

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

**THE CHS ADMINISTRATIVE TEAM WELCOMES  
YOU:**

**Principal: Amy Minor**

**Assistant Principal: Tim Emery**

**Assistant Principal: Ryan Parkman**

**Director of Student Support Services: Jean Shea**

**Athletic Director: Bernie Cieplicki**

**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 education experiences in partnership with families and the community.

**CHS ESSENTIAL EXPECTATIONS:** All students at CHS are challenged with a wide-range of expectations across all the individual courses they take, but the faculty and administration have identified these 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 four Essential Expectations we have adopted as a community of educators are:

**1: READING**

CHS graduates comprehend, interpret, and evaluate a wide range of written material.

**2: WRITING**

CHS graduates write using standard English for a variety of purposes and audiences.

### **3: PROBLEM SOLVING**

CHS graduates are able to problem-solve in a variety of contexts and content areas.

### **4: LEARNING HABITS**

CHS graduates practice learning habits that promote their learning and the learning of others

### **CHS SEVEN HABITS OF MIND:**

#### **Excerpted from the work of Arthur L. Costa and Bena Kallick**

All students at CHS are encouraged to exhibit and demonstrate these Habits of Mind.

- 1. Persisting.** Stick to it. See a task through to completion, and remain focused.
- 2. Listening with Understanding and Empathy.** Seek to understand others. Devote mental energy to another person's thoughts and ideas. Hold your own thoughts in abeyance so you can better perceive another person's point of view and emotions.
- 3. Thinking Flexibly.** Look at a situation another way. Find a way to change perspectives, generate alternatives, and consider options.
- 4. Striving for Accuracy.** Check it again. Nurture a desire for exactness, fidelity, and craftsmanship. Be clear. Strive for accurate communication in both written and oral forms. Avoid overgeneralizations, distortions, and deletions.
- 5. Questioning and Posing Problems.** How do you know? Develop a questioning attitude, consider what data are needed, and choose strategies to produce those data. Find problems to solve.

**6. Applying Past Knowledge to New Situations.** Use what you learn. Access prior knowledge, transferring that knowledge beyond the situation in which it was learned.

**7. Taking responsible risks.** Venture out. Live on the edge of your competence.

**HOMEWORK:** Teachers will provide regular homework assignments commensurate with the nature and level of each class being taught. Teachers have wide latitude in assignments, which involve a variety of activities. Students will be informed in the beginning of each course as to the teacher's expectations and the consequences for uncompleted or incomplete assignments. **Note:** When a student is absent from school for two or more days, the parent/guardian may request homework assignments from teachers. 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

**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.

**RESIDENCY:** The Colchester School Board is responsible for ensuring the education of pupils who are residents in the Colchester School District. The Board has a responsibility to the taxpayers of this District to be assured that the District is only educating those pupils whose parents, legal guardians or custodians are residents of Colchester, approved participants in the school choice program, tuition students, approved foreign exchange students, or be eligible for attendance based upon other statutory exceptions to the residency requirement. Accordingly, the District may, consistent with state statute, refuse to accept or may dismiss pupils who are not legal residents of the District.

Individuals not meeting any of those definitions 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.

### **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).

### **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. In general, students are expected to achieve most of the Vermont Standards before they enter the Blue 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 options as diverse as the vocational centers on one hand and the advanced placement program on the other.

### **ACADEMIC TERMS/PARENT QUESTIONS**

**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.

**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 (893-0063).

**DRIVER EDUCATION:** All questions regarding driver education should be directed to the Director of Student Services at 264-5714.

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

**SCHOOL CLOSING:** If school is cancelled due to weather conditions or other natural phenomena, parents and students are notified through the Alert Now radio, television, the district website and online at: [www.sover.net/schoolclosings](http://www.sover.net/schoolclosings)  
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**.

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

**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.

**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.*

**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. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. **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 Alert Now telephone system.

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

**DEBTS, FINES & FEES:** Students are issued books, materials, 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 mid-term or final exams.

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.

**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.

**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. Parents are requested to sign a permission form at the beginning of each year in order for all students to participate in whatever documentation is considered appropriate to instruction or public information.

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

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

**TEACHER CONTACT/APPOINTMENT:** CHS teachers do not have voicemail. If parents need assistance contact the receptionist 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.

**TEAM LEADERS:** The team leaders should be contacted when you have an academic question or concern that has not been answered by the classroom teacher or the guidance counselor. You will receive a list of team leader assignments in the first principal's newsletter of the year.

### **STUDENT ACADEMIC INFORMATION**

#### **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.

**SPECIAL EDUCATION:** Parents may contact the district's student services coordinator, 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.

**SECTION 504:** Parents may contact their student's school counselor 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.

### **ACADEMIC CREDIT:**

**GRADUATION REQUIREMENTS:** Students must earn 24.5 credits that are required for graduation (4 English, 3.5 Social Studies including 1 credit in American History and .5 in Civics, 3 Mathematics, 3.5 Science including Science 9 *Earth Systems Science*, 1 credit in Biology and 1 in Physical Science, and 0.5 credit Essential Topic, 1 Fine Arts, 1.5 Physical Education, .5 Health and 6.5 electives). For additional information please refer to the Program of Studies, which can be found on the CHS website; <http://home.csdvt.org/chs/main/guidance/guidance.php>. The faculty and administration firmly believe that the content and instruction received in the regular CHS classroom is the most appropriate. However, we recognize that a variety of circumstances may affect the student's ability to earn all 24.5 credits in the traditional setting. As a result, under certain conditions, other avenues are available.

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 the 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.**

**INDEPENDENT STUDY:** Students may also 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. Pending administrative approval, a possible exception may be an independent study taken for elective credit only.

**CORRESPONDENCE COURSES:** Seniors who fail a course may opt to gain that credit through an approved correspondence course. **No more than two correspondence credits** may be applied to graduation. All students who choose this option **must** take the course's final examination under the supervision of the guidance office. The school counselor will assist parents and students in selecting an appropriate course prior to submission to the administration for final approval. It is the responsibility of the student to pay all fees, complete the work, and arrange to take the final exam in the guidance office. April 15 is the deadline for seniors to initiate a correspondence course required for graduation. Due to the nature of correspondence courses, students should be aware that this can be a lengthy process.

**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. 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.

**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.

**COLLEGE COURSES:** 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. It is the student's responsibility to present a copy of the final grade/credit to their counselor. The course name, 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 the 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. In terms of credits they often are two or more years below grade level. 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.

**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 CHS 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 Colchester's involvement in the College Connections program.)
- 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.

**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. In fact, the Elementary and Secondary Education Act of 2002 (No Child Left Behind) requires schools to ensure that all students meet high performance standards prior to graduation.

**SECOND SEMESTER OPTION:** Under very limited circumstances, a student may pursue an independent course of study in the second semester of the senior year. 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:

- **SPRING 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 will present the student's plan to the Leadership Team. They will review the plan and make a final decision. The student and parents may request a meeting with the principal prior to the meeting of the Leadership Team. The counselor will facilitate the meeting.
- **SENIOR YEAR:** The student is responsible for meeting all first semester requirements and is responsible for implementing the plan as approved.

**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.

**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.

**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.

DI - Students in classes designated as differentiated in the

Program of Studies may earn an Honors Distinction based on achieving the Habits of Mind identified in that class.

H - Students in Blue House English and Social Studies may choose the Honors Option. This option is described in a later section of the handbook.

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. At the end of each marking period, report cards will be issued. Progress reports are also issued at the midpoint of each marking period.

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 Asian Experience 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.

WP - Withdrawn Passing: passing at the time of withdrawal.

WA - Withdrawn Attendance: exceeded the maximum number of allowable absences

All of the grades that begin with a "W" designation indicate that the student will receive no credit in that course.

**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.

**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 meeting all graduation requirements will not be permitted to participate in the ceremony and will receive a diploma through the mail.

**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 students' behavioral issues. Counselors may be asked to provide input in the behavior change and reentry plans students create.

**STUDENT ASSISTANCE PROGRAM:** The student assistance school counselor provides individual and small group counseling in the area of tobacco, drug and alcohol abuse. Students make self-referrals and/or are referred by the CHS staff as the need is identified. Parents should contact their child's

school counselor or call the student assistance school counselor directly for more information.

**TEACHER ADVISORY PROGRAM (TA):**

The Colchester Teacher Advisory program is designed to provide every student the opportunity to connect with at least one adult at CHS. Teacher Advisory meets twice weekly, on Monday's for a 10-minute meeting to begin the week and on Thursday's for a 25-minute activity period. Although TA only meets twice each week, it is an important part of every student's day when they have an opportunity to find out what is happening in the school, share their excitement with a teacher, get advice about something that is troubling them and connect with peers in a supportive environment. In addition to the regular TA periods, CHS also has extended TA periods that last 30, 45, or 60 minutes. The extended TA periods focus on specific social emotional learning curriculum that is tailored for each specific grade level. Examples include 9<sup>th</sup> grade students focus on transitioning from the middle school to the high school successfully, 10<sup>th</sup> and 11<sup>th</sup> grade students work on building a strong school community, while 12<sup>th</sup> grade focuses on the transition from high school to the rest of their life. In addition all grade levels explore career and college opportunities, school safety activities, community service projects, as well as substance abuse prevention lessons.

The overarching purpose of Teacher Advisory is to foster **community** while **mentoring** the students of Colchester High School. To further elaborate upon this purpose the following definitions are provided:

- Community Building- developing positive relationships that foster pride, responsibility, and a desire to become contributing citizens by performing service to the school and the greater community.
- Mentoring – providing guidance to students as they navigate transitions and challenges that they encounter at the various developmental stages of their high school

career

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

**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 1/2 and a maximum of two hours. Students leaving exams after the minimum 1 1/2 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.

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.** **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, over-sleeping, 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.

Seniors completing a course with a 90% average or better 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.

**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.

**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.

**PROGRESS REPORTS:** Colchester High School will mail home an interim progress report for all students at mid quarter

following the schedule indicated on the school calendar. Parents should expect information regarding their student's progress at that time in the form of a grade range. Parents who wish to receive a more detail interim progress report should contact their student's teachers directly. In addition, parents are encouraged to attend the annual open house in September and the parent conferences in November and March. More information regarding these and other events is published in the principal's newsletter and on the website. Parents are reminded that they can request a parent teacher conference at any point during the school year by contacting the CHS Guidance Office.

**ACADEMIC DISTINCTION AND HONOR ROLL:** Student academic recognition at CHS will be designated by levels of achievement. CHS will report Latin honors when we publish the honor roll. CHS will note honors distinction 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.

**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 JUNE, 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. Failure in the class is not considered 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 associate 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.

**SCHOOL CHOICE:** Students may be able to attend another area high school instead of Colchester High School. Students who are interested in attending Burlington or Mount Mansfield

High School, must complete a school choice application from their home school's guidance office by **March 1** of the year preceding their desired entrance. Depending on the number of students who apply, a lottery may be put into effect to accommodate student interest.

The intent of School Choice is to increase student options without causing undue hardships on high schools. Most area high schools have limited space due to increased enrollments, limited building space, and financial pressures and cannot accommodate additional students. Applications may be submitted after the lottery until September 1 of the next year or thereafter, and students will be accepted on a space available basis. Each year, the Superintendents of the area school districts will review and refine as needed policies and procedures regarding school choice.

**WITHDRAWAL FROM SCHOOL:**

**WITHDRAWAL/DROP OUT:** 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/drop out 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 students' needs.

**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 maintain 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).

**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, the student could lose credit 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 in the CHS passport. 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. Students who need early dismissal/late arrival to pursue activities related to their educational or life goals will be reviewed by the administration. 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. This process is also not intended to take the place of senior privilege for students who have lost their senior privilege status.

**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 son or daughter'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. 18-year olds may not sign attendance excuses for themselves; parents or guardians must still contact the Attendance Office.

**TARDY TO CLASS:** Students who are chronically tardy will be subject to the following consequences for tardiness per class per quarter:

- 1-2 teacher consequence
- 3 teacher assigned detention and parental notification
- 4 office detention
- 5 Two office detentions
- 6 Saturday School
- 7 in-school suspension
- 8 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.**

**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. When a student has accumulated ten (10) unexcused absences, a certified letter is sent home requesting a mandatory truancy meeting with the family or guardian, administration, truant officer, and other essential adults. 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.

**TRANSFER STUDENTS:** A transfer student's attendance limits will be pro-rated as of the date of her/his enrollment.

**ELECTRONIC DEVICES:** Laser pointers and walkie-talkies are not permitted on school grounds for the use of students. If these devices are brought to school; it will result in the confiscation of the device and possible disciplinary action. CHS is not responsible for lost or stolen electronic devices.

**CELL PHONES AND PAGERS:** Students are free to carry their phones in bags, pockets, or keep them in their lockers; however, cell phones should not be seen or heard and turned off during academic time. Academic time is considered classes and structured study halls. There is a free phone in the Attendance Office for student use during the school day for important calls to family. Students whose cell phones are seen or heard during academic time will be referred to the planning room and the phone will be confiscated by the teacher or administration. This same policy applies to pagers.

**HEADPHONES:** Headphones and music players of any type are not allowed in academic classes. Beyond being a distraction for students, they also tend to be costly items that may be

targeted for theft. It is recommended that items such as these are not brought to school in the first place. If students do choose to bring headphones to school, they must not be visible during academic classes. Headphones are permitted for use in a study hall environment as long as they do not become a distraction for other students. Students who have their headphones visible during academic classes may be referred to the administration, and the headphones may be confiscated.

### **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.

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

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

### **VARSAITY, JV, AND FRESHMEN SPORTS:**

Field Hockey	Boys' XC Running
Boy's Ice Hockey	Girls XC Running
Girls' Ice Hockey	Boy's Alpine Skiing
Boy's Soccer	Girls' Alpine Skiing
Girls' Soccer	Boy's Nordic Skiing
Boys' Basketball	Girls' Nordic Skiing
Girls' Basketball	Boys' Track & Field
Boys' Tennis	Girls' Track & Field
Girls' Tennis	Boys Lacrosse
Football	Dance
Baseball	Softball
Wrestling	Golf

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.

**CLUBS AND ACTIVITIES:**

Art Club	Math League
CHS Cares	National Honor Society
Drama Club	Reflections
Debate Team	Rugby
Forensics	Scholars' Bowl
GSA	Ski and Ride
GMTI	Student Government
Lakeside Voice	Yearbook

**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. I-11 is an exception to the rule stated above.
6. 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 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. The entire process should take no more than seven days. 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.

**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. 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
7. Once students leave the dance they will not be permitted to re-enter the event

**DRESS CODE:** CHS believes that appropriate dress and grooming contributes to a productive learning environment. The school recognizes that the personal grooming and dress of students is primarily a matter of concern between students and their parents. It becomes a concern of the school, however, when grooming and dress patterns create a disruptive influence upon the educational program of the school or when the health or safety of the student body is affected.

Students are encouraged to use sound judgment in dress and grooming. Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention. Attention-seeking devices or apparel in dress and grooming are discouraged. Clothing or jewelry which depicts or suggests: (i) sexually related or obscene gestures, pictures vulgarity, (ii) graphics or wording which promotes the use/abuse of drugs, alcohol, tobacco or any controlled substance; or, (iii) other graphics and wording that are highly offensive and disruptive to the educational program of the school, may not be worn at school functions or on school property. Clothing that is

unsanitary, revealing or indecent to the point that it distracts and interferes with the learning and educational process is prohibited. Clothes shall provide sufficient coverage to be worn in a manner so as to conceal undergarments at all times. See-through or fishnet fabrics, halter-tops, off-the-shoulder or low-cut tops and bare midriffs are prohibited. For health and safety reasons, appropriate footwear must be worn at all times.

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.

**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.

Only seniors 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 paid the \$60.00 parking fee in the main office. All vehicles must display a CHS hangtag. Students will be given an assigned parking spot and may park only in their assigned spot. All vehicles parked in non-designated areas may be fined and or towed. In addition, students who park in fire lanes and handicapped areas will lose their driving privilege. **Driving to CHS is a privilege.** 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 driving privilege. If a student arrives and finds an unauthorized vehicle in his/her parking space, the student should park in a visitor space and inform the attendance office immediately in regard to the

location of his/her vehicle and unauthorized vehicle's description and plate number. 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

**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.

**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.

**USE OF MEDICATION IN SCHOOL (Prescription as well as over- the -counter medication):** The 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.

**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. To ensure the safety of all students on an overnight field trip, students' belongings will be searched prior to leaving school.

**DRIVING ON FIELD TRIPS:** Students are not permitted to transport other students on school-sponsored activities.

**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. Seniors may not remain in the cafeteria. All students will be held accountable for the return of their trays and the disposal 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 school store and the a la Carte area until the problem is resolved.

**ACADEMIC AREAS AND HALLWAYS:** Food should not be consumed in the classrooms or in the hallways. Teachers who wish to conduct an academic activity involving food must request permission from the administration well in advance. There are no exceptions to this rule.

**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.

**LOCKERS:** At the beginning of the school year each student is provided a hall locker and use of the gym lockers in which to keep his/her books and personal possessions. Colchester High School is not financially responsible for items lost from lockers, or for items left unlocked. **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 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.

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

#### **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.

**BULLYING/HAZING AND HARASSMENT:** The entire CHS school 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*.

**IMMUNIZATION:** Every ten years students must show proof of current immunization. The school nurse notifies parents and students to that effect. Failure to comply with the time line will result in exclusion from school until the immunizations are up-to-date.

**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.

**LIBRARY AND COMPUTER ROOM USE:**

**Library:** The CHS library is a welcoming place for students. During school hours, when the library is available, students entering the library must have secured the signature of a staff member. When a student arrives at the library with a signed pass, the student may return to their assigned class with the signature of a library staff member. Two important expectations govern the use of the library: 1) Students must work and read in a manner that respects the rights of others to work in a quiet environment; 2) 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.

**Computer Room:** All students entering the computer room must have secured the signature of computer lab coordinator in advance. Students may obtain this permission by going to the computer lab before school, during lunch, or after school.

Permission to use the computer lab may be obtained for the next day as well. When a student arrives at the computer lab with a

signed pass, the student is expected to remain there for the entire period unless the pass stipulates otherwise. The student also is expected to sign in and out in the computer lab. On an annual basis, students and parents will be required to sign an Internet access form (see below). Students will not be permitted to use the lab until this form is signed. Failure to comply with the expectations for use of the computer lab may result in suspension of lab privileges for at least two weeks and as much as the remainder of the school year.

**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 has been distributed to all parents.)

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 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, telephone numbers.
4. **Liability:** The 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.**

**LOST AND FOUND:** Items left around schools 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.

**NATIONAL HONOR SOCIETY:** 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.

**MISSION OF THE NHS AT COLCHESTER HIGH SCHOOL:** The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and to develop character in students at the secondary level. Our mission at this high school, quite consistent with the purpose of NHS, is to develop the academic proficiency, social skill, and character to be fulfilled, responsible, and involved citizens.

**Selection Process:**

1. The NHS guidelines and selection process will be published annually in the *Student Handbook*, presented to 9th graders at Smart Start, and reviewed annually in the principal's newsletter.
2. At mid-year, annually, the NHS advisor will review the GPA's of students in the Junior Class and identify those students who are academically eligible for membership.
3. The NHS advisor will hold a special meeting, during the school day, for all candidates. At that time she will review the application form, explain the four criteria for admission and their importance, and address the issue of thoroughness in completing the process.
4. The advisor will send a letter to the parents reviewing the content of the meeting.
5. The faculty advisor will distribute, collect, and process the faculty rating sheets.
6. The faculty advisor will convene the Faculty Council (appointed by the principal annually) to make the final decision regarding membership.
7. Both the candidates and members of the Faculty Council will understand that scholarship and character are weighted heavily in the rating process and that the mission of NHS at this school is to develop further the leadership and service

potential of every member.

8. Students and parents will be notified of their membership status at the earliest possible date.
9. Before induction, all eligible candidates will sign a membership agreement.

**Scholarship**--The student who qualifies academically:

- Must have a cumulative scholarship average of **at least 3.500**.

**Leadership**--The student who exercises leadership:

- Is resourceful in identifying problems and working toward their solution
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding the school mission
- Contributes ideas that improve the civic life of the school
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility and demonstrates reliability and dependability

**Service**--The student who serves:

- Participates in some community service: civic, church groups; volunteer services for the sick, aged, poor, disadvantaged; family duties, etc.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work
- Assists visitors and teachers and assists and mentors other students

**Character**--The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Upholds principles in the CHS mission statement
- Cooperates by maintaining school policies
- Demonstrates honesty and reliability

- Demonstrates respect, responsibility and pride
- Demonstrates positive habits of mind, such as open-mindedness, tolerance, and perseverance

**Continued Membership** --Once selected, members have the responsibility to continue to demonstrate these qualities. Specifically, members must:

- Maintain their cumulative 3.5 grade point average
- Continue to abide by school policies and regulations
- Actively participate in the chapter's projects & services
- Not accumulate more the two (2) unexcused school absences during the academic year
- Not accumulate more than eight (8) tardies during the academic year.

NHS recognizes the total student; no student is inducted simply because of a high GPA.

Members' cumulative averages are reviewed by the adviser(s) after each semester. If a member's GPA falls below 3.500, the student will be placed on ACADEMIC PROBATION. The cumulative GPA must then be restored to 3.500 or higher by the end of the next semester or the student will no longer be eligible for NHS membership. In addition to maintaining academic eligibility, members must continue to uphold the standards of leadership, service and character as outlined above. If a member is involved in an incidence of truancy, cheating, disciplinary referral, suspension or civil offense, s/he will be dealt with on an individual basis by the NHS Faculty Council, consisting of five (5) faculty members and the non-voting faculty adviser(s). In some situations, the member may be placed on CHARACTER PROBATION, but permanent removal from the National Honor Society is possible for serious or repeated offenses.

**Meetings**--Dates for meetings will be regularly prearranged, and will be held on either or both the 1<sup>st</sup> or 3<sup>rd</sup> Thursday of every month. Meeting announcements will be placed on the school announcement system several days prior to the meeting.

Cancellation of meetings will be on public address announcements. It is the members' responsibility to listen for announcement of meetings and cancellation announcements. Attendance is required; two (2) unexcused absences within the course of an academic year are cause for placement on ATTENDANCE PROBATION and may lead to eventual dismissal. If a member is unable to attend a meeting, s/he should see one of the adviser(s) personally PRIOR to the meeting. S/he must submit a written note stating reasons for their absence. In the event of extenuating circumstances, a member with two (2) unexcused absences may appeal IN WRITING for a hearing with the Faculty Council. The written appeal should explain the extenuating circumstances.

**Individual/Chapter Sponsored Activities**--Perhaps the most honorable aspect of membership in the National Honor Society is the contribution students can make to others. We are justifiably proud of the selfless endeavors undertaken by former NHS members and consider their efforts the hallmark of a successful chapter. Members of the Colchester chapter shall engage in two kinds of service projects: chapter-sponsored and individual. All members shall regularly participate in service projects. Each member must complete at least 15 hours of individual community service, and participate in 6 out of 8 group service opportunities presented throughout the school year.

**PASS SYSTEM:** Colchester High School operates on a pass system. Students must have a pass in order to leave an assigned area. 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.

**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.

**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 advisors must meet with parents at an evening meeting, and parents/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. Any senior who does not meet the academic requirements (grades and number of credits) outlined in the senior contract 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 all extended TA's to maintain their senior privileges. Seniors must carry their senior privilege card at all times. It replaces a signed pass. If a senior loses the right to senior privilege, he/she must return the card immediately to one of the senior advisors. The senior card must be replaced by a signed pass. 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).

**STUDENT AIDES:** Routinely the main office, the guidance office, the library, 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. All aides must wear a name badge indicating the student's name and mod(s) on duty. **Note: Teachers who use student aides must register them with guidance.**

**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. **Note: No student in grades 9 and 10 may be given a pass to leave a structured study hall to go to the a la Carte area or the cafeteria study hall.**

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 the computer room 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 permission to sign out to guidance, the library, computer lab, 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.

**TEXTBOOK ACCOUNTABILITY:** When a teacher issues a textbook to a student, the student's name is listed on the inside front cover of the book. The teacher will keep a record of this transaction. This record will be kept on file by each teacher until the book is returned at the end of the course. If a student does not return a book, the teacher will submit a student debt voucher to the bookkeeping office so that the student may be billed accordingly.

**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 mid term exams and final exams.

**WRITERS' WORKSHOP:** The Writers' Workshop is open daily during school hours to offer writing assistance to students. In addition, it houses the student magazine, *Reflections*. 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.

## **COLCHESTER HIGH SCHOOL DISCIPLINARY MODEL**

Our mission is to support all students in displaying acceptable behavior and participating fully in their education. 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. On each level, consequences 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 student management secretary 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  
Minor Harassment/Hazing  
Second Cut Teacher Assigned Detention  
Truancy  
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	Student Endangerment
Bullying	Threatening Behavior
Cheating (second offense)	Tobacco Violation
Cutting Saturday School	Vandalism/Theft
Fighting	
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.

**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)  
Intimidation  
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 two days 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 time line 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.

## **GLOSSARY OF DISCIPLINARY TERMS AND RELATED POLICIES**

**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, bongos, pipes, rolling papers, needles, pacifiers, scales, 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 form) 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.

**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 for a grade other than zero, but no higher than 55. 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. All 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.

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

**ENDANGERING SCHOOL PERSONEL:** 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 INTIMIDATION:** Intimidation as defined below occurring either to the extreme as defined by administration or chronically occurring.

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

**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.

## **HARASSMENT AND PREVENTION OF HARASSMENT**

**CHS Prohibits Harassment.** Colchester High School prohibits harassment based on a student's (or a student's family member's) actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability on school property or on a school bus and seeks to maintain an environment that is free from such harassment. Such harassing conduct is also prohibited at school-sponsored activities off school grounds, if the harassing conduct has a direct harmful effect at school.

**Types of Harassment:** Harassment may include the following types of behavior, when based on race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, or disability: the use of epithets, stereotypes, name-calling, slurs, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material, taunts on a manner of speech, and negative references to customs related to any of these protected categories, which have 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 on the basis of sex may also include unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature, when submission to the conduct is explicitly or implicitly a term of the student's education or submission to or rejection of such conduct is used as a component of the basis for decision affecting that student. **All harassing behaviors are against school rules, and will result in appropriate disciplinary and corrective action for the harasser, up to and including expulsion or dismissal, whether or not they rise to the level of creating a hostile environment or interfering with a student's educational performance.** **Retaliation** against a person for reporting harassing behavior, or for co-operating with an investigation of a harassment complaint, **is also prohibited**, and is subject to corrective and disciplinary action up to and including expulsion or dismissal.

**Duty to Investigate to Determine Whether Harassment Has**

**Occurred:** The CHS has a duty to investigate promptly all reports of such harassment, to determine whether or not harassment has occurred, and, if so to take corrective and/or disciplinary action up to and including dismissal or expulsion, so that the harassment will stop. A complaining party who is dissatisfied with the determination, or with the sufficiency of the school's response to correct the problem, may request an independent review by a neutral person pursuant to Vermont law.

**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, either of the following individuals, who have been designated to receive such complaints:

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

Name: Ryan Parkman  
Title: Asst. Principal  
Tel. Number: 264-5707  
E-mail address: [parkmanr@csdvt.org](mailto:parkmanr@csdvt.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 ([www.csdvt.org/](http://www.csdvt.org/)), 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.

**HAZING/BULLYING:** Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with an educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. The inappropriate act of hazing may occur on or off the campus of an educational institution. 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.

**Examples of hazing include:**

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

**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.

**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.

**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.

**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. Notification of police 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 parent expense. It shall be made by a certified drug and alcohol counselor prior to re-entry to school.
- f. The student/parent must release information to a designated school person(s) and the treatment recommendations must be followed.

**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 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. 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.

**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 at class no more than twenty minutes late.

**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.

**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. Notify police.
  - 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.

**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.

**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”, switch blade/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.

## **GLOSSARY OF DISCIPLINARY CONSEQUENCES**

**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:**

- Respect other students and the driver.
- Remain seated at all times the bus is in motion.
- Follow bus driver's directions.
- The bus driver may assign seats on the bus at any time for any reason.
- Keep hands, arms, and head inside bus windows, stay within assigned area (keep aisle clear).
- Do not throw objects at another student or out the windows.
- 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").
- NO food or drinks on the bus (including candy and gum).
- No skateboards.
- 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.
- Students are expected to follow all school rules on the bus.

### **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.

**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.

**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 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.

**EXPULSION/LONG-TERM  
SUSPENSION TIMELINE:**

1. Misconduct
2. Notice of Student Suspension
3. Administrator's written charges requesting long-term susp.
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.

**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 drug, alcohol, and tobacco violations must complete an educational program in conjunction with the Student Assistance Program counselor. Students who fight must meet with the school counselor and complete a conflict resolution program.

**SATURDAY SCHOOL:** As an alternative to in-school and out-of-school suspension, administrators may assign students to a school detention on Saturday morning. This detention will last for three hours: 8:00am-11:00am. Students are expected to be engaged in academic work while in Saturday School. The Saturday School coordinator will provide tutoring as necessary. Students will not be permitted to bring radios, games, other audio devices or to sleep.

**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.

**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.

## **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 a Supplemental Evaluation and an interim IEP written for the period of suspension.

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 pending completion of a Supplemental Evaluation or a 504 evaluation and the manifestation determination by the student's IEP participants or 504 team unless: a Supplemental Evaluation done for purposes of the interim period and 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.

## Index

Absences	5,25	Driver Education	6
Academic Credit	10	Driving	
Academic Distinct.	22	<i>Parking</i>	34
Academic Eligibility	30	<i>Field Trips</i>	37
Act 117	9	<i>Vocational Centers</i>	35
Add/Drop Period	23	Drugs	
Admin. Team	1	<i>Policy</i>	35,55
Alcohol		<i>Sale of</i>	62
<i>Policy</i>	35,55	Early Dismissal	26
<i>Sale of</i>	63	Endangering	
Appeal of Grade	17	<i>School Property</i>	57
Attendance	25	<i>School Personnel</i>	57
Beverage	37	<i>Students</i>	57
Blue/Green House	5	English Language	
Bullying	39,61	Learners	15
Bus Conduct	68	Equal Opportunity	3
Buses	6	Essential Expectations	1
Cell Phones/Pagers	28	Exams	20
Cheating	21,56	Excessive	
Class Cuts	27,51	<i>Intimidation</i>	57
Class Rank	22	<i>Obstruction</i>	57
Closed Campus	57	Expulsion	69
Clubs/Activities	30	Family Vacations	25
Co-Curriculars	29	FERPA	3
College Courses	12	Fighting	58
Computer Use	40	Field Trips	37
Correspond. Courses	11	Food	37
Dances - Guidelines	33	Four Year Commitment	13
Debts/Fines/Fees	7	Guardianship	4
Delayed Opening	6	Grading System	15
Detention	69	Grade Placement	15
Disciplinary Model	49	Graduation	
Disc. Glossary	55	<i>Requirements</i>	10
Dress Code	33	<i>Practice Attendance</i>	17

**Index Continued**

Gross		Search and Seizure	63
<i>Disrespect</i>	58	Second Sem. Option	14
<i>Insubord./Theft</i>	58	Section 504	9
Guidance Dept.	6,18	Senior Privilege	47
Habits of Mind	2	Snow Day	6
Hallways	38	Special Education	9
Harassment	39,59	Sports	29
Hazing	39,61	Stalking	63
Headphones	28	Student	
Homework	3	<i>Aides</i>	47
Honor Roll	46	<i>Contacting</i>	9
Immunization	40	<i>Services</i>	18
Independent Study	11	<i>Returning</i>	24
Insubordination	62	<i>w/Disabilities(disc.)</i>	73
Insurance	40	Study Hall	47
Intimidation	62	Suspension	
Late Arrival	26	<i>Long Term</i>	69
Level Change	23	<i>In School</i>	32,71
Library Use	40	Tardy	27,63
Lockers	38	Target Graduation	13
Lost and Found	42	Teacher	
Math Lab	20	<i>Contacting</i>	9
Medication	36	<i>Detentions</i>	72
Mission Statement	1	Teacher Advisory	19
NHS	43	Team Leaders	9
Obstructing Investigation	62	Theft	64
Options Program	12	Text Accountability	48
Pass System	46	Tobacco Policy	35,64
Plagiarism	21,56	Transfer Students	28
Planning Room	70	Truancy	28
Profanity	62	Vandalism	66
Progress Reports	21	Virtual High School	12
Residency	4	Visitors	48
Saturday School	71	Weapons	65
Schedule Change	23	Withdrawals	24
School Closing	6	Writers' Workshop	48