the incident and the disciplinary action taken.
  - A. The minimum suspension period will be one (1) day and the maximum period will be ten (10) days.

- B. Students who are suspended out-of-school or are placed in the planning room will not be considered absent if class work is completed.
- C. Responsibility for class work during the suspension period lies with the student. Students will be allowed to get full credit for work that they do. However, all work is to be completed by the end of the suspension period.
- D. Students who are suspended will be ineligible to participate in any co-curricular activities - including practices, games, performances, and field trips - from the moment they are informed of their suspension until the day that they are allowed to return to school.

**EXPULSION/LONG-TERM SUSPENSION:** When, in the opinion of the school administrator, there is a student “whose personal habits, infirmities, or influences are such as to make the presence of the pupil harmful to the welfare of the school” the administrator may request that the superintendent of schools dismiss that student from school membership. When, in the opinion of the superintendent, expulsion/long-term suspension of a student seems warranted, he/she shall seek the consent of the Board of School Directors in accordance with the Provision of Section 1162, Title 16 V.S.A. The parents of the student will be notified in writing by the superintendent of the intention to seek School Board consent for expulsion/long-term suspension and offered an opportunity to be heard and/or represented before the School Board.

#### **EXPULSION/LONG-TERM**

#### **SUSPENSION TIMELINE:**

1. Misconduct
2. Notice of Student Suspension
3. Administrator’s written charges requesting long-term suspension
4. Superintendent’s initial determination
5. Superintendent’s notice of a hearing

**The above notice must:**

1. Inform the student of the specific charges that, if proven, would justify the proposed punishment under previously existing rules of the school district.
2. Specify the evidence supporting the charges.
3. State where, when, and in front of whom the hearing will be held.
4. Describe the student's procedural rights during the hearing.  
Notice of the superintendent's decision will be sent to the student and the parents (guardians) within 5 school days.  
Long-term suspension is defined as the remainder of the semester and/or the school year.

**EXPULSION/LONG-TERM SUSPENSIONS/APPEALS:**

Recommendations for long-term suspension will be made through the Superintendent of Schools. The student and his/her parent/guardian will be given an opportunity for a formal hearing before the School Board.

**GLOSSARY OF DISCIPLINARY TERMS**

**BULLYING/HAZING AND HARASSMENT:** The entire CHS community is committed to creating and maintaining a safe and supportive school environment. As a result, bullying, hazing, and/or harassment in any form will not be tolerated. Teachers and coaches are required to intervene in acts of bullying, hazing, and/or harassment and to report them to the administration immediately to be addressed through the CHS disciplinary model. In addition, seniors who engage in such activities will lose their senior privilege for the duration of the year without exception. A determination of what constitutes hazing, bullying, and/or harassment is made by the administration of the school in conjunction with the teacher or coach and in accordance with the district policies. The district's harassment policy is mailed to parents in the first *Laker View*. **See pages 65-71 for further information regarding Harassment, Hazing, and Bullying.**

**CELL PHONES & OTHER ELECTRONIC DEVICES:**

Students are free to carry their phones and other approved devices in bags, pockets, or keep them in their lockers. If a cell phone is misplaced or stolen, it is not the responsibility of CHS



to replace it. There is also a free phone in the Attendance Office for student use. We believe in the principles of Respect, Responsibility and Pride. Students are expected to be respectful and responsible with their electronics/phone use. If these devices become a distraction, faculty may direct students to put cell phones away, turn them off or cell phones/electronic devices may be confiscated by administration.

**CHEATING:** Cheating is theft. Aiding another student in cheating is wrong and will be dealt with as cheating as well. **Plagiarism**, using someone's words and/or ideas as one's own, is a serious offense. **Plagiarism** includes another student's copying another student's composition and/or copying and using audio, video, and printed matter not one's own. The use of help notes such as *Cliff* or *Monarch* without crediting that source is considered **plagiarism**. The English teacher, at the start of each year, will provide students with guidelines regarding **plagiarism**. (See the earlier section on **Plagiarism**.) **The consequences for a student that cheats, both providing and stealing the information, are as follows:**

1. The student will receive a failing grade.
2. The teacher will notify the assistant principal's office in writing of the incident using the appropriate referral form.
3. The assistant principal will notify the student's parents and school counselor of the incident.
4. The student will have an opportunity to redo the assignment. The teacher, the student, and the assistant principal will determine the parameters of the work to be redone.
5. The second incidence of cheating is a Level C infraction. Referrals are cumulative for any or all of a student's classes within a given school year.
6. The assistant principal will notify the National Honor Society, if applicable.

**CLOSED CAMPUS:** Colchester High School is a closed campus. With the exception of students on special schedules and with senior privileges, no student may leave the school or school grounds after they arrive without authorization from the school administration. All students are expected to stay within the confines of the building unless supervised by a staff member. The following behavior will result in disciplinary action: going

to the parking lot without permission from an administrator; going to the store, into the woods, or off school grounds before school or during the school day; and/or going into the woods after school. Any students who violate Colchester High School's closed campus policy will be searched using the Colchester School District Search and Seizure Policy including their property when they return, to ensure the safety of the students at CHS. School authorities may search a student's person, and/or personal effects (e.g., purse, book bag, etc.), student lockers, and/or student automobiles. They may seize any illegal, unauthorized or contraband materials discovered in the search. Law enforcement may be notified at the discretion of the administration.

**DRUG, ALCOHOL, AND TOBACCO POLICY AND CONSEQUENCES:** By state law and district policy, CHS prohibits the use, possession, distribution, and sale of alcohol, tobacco, other drugs, or any substance portrayed as a drug or any devices associated with these substances, in school and in all buildings and grounds owned, operated (including buses), or rented by the Colchester School District, or at any school sponsored activities (such as field trips, trips abroad, or community service) or activities related to senior privilege. It shall also be in violation of this policy for anyone to purchase, use, be under the influence, or possess any device reasonably related to alcohol, tobacco and other drugs. It is also a violation of this Policy for anyone to retaliate against anyone who may have cooperated in an investigation. The consequences for all violations of the policy, except retaliation, shall be twofold: disciplinary and rehabilitative/educational. An individual plan including both of these consequences shall be developed by the building administrator, and/or his/her designee, in consultation with the student's school counselor or student assistance counselor, if available, and parent(s). All expenses for treatment shall be the responsibility of the parents. All disciplinary action shall afford the student and parent the opportunity for an informal hearing before an appropriately designated school official. This informal hearing shall comply with the requirements of all due process rights, including those rights guaranteed to special education students, 504 students, or others suspected of being disabled. Following an informal hearing, the

school official shall provide the parent/guardian with a written decision including the consequences and recommendations. Whenever a student's conduct is deemed to be an immediate threat to him/herself, others, property or the school environment, however, the student may be immediately suspended. Students who are suspended for violating this policy may, at the discretion of the school administration, continue to receive educational services deemed to be in the best interest of the student. **Note:** A copy of the Alcohol, Tobacco, and Other Drug Abuse Policy will be sent to parents in the first *Laker View* of the school year and will be given to and explained to students during the first week of school every year. See Levels D and E of the CHS Disciplinary Model.

**DRESS CODE:** CHS believes that appropriate dress and appearance contribute to a productive learning environment. As a school, we share a belief that all garments should be worn in a manner commensurate with a professional/learning environment. We recognize that dress and appearance are matters of personal expression; however, when grooming and dress patterns create a disruptive influence upon the educational program of the school, the following guidelines are provided.

Students are encouraged to use sound judgment in dress and appearance. Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention. Clothing that is revealing or indecent to the point that it distracts and interferes with the learning and educational process is prohibited. For health and safety reasons, appropriate footwear must be worn at all times.

Attention-seeking devices or apparel in dress and appearance are discouraged. Clothing or jewelry which depicts or suggests the following are *prohibited* to be worn at school functions or on school property:

- sexually related or obscene gestures, pictures and/or vulgarity,
- graphics or wording which promotes the use/abuse of drugs, alcohol, tobacco or any controlled substance;
- other graphics and wording that are highly offensive and disruptive to the educational program of the school

If there is a clothing or appearance concern, the student will be referred to the Nurse, Planning Room or Administration. In cooperation with teachers, students and parents, the principal or designee shall establish and regularly review district dress regulations and may establish additional school rules governing dress and grooming. This dress code represents a common set of expectations among all Chittenden County High Schools.

**ENDANGERING SCHOOL PROPERTY:** Acts of extreme vandalism or other acts that endanger the safety of the building.

**ENDANGERING SCHOOL PERSONNEL:** Creating a situation in which an employee of the school's personal safety is in jeopardy.

**ENDANGERING STUDENTS:** Creating a situation in which a student of the school's personal safety is in jeopardy.

**EXCESSIVE OBSTRUCTION:** Obstruction as defined below occurring either to the extreme as defined by administration or chronically occurring.

**FALSE ALARMS:** It is both dangerous and illegal to pull a fire alarm unless there is a fire. Protective boxes have been installed around fire alarms so that they cannot be accidentally set off. *Any student who pulls a false alarm will be suspended, restitution will be required, and a recommendation for expulsion may be submitted to the School Board.*

**FIGHTING:** Fighting will not be tolerated under any circumstances at Colchester High School. Anyone involved in a fight will be subject to immediate disciplinary action. Self-defense does not justify engagement in a fight. No student may intervene to stop a fight. Intervening in a fight will be considered participation and the intervening student will have the same consequences as those directly involved. Consequences for fighting will be taken from the Colchester High School Discipline model. Due to FERPA and other related regulations parents can only be informed of the consequences for their own student. A guidance mediation will be held on the morning of the

first day that both students are present in school after the assigned consequences are served. Chronic fighting may result in movement to a level E infraction. Level E behaviors may result in expulsion.

**GROSS DISRESPECT:** Act committed by a student considered by the administration to be extremely disrespectful towards any student, faculty member, staff member or administrator.

**GROSS INSUBORDINATION:** Insubordination as defined below, occurring either to the extreme as determined by administration or chronically occurring.

**GROSS THEFT:** Theft as defined below occurring either to the extreme as determined by administration or chronically occurring.

**HALLWAYS:** While classes are in session, there should be little or no activity in the hallways, including those in non-academic areas on the first floor. Students who have a reason to be in the hallways during class time must have a signed pass or senior privilege card with them. Teachers and administrators will request verification that the student has permission to be in the hallway. Problems will be reported to the assistant principal.

**INSUBORDINATION:** Insubordination is defined for these purposes as any student action or inaction that results in that student not following the direct request of any member of the faculty, staff, or administration.

**INTIMIDATION:** Intimidation in any form will not be tolerated. Any student who uses force, coercion, or intimidation will be subject to immediate disciplinary action. Excessive intimidation is a Level E behavior. **Excessive Intimidation:** Intimidation as defined below occurring either to the extreme as defined by administration or chronically occurring.

**OBSTRUCTING AN INVESTIGATION:** Obstruction of an investigation or any school process or procedure will not be

tolerated. Any student who engages in obstruction will be subject to immediate disciplinary action. Excessive obstruction is a Level E behavior.

**PASS SYSTEM:** Colchester High School operates on a pass system. Students should have a pass in order to leave an assigned area. Students are always expected to return to their originally scheduled location for a new pass if they need to go to an additional location.

All students, with the exception of seniors with senior privilege, must carry a pass with them at all times. Teachers will record the date and time whenever the student needs to leave his/her assigned area.

**PROFANITY:** It is expected that our students will use acceptable language at all times. Profanity toward teachers and students will result in the consequences outlined in the school disciplinary model.

#### **SKATEBOARDS AND SPORTING EQUIPMENT**

All sporting equipment, including basketballs and lacrosse sticks, may be used only in appropriate areas, i.e. the gymnasium, and must be put away during the school day. Skateboards that are brought to school must be put in the student's locker immediately or left in the main office. Skateboarding inside the building or outside on school grounds is not allowed during the school day. Failure to follow these rules will result in confiscation of the skateboard. Students may not use skateboards, rollerblades or Heelies on school property.

**STALKING:** To follow or observe persistently in a way that makes the victim feel uncomfortable. This definition includes, but is not limited to, all school activities and equipment (i.e. computers).

**TARDY:** A student is considered tardy if they arrive to class no more than 20 minutes late. At 20 minutes late, the student's attendance is recorded as an absence.

**THEFT:** Colchester High School believes in respecting

property and possessions. Students who steal will be dealt with swiftly. Theft will result in a student being placed on the appropriate level of the school disciplinary model. All incidents of stealing will be communicated to the Colchester Police Department. Major incidents will lead to police involvement and possible expulsion. Parents/students are expected to make restitution of stolen property and damages incurred.

**VANDALISM:** Willful destruction or misuse of school property (books, chairs, desks, etc.) will not be condoned. Any vandalism or defacement of property, including tagging, will have severe consequences. Students found to be tagging will be required to complete community service hours as well as be assigned appropriate disciplinary actions as detailed in the CHS discipline model up to and including a suspension. Parents or the student may also be held liable for damage done by their son/daughter.

#### **SELECTED CSD DISCIPLINE RELATED POLICIES**

**POLICIES AND LEGAL REQUIREMENTS:** Students and parents are expected and encouraged to consult the district's policy manual for a comprehensive listing of all district policies. Portions of some of the policies used most often are summarized here. All of the policies could not be reproduced in a handbook for practical use. The policy manual is available in its entirety on line at [www.csdvt.org](http://www.csdvt.org).

**ALCOHOL AND OTHER DRUGS:** Purchase, Use, Possession, Being Under the Influence, Possession of a Reasonably Related Alcohol or Drug Device, Participation in a Related Incident or Refusal to Cooperate With an Investigation-- All violations are cumulative within the 9-12 level. For students' participation in co-curricular activities, any policies, procedures, or contracts relative to alcohol, tobacco and other drug violations will also be applicable. (All other substance related policies will be enforced.)*(CHS Note: Examples of what the administration considers a drug related device include, but are not limited to, bongs, pipes, rolling papers, needles, pacifiers, scales, storage containers or homemade drug delivery devices.)*

1. **First Violation:** All violations are cumulative during middle

school and high school years, but shall not be cumulative transitioning from middle school to high school. All of the following shall occur:

- a. Notify parent(s).
- b. Notify police.
- c. Confiscation of alcohol or other drugs when possible.
- d. Suspension for 5 school days.
- e. Student will meet with the student assistance counselor and shall procure a proof of contact/release of information form. If counselor is unavailable, please refer to an administrator for this form.
- f. Upon or before return to school:
  1. The student must provide proof (see the above mentioned contact from) of a scheduled drug/alcohol assessment appointment at parent/guardian expense.
  2. The assessment shall be made by a certified drug/alcohol counselor within one week of the date of return.
  3. The student/parent/guardian must release the information to the designated school person(s).
  4. The assessment recommendations will be followed.
  5. The student shall meet with the student assistance school counselor upon return to school.
  6. Failure to comply with numbers 1-5 above will result in further disciplinary action as determined by administration.

2. **Second Violation:** All of the following shall occur.

- a. Notify parent(s).
- b. Police Notification.
- c. Confiscation of alcohol or other drugs when possible.
- d. Suspension for 10 school days.
- e. Recommendation to the school board for expulsion hearing.

**SALE OR DISTRIBUTION OF ALCOHOL OR OTHER DRUG:** Sale and Distribution of Alcohol, Other Drugs or Substances Portrayed to be a Drug - All violations are cumulative within the 9-12 level. For students' participation in co-curricular activities, any policies, procedures, or contracts relative to alcohol, tobacco and other drug violations will also be



applicable.

A student found to be selling and/or distributing alcohol and other drugs or attempting to sell and/or distribute alcohol or other drugs on school property or at a school sponsored event shall receive the following consequences:

1. Notification of parent(s).
2. Police notification and confiscation of alcohol or other drug.
3. Confiscation of alcohol and/or other drug.
4. Suspension for 10 school days.
5. Recommendation to the School Board for an expulsion hearing.

*The procedure is as follows:*

- a. The School Board shall convene a hearing within 10 school days of the suspension period.
- b. All parties shall be entitled to representation by counsel at their own expense.
- c. Upon conclusion of the hearing, the Board shall make its decision.
- d. The student and parent shall be notified of the Board's decision as soon as possible, but within 5 working days, and a written decision shall follow regarding expulsion.
- e. A drug and alcohol assessment shall be required at parents' expense. It shall be made by a certified drug and alcohol counselor prior to reentry to school.
- f. The student/parent must release information to a designated school person(s) and the treatment recommendations must be followed.

#### **PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS:**

The Colchester School District (hereinafter "District") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or

disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

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

The District shall address all complaints of harassment, hazing, bullying and retaliation 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, hazing or retaliation 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.

**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.

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

- (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, bullying and/or retaliation.

C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment bullying and/or retaliation, or a student who is the target of alleged hazing, harassment, bullying and/or retaliation.

D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment, bullying and/or retaliation 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 racebased 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 nonemployee 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, extracurricular, 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, bullying and/or retaliation may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment, bullying or retaliation, 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, bullying or retaliation through other means, for example, if information 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 conduct; 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, bullying and/or retaliation.

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 complaints of harassment, hazing, or bullying. 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, bullying, hazing, 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, bullying and/or retaliation.

**Reporting Harassment:** If you believe that you have been harassed, or if you wish to report that you have witnessed a CHS student being harassed, on the basis of actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, or disability on school property, on a school bus and/or at a school-sponsored activity, you may report this to, or file a complaint with the following individual(s), who have been designated to receive such complaints:

Name: Tim Emery  
Title: Asst. Principal  
Tel. Number: 264-5734  
E-mail address:  
[tim.emery@colchestersd.org](mailto:tim.emery@colchestersd.org)

Name: Erica LeClair  
Title: Asst. Principal  
Tel. Number 264-5707  
E-mail address:  
[erica.leclair@colchestersd.org](mailto:erica.leclair@colchestersd.org)

**Remember: The earlier harassment is reported, the more quickly harassing behavior can be stopped.** Questions about the school's anti harassment policy and procedures may also be addressed to either of these individuals.

**Full Policy and Procedures:** For a full description and explanation of students' rights in this regard, and of CHS procedures to ensure those rights, go to "Policies" on the Colchester School District website (<http://www.csdvt.org/district/schoolboard/policies.php>) or ask for a copy of Colchester School District's "Prevention of Harassment of Students" policy and procedures from the high school office. These also provide information about the availability of the Vermont Human Rights Commission and the U.S.D.O.E. Office of Civil Rights to receive harassment complaints.

#### **TOBACCO AND TOBACCO PRODUCTS:**

*Sale, Distribution, or Exchange of Tobacco Products*  
Consequences for Sale and Distribution of Tobacco Products - All violations are cumulative within the 9-12 level. For student's participation in co-curricular activities, any policies, procedures, or contracts relative to alcohol, tobacco and other drug violations will also be applicable.

1. **First Violation:** A student found to be selling and/or distributing tobacco products or attempting to sell and/or distribute tobacco products on school property or at a school sponsored event shall receive the following consequences:
  - a. Parents(s)/guardian notification.
  - b. Police notification.
  - c. Confiscation of tobacco products.
  - d. Suspension for 3 days.
  - e. Student will participate in a mandatory in-school tobacco education program, if available.
  
2. **Second and Subsequent Violations:** A student found to be in violation on school property or at a school



sponsored event will receive the following consequences:

- a. Parent(s)/ Guardian notification.
- b. Police notification.
- c. Confiscation of tobacco products.
- d. Suspension 5 days.
- e. Student will participate in a mandatory in-school tobacco education program, if available.

**TOBACCO AND TOBACCO PRODUCTS:**

*Purchase, Use, Possession, Possession of a Reasonably Related Tobacco Device, Participation in a Related Incident or Refusal to Cooperate With an Investigation - Consequences:*

1. **First Violation:** All violations are cumulative during middle school and high school years, but shall not be cumulative transitioning from middle school to high school. All of the following shall occur:
  - a. Parent(s)/Guardian notification.
  - b. Police notification.
  - c. Confiscation of tobacco products.
  - d. Student will participate in a mandatory in-school tobacco education program, if available.
  
2. **Second Violation:** All of the following shall occur:
  - a. Parent(s)/Guardian notification.
  - b. Police notification.
  - c. Confiscation of tobacco products.
  - d. Suspension for 3 school days.
  
3. **Third and Subsequent Violations:** All of the Following shall occur:
  - a. Parent(s)/Guardian notification.
  - b. Police notification.
  - c. Confiscation of tobacco products.
  - d. Suspension for 5 school days.

**POSSESSION OF A WEAPON ON SCHOOL PROPERTY:**  
**This policy, in full, is available on the CSD Website.**

**“Weapon” Defined:** The term “weapon” is defined as follows

for purposes of this policy:

**“Weapon”** shall mean items and devices defined as “firearms” in 18 U.S.C. §921, including:

- Any weapon (including a starter pistol) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant;
- The frame or receiver of any weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device, including explosives, incendiaries, or poison gas, including but not limited to the following:
  - A bomb, A grenade, A rocket having a propellant charge of more than four ounces
  - A missile having an explosive or incendiary charge of more than one-quarter ounce
  - A mine; or A device similar to the above-described devices; or any combination of parts designed or intended for use in converting any device into any destructive described above and from which a destructive device may be readily assembled.

**“Weapon”** shall also mean any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. This includes items such as knives, B-B and pellet guns, “brass knuckles”, switchblade/butterfly/and other types of knives, chains, clubs, and stars, poison or other toxic materials, etc. as well as items usually designed or used for another purpose, but that are capable of inflicting serious bodily harm, if used in an aggressive, belligerent or threatening manner, such as scissors, compasses, or a two by four.

**“Weapon”** shall also mean a hoax device, so designed, assembled, fabricated or manufactured as to convey the physical appearance of an explosive or incendiary bomb, or of any of the devices listed in subparagraph III A 1-4 of this paragraph.

**Confiscation of the Weapon:** Administrators or other delegated

school officials will exercise judgment and caution, using law enforcement if necessary, to confiscate any article identified as a weapon under this policy. Any such actions should be taken so as to minimize the risk of further endangering self or others.

**Notification of Law Enforcement:** Where the student's possession or use of the weapon may constitute a criminal violation, school officials shall immediately notify the appropriate law enforcement agency.

**Aiding Other Students:** A student who in any way encourages or helps another student to bring a weapon to school or to possess a weapon at school endangers the safety of others. The District expressly prohibits any such action. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above. A student who has been found to have violated this policy by causing, encouraging, aiding, etc. another student to violate this policy shall be dealt with in accordance with the provisions of paragraph IV C above, including being subject to long-term suspension.

## **LEGAL GUIDELINES REGARDING STUDENTS WITH DISABILITIES**

**Disciplinary Action:** Procedures (4311): When a student is subject to disciplinary action, the school district shall afford the student due process procedures as follows: In all cases of short term suspension from school, which is generally regarded as 10 days or less, the student and his/her parent/guardian shall be given an opportunity for an informal hearing before an appropriately designated school official. Except for cases set forth in paragraph 4311.3, the hearing must precede the suspension and the district shall provide: notice of the charges; explanation of the evidence against the student; opportunity for the student to tell his/her side of the story; and decision in

writing to the parent/guardian.

In the case of long term suspension, which is generally more than 10 days unless the school district establishes a shorter period, or an expulsion, the student and her/his parent/guardian shall be given an opportunity for a formal hearing before the school board and the district shall provide: written notice of the following: nature of charges against the student; date, time, and place of the hearing; right to legal representation; possible penalties involved; opportunity to present evidence; opportunity to cross examine witnesses; decision in writing to parent/guardian.

When a student, because of her/his conduct or condition, is an immediate threat to himself or herself, others, property, or the educational environment, the school district may take whatever action is appropriate under the circumstances, including, but not limited to immediate suspension pending a hearing as soon as possible thereafter. In addition, in cases where a student brings a weapon (as defined by federal statute) to school, the school district must refer the student to a law enforcement agency and expel the student for a period of not less than one calendar year unless such expulsion is modified in accordance with Vermont statute in circumstances such as but not limited to the following: the student is unaware that he/she has brought a weapon to school; the student did not intend to use the weapon to threaten or endanger others; the student is disabled and the misconduct is related to the disability; the student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interest of the student. In the situation where a student with a disability brings a weapon to school, the provisions of regulation 4312 shall apply. In any such situation, an opportunity for a hearing prior to an expulsion must be provided, pursuant to 16B (1162.b.2).

**Long-term Suspension or Expulsion of Students with a Disability or Students Who Are Handicapped According to Section 504 of the Rehabilitation Act. (4312)**

**Major Discipline of Students Receiving Special Education Services:** A student who is eligible for special education

services shall not be expelled or suspended for more than 10 consecutive days in a school year unless the following procedures have been completed: a determination by the IEP participants, pursuant to rule 2362.1, that the misconduct at issue is not a manifestation of his/her disability and potentially an evaluation and the possibility of an interim IEP.

A student who is eligible for special education services shall not be expelled or suspended for more than 10 consecutive days in a school year without the procedures set forth above unless the IEP participants document justification as to why the cumulative days of suspension do not constitute a significant change of placement.

In addition to and consistent with the above provision, if the expulsion proceedings involve a student with a disability who has brought a weapon to school, the student may be placed in an interim alternative educational placement for not more than 45 calendar days. The 45 calendar days shall not include the number of days for which the student was suspended. The interim alternative placement described above shall be decided at the IEP meeting or the meeting of the Section 504 team. If the parent/guardian requests a due process hearing, then the student shall remain in the alternative educational setting pending the outcome of the proceeding unless the parents and the LEA decide otherwise. The provisions of this section shall be construed in a manner consistent with the Gun-Free School Act of 1994 and any amendments to IDEA thereto.

**Major Discipline for 504 Students:** A student who is not eligible for special education services but who is a qualified handicapped person shall not be expelled or suspended for more than 10 consecutive days in a school year unless the following procedures have been completed: an evaluation and a determination by the student's 504 Evaluation and Planning Team that the conduct is not a manifestation of his/her handicapping condition.

A 504 student shall not be expelled or suspended for more than 10 consecutive days in a school year without the procedures set forth above unless the student's 504 team documents

justification as to why the cumulative days of suspension do not constitute a significant change of placement. The provisions of rule 4312 apply equally to a student who has a disability pursuant to section 504 of the Rehabilitation Act of 1973.

**A Significant Change of Placement Pending Evaluation Completion:** A significant change of placement for a student receiving special education services or for a 504 student shall not be made without completion of a Special Education Evaluation or a 504 evaluation and the manifestation determination by the student's IEP participants or 504 team unless: the student's evaluation and/or interim IEP or interim 504 plan serves as the basis for the significant change of placement; or the school obtains a court injunction upon a showing that maintaining the student in her/his current placement is substantially likely to result in injury either to himself or others.

**Determination of Relationship Between Misbehavior and Disability:** In instances in which the IEP participants or the 504 team determines that there is a relationship between the student's misconduct and his/her disability or handicapping condition: a change of placement may be addressed by the special education student's IEP participants or the student's 504 team; and the student's IEP participants or the 504 team can respond to the misconduct by designing/enforcing a behavior management plan.

**Determination of No Relationship Between Misbehavior and Disability:** In instances in which it is determined that there is no relationship between the misconduct and the student's disability or handicap: a student receiving special education services may be appropriately suspended or expelled, but during the period of suspension or expulsion the student will continue to receive educational services as determined by the IEP participants; or a 504 student may be disciplined, and during that period there is no obligation to provide educational services.

**Misbehavior is the Use or Possession of Illegal Drugs or Alcohol:** This rule (4312) shall not apply when a responsible agency takes disciplinary action against a 504 student who is not eligible for special education, if: the misconduct pertains to the use or possession of illegal drugs or alcohol at school; and the

student is currently engaging in the use of alcohol or illegal drugs. In this instance the student determined to be handicapped pursuant to section 504 shall be disciplined in accordance with rule 4311.

**Student with Suspected Disabilities:** If at the time of imposition of major discipline the student is suspected of being in need of special education or of being handicapped under section 504, an appropriate evaluation shall be planned and completed prior to discipline being imposed. If the student is found to be eligible for special education services or eligible under section 504, the procedures outlined in 4312 shall be followed. If not, the procedures in 4311 shall be followed. Regular due process procedures as outlined in 4311 shall also be afforded to special education and 504 students.

**EQUAL OPPORTUNITY:** No person shall, on the grounds of race, color, national origin, sex, sexual orientation, religion, age, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity at Colchester High School. Concerns related to discrimination should be directed to the Title IX Coordinator, 264-5700, or directly to the Regional Office of Civil Rights at 828-3171.

**FERPA = FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:** Either natural parent of a student, unless his or her rights under FERPA have been removed by a court order, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian has a right to view their children's records. It is this school's intent to do the following: limit the disclosure of information contained in a student's educational records except by the prior written consent of the student's parent and under certain limited circumstances as permitted by FERPA, and seek to correct parts of the education record which is believed to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence the record should be changed if the district decides to alter it according to the parent or eligible student's request; and reserve the right of any person to file a complaint with the Department of Health, Education and

Welfare.

**MANDATORY REPORTING:** We are committed to the safety and welfare of each student under our care. Under State law school personnel are mandatory reporters and are required to report suspected abuse or neglect to the Department of Children and Families (DCF) within 24 hours. School personnel are mandatory reporters. We are mandated to report all suspected cases of abuse or neglect to the appropriate state agency. Schools work with Child Protection Teams (which include the school nurse, principal, guidance counselor, classroom teacher, special educator and other designated school personnel). These teams meet routinely to review the safety and well-being of students within their schools.



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