

VERGENNES UNION HIGH SCHOOL

50 MONKTON ROAD
VERGENNES, VT 05491
877-2938 FAX: 877-2558
www.vuhs.org

Presence +
Integrity +
Respect +
Kindness +
Self-Challenge



Schoolwide
Parent/Student Handbook
School Year 2011

The Five Guidelines to Success at VUHS

We are here; we are on time.

- The most damaging behavior to learning may simply be missing class.
- *attend: to be present; to take charge of; to listen to; to give attention.* We take all these definitions seriously.
- Missing class is fatal to deep learning. Tardiness defeats lesson planning and shows disrespect for teachers and fellow students.

We show personal integrity.

- ACADEMIC HONESTY is the bedrock of our school.
- Do what I know is right.
- Truthfulness is the currency of a community.

We are respectful.

- Respect yourself, each other, our school, and our community.
- Respect the property of others.
- Respect one another's privacy.

We are kind.

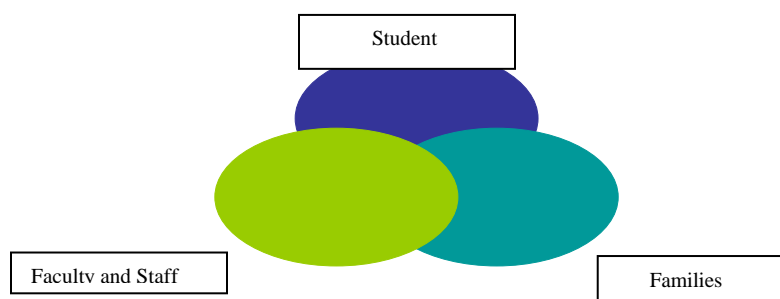
- *kind: friendly; showing sympathy or understanding; charitable; humane; considerate; tolerant; and showing empathy.* We embrace all these meanings.
- KINDNESS and RESPECT work hand-in-hand to make VUHS a great place to learn.

We challenge ourselves.

- Human beings are incapable of staying the same, day-in and day-out. One either grows or diminishes daily. The only way to ensure GROWTH and not SHRINKAGE is to challenge oneself every day.

Addison Northwest Supervisory Union Schoolwide Family-Student-Faculty/Staff Learning Compact

It is critical that families and schools work together to help students achieve academic standards. Through a process that includes teachers, families, students and community members, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.



Faculty and staff will

- Maintain open lines of communication with families by listening to your ideas and concerns about your student's education.
- Document ongoing assessment of each student's academic progress and communicate regularly with families about student progress.
- Have high expectations for all students and help every child to maintain a love of learning.
- Provide your child opportunities to learn and grow that meet his/her individual needs for support and challenge.
- Provide a warm, safe and caring learning environment that promotes active learning.
- Tell families very clearly about their child's strengths and needs.

Students will:

- Believe that they can learn.
- Try to do their best in work and behavior.
- Come to school prepared and ready to learn and work diligently.
- Bring all necessary materials and supplies, completed assignments and homework to school each day.
- Know and meet school guidelines and class expectations.
- Communicate regularly with their families and teachers about school experiences so that families and staff can help them to be successful in school.

Families will:

- Maintain open lines of communication by sharing hopes, ideas, and concerns about their student's education.
- Encourage and work with their student to take advantage of the school program.
- Have high expectations for their student.
- Support a positive attitude toward school.
- Learn about school guidelines, standards, and grade-level expectations.

2011 Parent/Student Handbook

Direct Dial Numbers:

Activities/Athletics Office.....877-2179
Guidance Department.....877-2567
Guidance Fax.....877-2265
Main Office.....877-2938
Main Office Fax.....877-2558

School Hours:

Office staffed 7:30 AM to 4:00 PM
Building open: 7:45 AM to 5:00 PM
Classes begin: 8:00 AM

Important Dates:

First Day of Classes – Grades 7, 9 and new students (8:00 a.m. start) September 1, 2010
Grades 8, 10, 11, & 12 (10:00 a.m. start)
End of 1st Marking Period..... November 4, 2010
End of 2nd Marking Period..... January 21, 2011
End of 3rd Marking Period..... April 1, 2011
End of 4th Marking Period..... June 13, 2011 (or 176th day)
Mid-Terms start on..... October 28, 2010
March 28, 2011
Finals During Week of..... January 17, 2011
June 6, 2011
(Pending Snow Days)
Parent Conferences..... November 4, 2010
March 10, 2011
Graduation..... June 10, 2011

Vacation Dates:

February 21-25, 2011
April 18-22, 2011

Teacher In-Service: (No School)

November 5, 2010
January 24, 2011
March 11, 2011
May 13, 2011

Holidays:

September 6, 2010 – Labor Day
October 21 & 22, 2010 – Vermont NEA Days
November 24-26, 2010 – Thanksgiving Recess
December 23, 2010 thru January 2, 2011 – Holiday Vacation
May 30, 2011 – Memorial Day

VUHS MISSION STATEMENT

Our purpose as a school community is to develop knowledgeable, responsible, respectful, and healthy individuals who flourish in -- and contribute to -- an ever-changing society.

PRINCIPALS' MESSAGE

This handbook is designed to provide useful information concisely to help us achieve our mission. Your rights and your responsibilities as members of the VUHS learning community are explained in this handbook. If you have a question, concern--or a compliment--about anything stated in the handbook, please contact us. This handbook is posted on line at vuhs.org and also available in hard copy from the school office.

Many things--from hiring to student performance to work in the community--tell us that VUHS is becoming a great school for most kids. That's good, but not good enough. Please join us in working for our kids to have a great year.

Peter Reynolds

Ed Webbley

Co-Principals

PARENT CONCERNS PROCEDURE

We are committed to working with parents to provide the best education possible for your children. If you have concerns about, or disagreements with, school policies or actions, please:

1. Contact the teacher or administrator directly involved;
if the problem continues,
2. Contact the Principal;
if the problem continues,
3. Contact the Superintendent and ask for a meeting with him and the Principal;
if the problem is still not resolved, then
4. Request a hearing before the School Board.

We will handle your concerns as quickly as possible. We strive to be fair and consistent in our decisions, and ask for your support.

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VUHS BOARD OF DIRECTORS

<u>Addison</u>	<u>Term Exp.</u>	<u>Address</u>	<u>Phone</u>
Don Jochum djochum (at) anwsu.org	2011	689 Grandey Rd. Addison, VT 05491-8856	759-2471
<u>Ferrisburgh</u>			
Richard Kerschner rkerschner (at) anwsu.org	2012	3532 Shellhouse Mtn. Rd. Ferrisburgh, VT 05456	877-2625 985-3348-B
Laurie Gutowski, <i>Vice-Chair</i> lgutowski (at) anwsu.org	2011	P.O. Box 158 No. Ferrisburg, VT 05473	877-8322
<u>Panton</u>			
Christine Wyckoff cwyckoff (at) anwsu.org	2012	1895 Rte 22A Panton, VT 05491	759-5000
<u>Vergennes</u>			
Chris Cousineau ccousineau (at) anwsu.org	2011	P.O. Box 165 Vergennes, VT 05491	877-2230
Neil Kamman, Clerk nkamman (at) anwsu.org	2010	29 East Street Vergennes, VT 05491	877-2706
<u>Waltham</u>			
Kristin Bristow, <i>Chair</i> kbristow (at) anwsu.org	2010	P.O. Box 352 Vergennes, VT 05491	877-6372

ADDISON NORTHWEST SUPERVISORY UNION

877-3332

Thomas O'Brien	<i>Superintendent of Schools</i>
Carol Spencer	<i>Director of Curriculum & Staff Development</i>
Betty Lewis	<i>Director of Instructional Support Services</i>
Kathleen Cannon	<i>Business Manager</i>

TRUANT OFFICERS

Gerald Grant	<i>Addison/Panton</i>
Chet Hawkins	<i>Ferrisburgh</i>
Vergennes Police Department	<i>Vergennes</i>
Roland Guyette	<i>Waltham</i>
Debra Brace	<i>Panton</i>

VUHS ADMINISTRATORS

Phone Extension

Peter Reynolds	<i>Co-Principal for Grades 7 - 9</i>	204
Edwin Webbley	<i>Co-Principal for Grades 10 - 12</i>	205
Peter Maneen	<i>Student Activities Director</i>	228

STUDENT SUPPORT SERVICES

Susan Husk	<i>High School Counselor</i>	211
Tammie Johnson	<i>High School Counselor</i>	213
Jay Stetzel	<i>Middle School Counselor</i>	257
Dennis West	<i>Applied Learning/Career Development</i>	214
Kathleen Scacciaferro, RN	<i>School Nurse</i>	209

FACILITIES STAFF:

Robert Worley, *Supervisor, Buildings and Grounds* 275

John Burns

Ernest Benoit

Pat Brace

Steve O'Bryan

John Terry

Ricky Thompson

BUS MANAGER:

Wayne Marcelle 332

BUS SCHEDULER:

Kathy Kennett 334

SCHOOL-BASED CLINICIANS

Mara Urban (Tu, Th)	339
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Doug Todd	277
Margaret Ottinger	279

STUDENT ASSISTANCE

PROFESIONAL (SAP)

Tom Fontana 276

SPEECH/LANGUAGE SERVICES

Melissa Vorsteveld	<i>Speech-language Assistant</i>	296
Linda Namy	<i>Speech-language Pathologist</i>	296

SUPPORT STAFF – OFFICE

Rose Russett	<i>Principals' Secretary/Office Manager</i>	203
Angela Gilbeau	<i>Guidance Secretary</i>	210
	<i>Guidance Assistant</i>	289
Dianne Marcotte	<i>Receptionist, Attendance Clerk</i>	201
Lisa O'Brien	<i>School Secretary</i>	202

LIBRARY/MEDIA CENTER

Christopher Brady	<i>Media Specialist</i>	216
Main Library Ext.		290

TECHNOLOGY

Wendy Cusson	<i>Computer Technology Resource</i>
Tom Heller	<i>Technology Teacher</i>

INSTRUMENTAL MUSIC

Susan O'Daniel 218

CHORAL MUSIC

Karen Jordan 217

MIDDLE SCHOOL

Grade 7:	Eric Fries, <i>Social Studies</i>	247
	Monica McEnery, <i>Language Arts</i>	246
	Melissa Muzzy, <i>Science</i>	255
	Sean Nary, <i>Math</i>	248
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	Megan McGrath, <i>Language Arts</i>	251
	Deborah White, <i>Social Studies</i>	249
	Christine Napolitano, <i>Science/Math</i>	250
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** indicates the teacher does not currently have the number of credits in a specific area to qualify for the NCLB designation of HQT (Highly Qualified Teacher)

HIGH SCHOOL

*=**Department Coordinator**

AGRICULTURE

Bill VanDeWeert 263

ART

Leah Hammond-On leave 224
Joann Stockwell-Sub
Jeffrey Spencer 225

TECHNOLOGY

Steve Orzech 241

DRIVER EDUCATION

Sandy Chicoine 280

ENGLISH

Chris Wyckoff 235
Karl Steen 233

*Michael Thomas 240

FOREIGN LANGUAGE

*Matt DeBlois *French* 244
*Kristine Kirkaldy *fall sabbatical* 234
Chris Urban – *Spanish substitute* 234
Janet Kepes *German* 243

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*Nancy Ambrose 230
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Leo Racht 242
Glenn Story 232
Teresa Smith 304

PHYSICAL EDUCATION & HEALTH

*Ed Cook 226
Sarah Cook 227
Lisa Newhard 237

SCIENCE

Elizabeth Jameson 220
Mark Powers 219
*Sarah Thompson 222
Angela Cote' 221

SPECIAL EDUCATORS

Beth Adreon 305
Suzanne Buck 260
*Kara Griswold 262/327
Laura Husk 253
Heather Paquin 329

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Rebecca Coffey 238
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Steve Orzech 241

SUPPORT STAFF

Michelle Chamberlain 315
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June Hallock 340
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Michele Racine *Ind. RN* 334
Elizabeth Angier *Ind. RN*

THE WALDEN PROJECT

Becky Dowdy *science* 331
*Matt Schlein, *humanities* 338

Resource Response Team

Ralph Bernardini *math, science* 297 Lee Shorey *special ed* 264
John McGuire *behavior interventionist* 264 Laurie Steadman *student support assistant* 264
Jill Grant *behavior assistant/secretary* 264

PREVENTION COORDINATOR

Nate Kittredge 303

VERGENNES AFTER SCHOOL

Jill Strube *director* 802 343-5804

ACADEMICS

Academic Honesty

VUHS places a high value on academic honesty because of the role it plays in fostering self-respect and a sense of achievement in every student. The expectation of academic honesty builds positive relationships between students and teachers, and helps us set high standards for learning.

Definitions of Academic Misconduct

CHEATING is one form of academic dishonesty in which a student undermines the integrity of an assignment or exam or her or himself.

Examples of CHEATING include, but are not limited to, the following:

- Copying an assignment or test.
- Allowing others to copy an assignment or test.
- Giving or receiving testing protocols or other information.
- Using unauthorized resources during an assessment.
- Submitting the same presentation or assignment more than once.
- Working collaboratively on an assignment without teacher authorization.

PLAGIARISM is a form of academic dishonesty in which an individual submits the work of another person as his or her own. PLAGIARISM exists when

- No recognition is given to the original author for phrases, sentences, diction, and ideas that appear in a subsequent paper or project.
- A portion of a document is copied outright from another author or composed by another person, and presented as original work.

Examples of PLAGIARISM include, but are not limited to, the following:

- Presenting another author's work as one's own.
- Copying a summary from another source and incorporating it into one's work.
- "Cutting and pasting" from the Internet or other documents to form a "mosaic" of original and copied work without attribution..
- Submitting written work by another student as one's own.
- Using another author's language or ideas without quotation, attribution, or citation.

VUHS use the MLA format for both documentation and citation. Students bear the responsibility for avoiding academically dishonest performance. Teachers are responsible for clearly articulating expectations regarding papers and performances. Posters and projects are subject to intellectual property rights violations and teachers will hold all academic performance to real-world ethical and legal standards.

Consequences and Procedures:

For any violation

- The teacher will assign a failing grade for that assignment.
- The teacher will contact the parents.
- The teacher will inform the student's guidance counselor, co-principal, and advisor.
- The principal's office will record each violation in the student's disciplinary file (and check for previous violations).

For repeated or severe violations:

- All of the above measures.
- Possible removal from class.

- Possible suspension from school (and extra-curricular activities).
- Possible refusal to provide letters of recommendation.
- Possible rescindment (by original writer) of previous letters of recommendation or notification of unethical conduct sent to prospective colleges or recruiters.

*We credit the academic honesty policies of the University of British Columbia, Palo Alto High School, and Woodside High School for specific ideas contained in this document.

Credit Requirements (Grades 9-12)

To be considered a full-time student in grades 9-12, a student must be enrolled in a minimum of three credits each semester OR a half day at Hannaford Career Center and at least one credit at VUHS each semester. Part-time status may be obtained only by applying to Student Support Services or by administrative approval.

Graduation Requirements

VUHS is presently reconfiguring the graduation requirements. We are developing **performance-based graduation requirements** in order to assure success after graduation. The goal is for these to be fully in place for the graduating class of 2016, this year's 7th grade class..

Currently each graduating senior must demonstrate **attainment of the standards** for each of the following graduation expectations:

Each VUHS graduate will be a knowledgeable, culturally literate, and well-educated young adult as demonstrated by the successful completion of at least twenty-two (22) credits, including the following course of instruction, aligned with ANWSU's and the Vermont Framework of Standards-

- 4 units English/Language Arts (including English Essentials and American Literature)
- 3 units mathematics (including Integrated Math I or I-Y)
- 3 units science (including all three core-science courses: Space, Time & Matter; Universe, Earth & Environment; Living World)
- 3 units social studies (including World Cultures, U.S. History and at least 1 other social studies elective) {3.5 units for Class of 2013}
- 1 unit fine arts
- 1.5 units physical education
- .5 units health
- .5 units technology (i.e., Word Processing, CAD, or Hannaford courses)
- 5.5 units of electives (minimum 22 credits)
- 1 unit personal fitness
- 1 class in PERSONAL FINANCE (Class of 2013)

OR

Successful completion of an **Individual Education Plan** (IEP) as developed under the procedures established by the Addison Northwest Supervisory Union.

OR

As outlined in the Vermont School Quality Standards (SBE Rules 2120.8.2.1 (c), "A **multi-year Plan** is an individual plan for students with limiting handicaps that leads to completion of the graduation requirements. This plan shall include a component explaining an exception to the graduation requirements and alternative requirements designed for the pupil." Upon successful completion of a multi-year plan for graduation approved by the superintendent or his or her designee, the student will earn a diploma.

Course Selection (Grades 9-12)

Selecting appropriate courses in grades 9-12 is an individualized process. Beginning in 8th grade, students should come familiar with course sequences and recommended programs of study to meet their personal goals and expectations. Students and parents are strongly encouraged to consult the Guidance Office for assistance during this very important process. The course selection book for 2011-2012 will come home with your student in January 2011.

Grading Procedures

Mid-term grades close on November 4, and April 1. Final grades close on January 21 and June 13, 2011. Parents can access student grades at any time through PowerSchool. Report cards can be sent out per parent request.

VUHS reports all grades on a hundred-point scale for all grades 7-12. Senior class rank for these grades will be calculated on the 100 point scale (NPA). The grade for passing all academic courses is 70

Incomplete Grades

For each day of absence, students have that same number of days to make up missed work. When students receive an incomplete grade, it is their responsibility to coordinate with each teacher and complete all work within ten days after the end of each marking period.

After ten days, teachers will figure student grades based on work completed, and submit a grade in place of the incomplete in writing to the guidance secretary. Incomplete grades affect honor roll status and may also affect extracurricular eligibility. If the teacher accepts student work after the incomplete has been changed to a grade, the teacher may refigure the grade and change it by notifying the guidance secretary in writing.

Exceptions to this are core science grades and cases in which there are significant extenuating circumstances (hospitalization, administrative permission, etc.) as determined by the respective principal.

Adequate Yearly Progress

This is to notify the community that VUHS did not meet Adequate Yearly Progress in math during school year 2009 or 2010 based on the NECAP scores for the Free and Reduced Lunch cohort.

The No Child Left Behind Act is the federal legislation that funds—and dictates—elementary and secondary education in the US. One requirement is annual testing. In Vermont this is the NECAP exam. The results determine a school's **adequate yearly progress (AYP)**, specifically in reading and in math. The data are broken down to enable a look at subpopulations within a school (e.g. gender, race, economic status). Vermont and the ANWSU schools do reasonably well on these exams. (As an example, in 2008 the national expectation for graduation was 72%; VUHS graduated 93% of our students.) This year, however, while graduation rate and overall scores remained above the standard, our 8th and 11th grade scores showed a discrepancy between the math performance of our free and reduced lunch population and that of the whole school. Fortunately our math teachers had already become actively involved with research-based, professional development over the last couple years. Their work as a 7-12 department is helping students daily and will yield test gains in the near future.

Not meeting AYP triggers a number of actions through the Department of Education to ensure that we identify, intervene with, and monitor all struggling students. Fortunately at both MS and HS, this calls for

instructional procedures that we have already begun to implement. Please direct any questions about AYP to either principal or the superintendent.

ACTIVITY NIGHTS (*Grades 7-8*)

Middle school activity nights are for VUHS students in grades 7 and 8 only. They usually occur between 6:30 and 8:30 one Friday night per month. The cafeteria is used for dancing with a DJ and the middle school gym for basketball, dodgeball and other games. Each one is hosted by a team or organization and is chaperoned by staff, parents and in some cases approved seniors. (Volunteering is encouraged if it is ok with your kids.)

ASBESTOS SAFETY

The Asbestos Hazard Emergency Response Act (40 CFR 763.93g4) requires written notice that VUHS has a management plan for the safe control and maintenance of asbestos-containing materials found in the building. The VUHS Asbestos Management Plan is accessible through the facilities office of VUHS.

ATTENDANCE

Law

Parents and guardians should remember that Vermont law mandates “each parent/guardian having control of a child between the ages of seven and sixteen years shall cause the child to attend an approved public or an approved or reporting private school for the full number of days for which that school is held...”

Philosophy Be here.

Procedures

Notify the school office before 8:00 AM if a student is going to be absent on that day. Leave messages any time day or night at 877-2938 ext. 201 or 202. Students returning after an absence without a phone call from the parent/guardian must present a note to the attendance secretary, written and signed by the parent/guardian stating the date and reason for the absence.

VUHS believes that extended absences are inconsistent with learning. Prior to a planned absence of four days or more, students must collect a Request for Extended Absence form from the main office. Students must submit the form, with teacher signatures, to their principal one week before their departure. This verifies student absence, although in most cases does not constitute an excused absence. Responsibility for coordinating for any work during the absence lies with the student, who has an equivalent number of days to make up missed work. Based on student performance & work ethic, not all teachers may approve the request.

Parents/guardians will be notified when a student has been absent five times from any class. When a student has been absent ten times from a class, a parent/guardian conference may be required. Extensive absences result in involvement of their town’s truant officer.

Attendance-Physical Education

Medical Excuses:

There will be occasions when, because of injury or illness, a student cannot participate in regular physical education. The parent/guardian must send a note to the physical educator explaining the student’s injury/illness.

A. For each medical excuse up to three, we require the student to make up the

class work through physical activity or a written project. Students must complete make-up work within three days of the class that the student missed.

- B. A student who totals five unexcused absences in a semester will not receive credit for physical education. A student with a long-term illness or injury may receive an M (medical) on the report card as long as there is a doctor's note. A medical on the report card will not affect a student's average.

BICYCLES, ROLLERBLADES, AND SKATEBOARDS

Students who ride bicycles to school are to park and lock them in the bike rack located near the student entrance. **Using skateboards or rollerblades is not permitted on school property, whether or not school is in session.** If they are brought to school, they must be left in the main office until the end of the day.

BOOKS, EQUIPMENT, AND FINANCIAL RESPONSIBILITY

Books and equipment distributed to students for their use are the property of VUHS. Students assume the responsibility for these items and are expected to pay for any damage or loss. Vandalism to school property and unpaid fund raising money also become obligations that must be satisfied.

CELEBRATING THE POSITIVE ASPECTS OF STUDENTS' LIVES

Additionally, we always want to hear about the many positive things students are doing in their lives outside of school. Please contact your student's morning meeting advisor about anything for which we should recognize your student. We will notify other faculty about the accomplishment. With your permission, we will include it in a school publication or parent newsletter.

CHALLENGE COURSE

The VUHS challenge course is the series of rope, pole, and climbing events at the south edge of the VUHS campus. These were professionally installed as part of the federal PEP grant. The course is integrated into our physical education curriculum and is extensively used in the Adventure PE class open to all high school students. This course promotes teamwork, communication, and leadership skills.

CLASS CUTS

If a student in grades 9-12 cuts a class:

1. The first cut results in the student's meeting with the administration and being counseled that another cut may result in being dropped from the missed class without credit. Administrators notify parents. The student receives a one hour detention, to be served the next Tuesday or Thursday, whichever comes first.
2. The second cut may result in being dropped from that class without credit. Administration will send parents a letter. The student receives 3 hours of detention which may be served on a Saturday.

If a student in grades 7-8 cuts a class:

1. We call home, send letter to parents, and assign an hour's detention. Student must make up missed work, perhaps without credit.
2. Subsequent cuts result in in-school, and potentially out-of-school, suspensions.

CLINICIANS

A number of mental health clinicians, contracted through the Counseling Service of Addison County (CSAC), serve Medicaid-eligible students. They are based in our building to help in emotionally-based interventions for students. Although their conversations are confidential, they work closely with the school to ensure safety for all kids.

CONDUCT CODE

Philosophy

The safety of each person in this school is of paramount importance. Disciplinary intervention is based on a teaching, rather than a punishment, model. It is restorative rather than punitive. We use Positive Behavior Intervention Strategies (PBIS) to educate and support our community.

Disciplinary Procedures for Restorative Outcomes

The school follows a code of positive, progressive, and logical consequences for inappropriate behavior. When a student offends against one of our Five Guidelines, he or she has an opportunity to explain what happened and to acknowledge responsibility for the behavior. We allow the student an opportunity to respond to allegations of misbehavior, and to present evidence to support his or her position. Depending on the seriousness of the charges, parents are invited to participate in the informal hearing.

This year we have combined the resources of ACT, SSC, Prevention and CSAC to respond quickly and effectively to minimize class disruption and maximize learning for all. Based in the former ACT space near the greenhouse entrance of the school, the **Resource Response Team** helps kids stay in class.

Behavior Levels

Level 1: Teacher Level: disruptive classroom behavior

Consequences for classroom misbehaviors will be appropriate and administered consistently by the teacher involved. Teachers and students will work together to establish a positive learning environment in the building and will, whenever possible, work out problems as they arise. If difficulties do arise in class or when a student is sent from class to the SSC, **the teacher will contact the parent or guardian** to discuss the consequences and actions to prevent future problems.

Behaviors:

- Distracting from the academic decorum.
- Interfering with learning and teaching at a fundamental level.

Examples:

Late to class, morning meeting, or call-back; constant talking; rudeness; inappropriate language; inappropriate clothing; public display of affection; display of “butts, breasts, and bellies”; basic disrespect, and other disruptive behaviors.

Possible Consequences:

Warning by teacher; change of seating; detention with teacher; parent contact; brief removal from class; corrective behavior plan.

Level 2: Resource Response Team (RRT) Level: behaviors not responding to level 1 interventions

Teachers call the RRT to support students who engage in chronic disruptive behaviors. Initial intervention occurs in the classroom and may lead to a behavior protocol. Plans grow to identify the problem, the causes, the appropriate student response, and changes the student needs to make to remain in class. Plans are developed specifically for 7th through 10th graders. At all grades, the student’s morning meeting is integral in providing support for the student.

Behaviors:

- Level 1 behavior becoming chronic.
- Failing to fulfill expectations of the Level 1 plan.

Examples:

Insubordination, leaving school grounds without permission, not serving issued detention, damaging school property.

Possible Consequences:

Writing a plan in the RRC, parent contact, suspension from mainstream activities (in consultation with Principal), restitution or restorative activity.

Level 3: Principal Level: unsafe or illegal behavior

Consequences for problems not resolved at level 2 and brought to the administration's attention are listed below. The consequences increase if the student repeats the undesirable behavior is repeated. The principal will impose any or all of the consequences listed under each of the possible categories of infractions.

Behaviors:

- A violation of the Law.
- Failure to fulfill expectations of the Level 2 plan.

Examples:

Dangerous or threatening behaviors; sexual, verbal, or physical harassment; hazing; possession of drugs, weapons, tobacco, and alcohol or other dangerous and undesirable objects

Possible Consequences:

A meeting with parent/guardian; behavior contract; police notification; suspension of one to ten days; hearings with Superintendent and School Board; restitution or reparative activity (appropriate school or community service); long term suspension; expulsion; referral to ACT or outside agencies; referral to SAP or other treatment options.

COURSE CHANGES

The program selected by high school students each year should represent careful individualized planning in conjunction with the morning meeting teacher and the aligned guidance counselor. If a student's interest or goals have clearly changed between spring registration and the opening of school, an interview with the guidance counselor may result in a recommendation for change. Course changes must have parent approval. The period to add or drop courses is the first five days of the semester.

DRUG AND ALCOHOL USE ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS

I. VIOLATION OF THE DRUG AND ALCOHOL POLICY

It is against school policy for anyone to sell or distribute, or attempt to sell or distribute drugs or alcohol or any substances they represent to be drugs or alcohol on school property (including buses) or at any school-sponsored activity.

It is also against school policy to purchase, use, possess, or be under the influence of drugs or alcohol or to possess a device reasonably related to drugs or alcohol, or to participate in any drug or alcohol related incident on school property (including buses) or at any school-sponsored activity.

The administration reserves its right to initiate an investigation under this policy. A student suspected of a violation will be expected to comply with a school or police investigation.

II. CONSEQUENCES FOR VIOLATING THE DRUG AND ALCOHOL POLICY

The consequences for violations of the drug and alcohol policy will be both disciplinary and socially rehabilitative. The principal or his/her designee, in consultation with the student's guidance counselor, other appropriate school personnel, and the parent(s) and/or legal guardian, will develop an individual plan that includes both of these consequences.

Whenever an IEP or Section 504 student is in violation of the alcohol and drug policy, the principal, or his designee will ensure that discipline is conducted according to that student's special education plan where applicable.

All disciplinary action will afford the student and parents the opportunity for an informal hearing before an appropriately designated school official. This informal hearing will comply with the requirements of due process, namely:

- Informing the student of the charges against him or her
- Explaining the evidence
- Giving the student an opportunity to tell his or her side of the story
- Explaining the consequences

Following the informal hearing, the principal, or designee, will provide the parents with a written decision including an outline of the consequences and recommendations. However, when a student's conduct or condition is deemed to be an immediate threat to others, property, or the educational environment, Principal may suspend the student immediately pending a due process hearing to be held as soon as possible.

Students suspended or expelled for violating the Drug and Alcohol Abuse Policy may, at the discretion of the school administration or School Board, continue to receive educational and counseling services deemed to be in the best interest of the student.

A. Violation: Sale or Distribution of drugs or alcohol

Consequence: All of the following will occur

- Automatic suspension for ten school days
- Police notification
- Recommendation to the School Board for expulsion

The following procedure will be followed

- The School Board will convene a hearing within seven days
- All parties will be entitled to representation by counsel
- The School Board's decision will be in writing, and the student notified no later than two days after the hearing.
- Recommendation for a drug or alcohol assessment by a school-approved community agency or the school's Student Assistance Professional
- Subsequent violations result in more severe consequences

B. Violation: Purchase, use, possession, or being under the influence of drugs or alcohol, possession of a reasonably related drug or alcoholic device, participation in a drug or alcohol related incident or refusal to cooperate with a drug or alcohol investigation.

Consequences:

First Violation: All of the following will occur

- Suspension for a maximum of ten school days
- Police notification
- The option of a reduced suspension through enrollment in and completion of a rehabilitation plan which includes recommendation for a drug or alcohol assessment by a school-approved community agency or a certified drug/alcohol counselor
- Mandated contact with Student Assistance Professional.

If the suspension is for less than the maximum, upon returning to school the student may practice with an athletic team and participate in extracurricular activity meetings, but may not be a part of any public competition or performance for two weeks starting from the first day of the suspension.

Second Violation within a school career (7-12): All of the following will occur

- Same as A above

III. PROGRAMS AND SERVICES

A. Self-referral for assistance with drug or alcohol problems

When a student recognizes that he or she has a problem with drug or alcohol use and chooses to do something about the problem, the school will cooperate as fully as possible with the student.

A student who seeks the assistance of the Student Assistance Professional (SAP) will be offered educational resources, individual or group counseling and a referral to a community agency. These services will be provided without reprisal provided that all the following conditions are met.

1. A self-referred student, not caught in violation of school or legal policies.
2. No apparent threat of harm to self or others.
3. A commitment to develop a rehabilitation plan.
4. Parents are notified of the self-referral.

B. In-school support and referral system

Guidance counselors, the SAP, school nurse and principals are available to consult with students whose behavior or performance indicates a problem with drug or alcohol abuse. In addition, all school personnel who observe academic, social or personal behaviors that may indicate abuse are expected to discuss their observations and concerns with the student. If the problematic behavior continues or the staff member feels the need for assistance, the staff member will make a referral to the SAP.

DANCE (Grades 9-12) GUIDELINES

All students and their guests will observe school behavior codes and conduct themselves according to the 5 guidelines. We expect students who enter the activity to remain until they leave for home. **A student leaving the dance/activity is not permitted to re-enter.** Dances are restricted to students in grades 9-12. **Arrangements for guests from other schools must be made with the appropriate principal 48 hours prior to the dance.**

DISPLAYS OF AFFECTION

The conduct of students should reflect appropriate behavior for a public building. Lingering embraces, kissing, and other displays of affection will bring a caution by teachers and administrators. Repeated warnings result in Level 2 discipline.

DRESS

VUHS expects both male and female students to come to school in attire that is neat and suitable, and that does not distract others. Examples of clothing unsuitable for school include short shorts or skirts, halter tops, bare midriffs or backs, cut-off sleeves, transparent shirts or blouses, clothing that exposes bra straps, is too low-cut or is revealing in any way. Clothing with statements which suggest inappropriate behavior (sex, drugs, alcohol) or are offensive to another person in the school is not acceptable.

Students wearing distracting or personally offensive clothing may be asked to

- Cover the article, or cover up, with another shirt or jacket
- Change clothing
- Turn the shirt inside out
- Visit the Principal's office for a cover-up t-shirt

Failure to follow these requests results in parent contact and Level 2 disciplinary action.

EARLY DISMISSAL

A student must present to the Main Office a parent-signed note for an early dismissal by 9:00 AM. The note must contain the reason for dismissal, the dismissal time, and the estimated time of return. At the time of dismissal, the student must sign out at the Main Office. Upon return to school that day, the student must sign in.

EIGHTEEN-YEAR-OLD PRIVILEGE

Eighteen-year-old students may request independent status through the school office. Once approved, the student assumes full responsibility for following the above procedures. **“Failure to follow these procedures may lead to the revocation of the 18 year-old privilege.”**

ELECTRONIC DEVICES

Cell phones, beepers, pagers, iPods (and other MP3 players), and video games are **never allowed during classes** or study periods except for instructional reasons with the expressed permission of the classroom teacher. **Staff will confiscate these items if seen during class. For Middle School students, this applies during the entire day**, although personal devices may be used only for listening to music during lunch in the cafeteria.

Texting and calling – or receiving texts or calls—during class will result in a Level II disciplinary action as well loss of the phone.

Personal laptops may be used in school, but if used for purposes not otherwise allowed may also be confiscated for the day.

Confiscated items can be reclaimed at the close of the school day. Repeated offenses lead to Level 2 discipline. Because of incidents of theft, we encourage students to leave these valuable items either at home or securely locked in their lockers during the day.

ELEVATOR

There are three lifts within the building for moving goods or authorized individuals. Students with a n approved health reason for using the elevator may borrow a key with permission from the school nurse.

EXTENDED LEAVE REQUESTS

Absences count for whatever reason. There are times when parents will request that students be out of school for more than three consecutive days. Students should request a request form from the office, have each affected teacher recognize the request, and submit it to the appropriate principal. Teachers may state that missing school would be harmful to the student's academic standing. The principals do not approve requests, but do verify that the student has coordinated with each teacher. The document is useful in knowing that the student is accounted for during those days. Parents are still liable for student attendance.

E-MAIL

E-mail has become an increasingly effective way to manage some communications. Each student is issued an email account not only for communications, but also to meet the standard of safe, informed use of technology. Students have access to their school email accounts here at school, but may not use school time for personal emailing. All district addresses end in “@anwsu.org.” Teacher emails can be accessed through **VUHS.org**.

While we will always use hard copy when parents request or do not send us an email address, we find that e-mail communication with families saves both time and money.

FIRE ALARMS

When the fire alarm sounds, everyone must obey orders and clear the building promptly. Building evacuation procedures are posted in each room. Please read them. When directed, students may re-enter the school and report back to class. **All building evacuations are real.** Students must treat them so.

GRIEF AND LOSS SUPPORT FOR STUDENTS

While death is a natural part of our human existence, dealing with the death of someone close is difficult and challenging for each of us. As a school community, we seek to provide a positive, supportive environment to meet students' and adults' needs during a period of grief. Obviously, each person's needs are unique, so it is essential that parents communicate with the school about deaths and other challenges (serious illness of a family member, etc.) that occur in a student's life.

Please contact your student's guidance counselor or morning meeting teacher with any relevant information. Knowing the basics of the situation as well as how the student would prefer to be supported, helps us use community to support one another. The student may prefer to have some individual time with a trusted adult, some encouraging words from a teacher, or simply to know that teachers are aware of the challenge but will not bring it up. We want to insure that students know the school community is a support for them in times of crisis as well as happiness. This is essential to each student's success in school.

HARASSMENT, HAZING AND BULLYING POLICIES

In accordance with 16 V.S.A. §565, 16 V.S.A §11 (a)(30), and 16 V.S.A §11 (a)(32) all school districts within the Addison Northwest Supervisory Union maintain a learning and working environment that is free from harassment, hazing, and bullying. ANWSU recognizes that students and adults should have a safe, orderly, civil, and positive learning environment and that harassment, hazing, and bullying have no place in and will not be tolerated in its schools.

A. GENERAL PROVISIONS

1. **Violation:** It is a violation of this policy for any student, teacher, administrator, or other school personnel through conduct or communication to harass, bully, or haze another person.
2. **Definition:** Harassment, hazing, and bullying are forms of dangerous and disrespectful behavior that will not be permitted or tolerated and based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of harassment, hazing, or bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or policy.
3. **Complaint:** Any student, teacher, administrator, or other school employee who believes he or she has been subjected to harassment, hazing and/or bullying may file a complaint as described below and/or pursue other remedies provided by federal and state law. Complaints may be filed with **Ed Webbley**, Co-Principal, VUHS, 50 Monkton Rd., Vergennes, VT 05491, 802-877-2938; **Thomas O'Brien**, Superintendent, ANWSU, 48 Green St., Suite 1, Vergennes, VT 05491, 802-877-3332; **The Vermont Human Rights Commission**, 135 State Street, Montpelier, VT 05602, 800-416-2010; **The Vermont Attorney General's Office**, 109 State Street, Montpelier, VT 05602, 802-828-3171; or with the U.S. Dept of Education's **Office of Civil Rights**, J.W. McCormack Post Office and Court House, Room 701, 01-0061, Boston, MA 02109-4557, tel. 617-223-9662.

B. DEFINITION AND EXAMPLES

1. **SCHOOL EMPLOYEE** means all teachers, student teachers, support staff, administrators, bus drivers, custodians, cafeteria workers, coaches, contractors and other agents of the school district, employees, agents of the school district, unpaid volunteers, interns, and persons, other than students, who are subject to the supervision and control of the school district.
2. **STUDENT** means any person attending VUHS for educational purposes.
3. **HARASSMENT** means unwelcome verbal, written or physical conduct based on a student's actual or perceived race, religion, creed, color, national origin, marital status, sex, sexual orientation or disability which has the effect of substantially undermining and detracting from, or interfering with, the victim's educational performance or access to the school's resources and activities, or creating a hostile, offensive or intimidating school environment.
4. **SEXUAL HARASSMENT** is a form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to that conduct is made either explicitly or implicitly a term or condition of that person's position;
 - b. Submission to or rejection of such conduct by a person is used as a component of the basis for decisions affecting that person; or
 - c. The conduct has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile or offensive environment.
5. **RACIAL OR COLOR HARASSMENT** – means unwelcome verbal, written or physical conduct, directed at a person's race or color, such as, racial slurs, taunts, or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.
6. **RELIGIOUS OR CREED HARASSMENT** means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's religion or creed, such as religious slurs, taunts or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.
7. **NATIONAL ORIGIN HARASSMENT** means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as ethnic slurs, insults or taunts when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.
8. **MARITAL SEXUAL HARASSMENT** means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as taunts, slurs regarding pregnancy or the status of being an unwed mother or father when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.
9. **SEXUAL ORIENTATION HARASSMENT** means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation, such as ridicule, taunts, insults or slurs

when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

10. **DISABILITY HARASSMENT** means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling mental or physical condition, such as intimidation, ridicule or insults based on manner of speech or movement, cognitive ability, receipt of educational services outside the general education environment, or other manifestations of a person's disability when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.
11. **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 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.
12. **BULLYING** is defined as any overt act or combination of such acts directed against a student by another student or group of students and which:
 - (a) Occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
 - (b) Is intended to ridicule, humiliate, or intimidate the student; and
 - (c) Is repeated over time.

Conduct that might otherwise be considered bullying but does not occur during the school day, on school property, on a school bus, or at a school-sponsored event still may be subject to disciplinary action according to Vermont law (16 V.S.A. §§1161(a) and 1162); however, such misconduct would not meet the definition of bullying.

C. REPORTING

1. Voluntary Report

- a. **STUDENTS:** A student may report an allegation of harassment, hazing and/or bullying he or she has experienced or witnessed at school or during school sponsored activities to any adult school employee.
- b. **ADULT SCHOOL EMPLOYEE** should report an allegation of harassment, hazing, or bullying he or she has experienced or witnessed at school or during school sponsored activities to a school principal.
- c. **ANONYMOUS REPORTING:** Students can report (verbally or written) to a school administrator, teacher, guidance counselor, school-based clinician, or the Student Behavior Assistant anonymously. This means that if a person reports an act of harassment, hazing and/or bullying that she/he witnessed or has knowledge of, the report can be filed without disclosing the reporter's identity.
- d. **PARENTS** or guardians of students should file verbal or written reports of suspected harassment, hazing, or bullying with school administrators.

2. Mandatory Report

Any adult school employee who witnesses or receives a report, formal or informal, written or oral, of harassment, hazing and/or bullying at school or during school sponsored activities shall report it to a school administrator. Under certain circumstances, alleged harassment may also be abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.

3. Privacy

The school district shall respect the privacy of the complainant, the individual against whom the report is directed, and the witnesses to the extent consistent with the school district's obligations to investigate, take appropriate action, and conform to any discovery or disclosure obligation.

4. Parent Notification

As with any other disciplinary action, school staff are required to notify the parent of a student who commits a verified act of harassment, hazing, or bullying of the school's response and of consequences that may result from further acts.

To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), school staff are required to notify the parent of a student who is a target of harassment, hazing, or bullying, of action taken to prevent further such acts.

D. INVESTIGATION

The school district shall conduct an investigation, in accordance with procedures adopted under this policy, as soon as practicable, but not later than five days following receipt of a report or complaint, formal or informal, written or oral, alleging harassment, hazing, or bullying.

E. ACTION

1. Duty to act

The school district shall take appropriate action in all cases where this policy has been violated. Any person found to have violated this policy will be subject to appropriate consequences and/or remedial action including, but not limited to warning, exclusion, suspension, expulsion, transfer, dismissal, or remedial action such as training, education, or counseling. The school district shall not take any action which is inconsistent with applicable collective bargaining agreements, state and federal laws, and other school district policies.

2. False report

The school district shall take appropriate action against any student, teacher, administrator, or other school employee who makes a false report of harassment, hazing, or bullying knowing it to be false.

3. Retaliation

The school district shall take appropriate action against any student, teacher, administrator, or other school employees who retaliate against any person for making a good faith report of harassment, hazing and/or bullying or for participating in an investigation or other part of the process established by this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment against witnesses, victims or reporters of said harassment, hazing, or bullying.

F. APPEAL

A person determined to have violated this policy and subjected to action under it may appeal the determination or action taken in accordance with procedures adapted under this policy which shall be consistent with the provision of any applicable collective bargaining agreement.

G. DISSEMINATION AND TRAINING

1. Dissemination

This policy shall be:

- a. Posted conspicuously throughout each school building in areas accessible to all persons;
- b. Printed in any school district publication that sets forth the comprehensive rules, procedures, and standards of conduct for students;
- c. Printed in any school district publication that sets forth the comprehensive rules, procedures, and standards of conduct for school district employees.

2. Training

The Principal shall develop strategies for school staff to prevent and intervene in harassment, hazing, or bullying, including professional development opportunities for staff and support in behavioral management.

3. Data Gathering

VUHS delegates the responsibility of data collection to the Student Behavior Assistant. She/He shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and to make such data available to the Commissioner of the Vermont Department of Education and to the public.

Policy No. 5013 - Addison Northwest Supervisory Union

Date Adopted: 6/29/95 (F.C.S.)

Legal Reference(s): 16 V.S.A. §565; 16 V.S.A. §11 (a) (26), (30), (32); 9 V.S.A. Ch. 139

HEALTH SERVICES

The Health Office is staffed by Kathleen Scacciaferro, RN, from 8:00 AM to 12:30 PM and from 1:00 PM to 3:00 PM. Students who are ill must report to the Health Office for evaluation. If the school nurse is not in the office, then students must report to Main Office. When a student is too ill to remain in school, the school nurse will dismiss with parent permission. Dismissed students must sign out at the Main Office. *Students calling home from their cell phones asking parents to excuse them violate this process if they have not seen the school nurse.*

In the event of an accident requiring emergency medical attention or rescue squad transportation, every attempt will be made to contact the parent/guardian. If we are not able to contact the parent, then we will arrange necessary emergency care.

Medications

When a student needs to take medication (prescription or non-prescription) during school hours, a permission form must accompany the medication to the Health Office. All medications must be left in the Health Office. Students may **not** carry medications with them in school.

Medication permission forms are available in the Health Office. All medication must be brought directly to the Health Office in the original pharmacy container. (Pharmacies will provide two containers for medications upon request). If students need to take non-prescription medications on a scheduled basis, please bring the medications in original containers with the student's name on it.

A signature from a licensed prescriber (nurse practitioner, physician's assistant, physician, dentist) is required on a permission form for medications given for two weeks or more. These forms must be renewed annually.

Health Screening

During the school year, the nurse conducts several health screenings for students, such as vision, hearing, height, and weight. If you do not want your child to participate in these screenings, please notify the school nurse in writing by September 15 of the current school year.

HOMEWORK

One of the goals at VUHS is to equip students with skills to be self-directed learners. Homework assignments and projects are part of this process. The purpose of homework is to reinforce new learning, review past learning, and expand knowledge. Thus, we encourage teachers to assign a reasonable amount of work for students to complete at home.

Students contemplating continuing their education at the college level should expect staff to prepare them with the rigorous expectations students will experience in institutes of higher learning. These students can expect a significant amount of homework.

HONOR ROLL

One recognition of student success is honor roll. Only full-time students are eligible to achieve honor roll status. Each quarter, an honor roll for academic excellence is based on the following and published in the county newspapers:

High Honors – No grade less than 90%
Honors – 85% average or above; no grade less than 80%

LEAVING SCHOOL GROUNDS

We are responsible for our students' safety during the school day. We expect all students to remain at school unless they have an approved early dismissal on file in the office submitted by a parent prior to their leaving. Leaving school for lunch is NOT allowed even with a parent note. Students who do leave school grounds without permission during the school day are subject to disciplinary action.

LOCKER RESPONSIBILITY

Each student is assigned a hallway locker which remains the property of the school. Each student is responsible for returning it in the condition it was issued. Students who participate in after-school sports

or who are enrolled in physical education class are also assigned a gym locker. Security is the student's responsibility. Lock your locker and don't give out the combination. **All lockers are subject to inspection and search by school administrators when there is a reasonable suspicion that a student's locker contains weapons, drugs or alcohol, stolen goods, or other contraband.**

LOST AND FOUND

Occasionally, students are known to leave articles of clothing, books, lunches in odd places rather than taking them home. When found, we place such items in the main lobby against the office wall. During open houses and conferences, we display all items for parents to reclaim. When the container is full, we pack all non-organic items in plastic bags and keep them in storage for a school quarter. Except for items that will help students in school-based outdoor activities, all clothing is eventually taken to a shelter for distribution to needy families. These have been nice donations but could have had longer connections with the original buyers.

MISSED SCHOOLWORK

Students who have been absent from class will have as many days to make up work as the number of days they were absent. For example, a student who misses three days of class will have three days to make up the missed work. It is the student's responsibility to speak with teachers and acquire the missed work.

MEDIA CENTER HOURS AND USE

We wish to maintain a quiet atmosphere in the school's library and ask that you cooperate with us. Everyone is responsible for his/her own behavior. If we feel your demeanor or behavior is discourteous or annoying to others, we will ask you to leave. You may return as soon as you are willing to act responsibly. **NO FOOD, DRINKS, or GUM** in the Media Center.

The Media Center is open from 7:30 AM to 4:00 PM every school day. We encourage all students and parents to take advantage of our collection.

MORNING MEETING AND CREW

High school students are assigned a morning meeting teacher who will be their advisor for their four years. Each morning meeting advisor meets with her/his small group of students from 8:00 to 8:20 AM daily. The goal of establishing a four-year long advisor/advisee relationship is to enhance each student's access to academic advice and counsel. One's morning meeting advisor functions as both advocate and learning coach. The purposes of morning meeting include providing a support group for students, and forming a relationship with a teacher-advocate, as well as other students within their grade. The hope is to enable support for each student's academic success and to build a resource for individual students during challenging times. Absence from or tardiness to Morning Meeting is treated like cuts from or tardiness to regular classes.

Middle school students meet in small groups called "crews" with one adult in the middle school from 8:00 – 8:25 AM each morning. Crews have served as models and training for the high school morning meeting.

NON-DISCRIMINATION POLICY

It is the policy of VUHS not to discriminate on the basis of race, color, national origin, religion, sex, disability, or sexual orientation in its educational programs or activities, or in its employment policies as required by Title IX of the 1972 Education Amendments, by Section 504 of the Rehabilitation Act of 1973, by Title VI of the Civil Rights Act of 1964, and by Vermont State Law.

Inquiries regarding compliance with Title IX and Title VI may be directed to Ed Webbley, Co-Principal, VUHS, 50 Monkton Rd., Vergennes, Vermont, 05491, tel. 802-877-2938; or Thomas O'Brien, Superintendent of Schools, Addison Northwest Supervisory Union, 48 Green Street, Suite 1, Vergennes, Vermont, 05491, tel. 802-877-3332; or the Office of Civil Rights, U.S. Department of Education, J.W. McCormack Post Office and Court House, Room 701, 01-0061, Boston, MA 02109-4557, tel. 617-223-9662. Inquiries regarding compliance with Section 504 may be directed to Ed Webbley, Co-Principal, VUHS, 50 Monkton Road, Vergennes, VT 05491, tel. 802-877-2938.

OFFICE DETENTION

Office detentions can be one half hour up to one hour in length, from 2:45 PM to 3:45 PM. Detentions may be rescheduled if a medical appointment or family emergency arises. Students are responsible for making arrangements with the Administration. Detentions may be served in the morning prior to the start of classes if prior arrangements are made. **Students not serving an office detention earn an in-school suspension.**

PARENT INVOLVEMENT

By policy, VUHS encourages and supports the involvement of parents in their children's education. Research has shown that parent involvement is a key factor in the academic and social success of students.

PARKING

Concern about emergency vehicle access, particularly during evening or sports events causes us to become more strict. We will have cars towed from marked fire lanes and handicapped access spaces. **Even during evening events, attendees must park in the lots at either end of the school.**

PATRICIA HANNAFORD CAREER CENTER

Students who attend PHCC will use VUHS transportation. Students required to drive to the Center and/or to a field trip site must obtain parental, teacher, and VUHS administrator signatures prior to driving. Students with driving privileges are not permitted to take passengers.

POSTING MATERIALS

All materials must be approved and initialed by the administration prior to posting. Those without will be removed.

RESOURCE RESPONSE CENTER

Located in the former ACT space in the ground level near the greenhouse, this is the base of the Resource Response Team whose purpose is to keep students in the regular classroom while maintaining a productive learning environment.

SCHOOL CHOICE *(Grades 9-12)*

VUHS has joined Middlebury Union H.S. and Mt. Abraham Union H.S. to form a Regional Public School Choice Partnership.

VUHS students rising to 9-12 grade (residents of Addison, Ferrisburgh, Panton, Vergennes and Waltham) may apply for potential slots at Middlebury or Mt. Abraham Union High Schools. The number of potential slots is 10 per receiving school. However, the number of available slots depends on the number of eligible students selected in previous years who elect to continue enrollment in the school of their choice or who have graduated.

To apply to participate in this program for the 2011-2012 school year (for grades 9-12) complete an application, available from the Superintendent's Office, 877-3332, by **March 1, 2011**.

STUDENT DATA

It is important for the school to maintain accurate and current address, phone number, parent/guardian and emergency information. **Please report changes to the Main Office 877-2938 or lobrien@anwsu.org as soon as possible.**

STUDENT RECORDS

Confidentiality underlies all policies and procedures for the collection, maintenance, disclosure, and destruction of educational records at VUHS. The school observes all federal and state laws and school board policies governing the handling of personally identifiable school records. VUHS forwards educational records to other institutions that have requested them and in which the student seeks or intends to enroll.

Parents have the right to inspect and review their students' records. They should coordinate with the Guidance Office which may require 24 hour advance notice.

STUDENT SEARCHES

When there is reasonable suspicion that a student has weapons, stolen goods, drugs or alcohol in his or her possession, or in a backpack, automobile, or locker:

- The student will be asked to reveal the item.
- If the student refuses, parent/guardians will be notified, and a principal may search the student's clothing, backpack, or automobile.
- Law enforcement officials may be called.

STUDENT SUPPORT CENTER (SSC)

Now merged into the Resource Response Center.

STUDENT SUPPORT SERVICES

During your stay at VUHS, one of the most important people you will get to know and work with is your guidance counselor. If you want to see your counselor, just stop in or call the Guidance Office and make an appointment. The guidance program is designed to assist you with personal, educational, and vocational plans. Your counselor will help you set goals and establish a plan to help you reach your goals.

SUPERVISION BEFORE AND AFTER SCHOOL

Students should not arrive at school until 7:45 AM. There is no before or after school supervision unless the student is enrolled in **Vergennes After School**. Students not involved in a teacher-supervised after-school activity (VAS by registration or a sport starting right after school) must leave the school premises. Students cannot expect the doors leading to the academic wings to be open after 3:30 PM. Students involved in sports that start later in the day must either leave grounds or be in a supervised setting, eg. VAS. Parents are responsible for their students when the school day is done.

SUSPENSION

A suspended student, whether in-school or out of school, may not be on school grounds before or after school, or attend dances, social or athletic events, or any other school activities without explicit approval from the principal. Principals can suspend a student for up to ten days per incident. The Superintendent can issue longer suspensions. The School Board can expel a student. In all cases, a student will first have a conference with the principal to discuss his/her side of the situation. Principals will confer with parents. Due process will be followed.

TARDINESS ---a guideline

A student arriving in class after 8:00 AM, when morning meeting begins--or when the bell rings to begin any class--is considered late, and will be marked tardy. Consequences are based on the number of tardies during each quarter, and include consultation with the RRT and parent meetings. Our main goals in this process are for students to arrive on time, and to use morning meeting to support students who struggle with timeliness.

TELEPHONES

The telephone in each classroom is for use by the classroom teacher. Students should not use these telephones for any reason. Public telephones are available for student use after school hours in the lobbies by the gymnasium and the auditorium. Students cannot expect to use the office phone for personal calls, except to contact parents.

While the office staff works to meet student needs, we encourage parents to leave messages for teachers on their voicemail boxes as listed in the directory in this handbook. Emergency messages for students may be left with the Main Office secretaries. Students responding to cell phone calls during class will forfeit their phones for the remainder of the day on the first offense. Subsequent offences require parent involvement.

CELL PHONES See **ELECTRONIC DEVICES**

THEFT

While we do what we can to prevent and resolve theft, it does happen. Usually it occurs when students do not put their gear into their assigned locker and lock it. Individual students are responsible for protecting, labeling and perhaps even leaving home items of value. VUHS is not responsible for such losses. In certain circumstances, students may sign valuable items into the office safe for the day.

TOBACCO Use or Possession

No one shall possess, smoke, or use tobacco products while at school, on the school bus, in private vehicles while at school at any time while on school premises, or while participating in any school-sponsored functions away from school property.

This ban extends to any student, employee or visitor to school property, and applies at all times, whether or not school is in session.

Violation of this policy by students will result in the following consequences:

1. **First Offense** - Notify police, suspension for one day, and issue a VPD tobacco ticket.
2. **Second Offense** - Notify police, three-day suspension, and a VPD, administration tobacco ticket.
3. **Third Offense** - Notify police, five-day suspension, meeting with student, parents tobacco ticket.
4. **Fourth Offense** - Notify police, suspension until hearing with the School Board, and a VPD tobacco ticket. The result of this hearing may include long-term suspension or expulsion in accordance with School Board Policy.

Students who carry tobacco or related items or products in plain view will have these items confiscated by a teacher, administrator, or school official. These items will not be returned.

TRANSFER OR WITHDRAWAL FROM VUHS

Students transferring or withdrawing from school during the school year must contact the Guidance Office. It is each student's obligation to return all textbooks and other items belonging to the school before departure.

TRANSPORTATION

Buses

Bus transportation is a privilege. We expect Five Guideline behaviors from students waiting for the bus, on the bus to and from school, on field work and other school-sponsored trips. Students who create potentially dangerous situations or violate the rules of conduct are subject to the following denial of bus privileges:

- 1st offense - up to 3 days suspension from bus
- 2nd offense - up to 10 days suspension from bus
- 3rd offense - up to 30 days suspension from bus
- 4th offense - action by the VUHS Board

Walkers

VUHS wants to maintain good relationships with our neighbors. We expect all students who walk to and from school to respect our neighbors and use public walkways. The property owners also have the option of calling the police if students trespass on their properties.

VEHICLE OPERATION/PARKING LOT

Student driving privileges may be suspended for

1. Driving unsafely or with excess speed on campus.
2. Remaining in cars parked on school property or going to cars during the school day without permission.
3. Leaving school property in a vehicle without Principal or Main Office's permission.

The school assumes no responsibility for loss or damage to vehicular property. Report all property damage to the administration and the Vergennes Police Department.

Students may not be in the parking lot during the school day. Students needing to go to their cars during the day to retrieve articles must receive permission at the Main Office.

VISITORS

- Adult visitors are welcome but must register and sign out at the Main Office.
- A principal must approve student visitors two school days prior to the visit with teacher permission. Forms are available in the Main Office. Visitors must obtain a pass at the Main Office and display it during the visit.

WEAPONS

Any student who brings a weapon to school can expect to be brought to the Superintendent and the School Board for a hearing on expulsion. Knives, even pocket knives, are seen as weapons. Brought inadvertently, they should be left in the Main Office for the day.

WEATHER AND EMERGENCY SCHOOL CLOSING

If weather or other situations warrant the closing of school, it will be announced in the morning over the following television and radio stations: **WCAX Channel 3, WPTZ Channel 5, WFAD Alice Radio, WVMT Station 620AM, WIZN Station 106.7 FM, and WOKO Station 98.9 FM.**

During this school year, ANWSU is continuing to use the automatic phone dialing system to deliver time-sensitive messages. You may receive no school announcements directly from the superintendent.

Athletic and Extracurricular Handbook

Edwin Webbley
Co-Principal

Peter Reynolds
Co-Principal

Peter Maneen
Director of Activities

(Approved by the VUHS Board of Directors on July 8, 1997)
(Amended June 2002)

VUHS's athletic programs are committed to providing opportunities for students to participate in competitive sports. Competition at the lower levels is designed to provide opportunities for participation

for a broad spectrum of individuals. At the upper levels, membership on teams is based on the skills of the individual. Physical limitations of any student will be addressed on an individual basis. VUHS believes that athletic participation is a student privilege and is accompanied by responsibilities, which include, but are not limited to, maintaining academic eligibility and following the athletic handbook. Each student and coach must realize that academics are of the utmost importance and the role of interscholastic athletics is to provide another aspect of a well-rounded educational experience.

Competitive sports are an excellent way for young men and women to expand their personal experiences beyond the regular curriculum by means of conditioning, training, practice and competition itself. It is the goal of the VUHS athletic department to build and support leadership experiences, positive self-image, self-discipline, honesty, responsibility and the ability to work effectively with others to achieve goals. Students should gain an appreciation of teammates' efforts at their level of ability and their desire to continue a lifetime fitness program.

While recognizing that a win/loss record is a viable component of the measurement of a team's season, the VUHS athletic program places equal value on the intangible personality development factors that are the major objectives of the athletic programs.

Athletics and Clubs

Boys' Soccer (MS JV & V)	Girls' Soccer (MS JV & V)	Cheerleading (MS JV & V)
Boys' Basketball (MS JV & V)	Girls' Basketball (MS JV & V)	Wrestling (MS & V)
Baseball (MS JV & V)	Softball (MS JV & V)	Golf (JV & V)
Track & Field (MS JV & V)	Cross Country Running (MS & V)	Snowboarding (HS)
Rowing (MS & V)	Lacrosse (HS)	History Club (MS & HS)
Nutrition Comm. (MS & HS)	Yearbook (HS)	Math Team (HS)
Student Council (HS)	Principal's Advisory Council (MS)	FFA (HS)
VKAT (MS)	GEOBEE (MS)	Math Counts (MS)
Gay Students Alliance (HS)	Assets (HS)	

Requirements for Participation in the Athletic Program

The following students must meet prior to participation in practice/games.

1. Student athletes must have on file with the school nurse a physical examination form current within two years. These physicals are at the expense of each individual. Athletes may get forms from the athletic department or the physicians' offices.
2. Student athletes must have a signed parental permission form and a signed athletics/activities contract.
3. Student athletes must show proof of insurance. VUHS does not provide accident insurance for student athletes. Students without accident insurance must contact the VUHS Athletic Director (AD) to determine alternate arrangements.
4. Student athletes must fulfill all eligibility requirements as outlined by VUHS and the Vermont Principals' Association (see below).
5. Student athletes must adhere to all behavioral policies and certain prescribed training rules as outlined by VUHS.
6. Each athlete must be enrolled as a full time student.

ELIGIBILITY GUIDELINES FOR VUHS STUDENTS

- A) Any student who wishes to participate in co-curricular activities or interscholastic athletics must be enrolled as a full-time student **and not have received a grade of "F" on the most recent marking period**

(quarter) report. Barring extenuating circumstances, as defined by the Activities Director and Principal, **the student becomes ineligible until the next scheduled progress report or report card.**

The student may practice, but may not participate in any co-curricular athletic game, contest, production or formal presentation during the period of ineligibility. Any ineligible student may not travel to away contests.

- B) A transfer pupil is eligible at once if the transfer is a result of change of address of the pupil's parents or guardian, or personal change of residence of a student 18 years of age, providing they were an eligible student at the school from which they transferred.
- C) A student who competes in any VPA-sanctioned activity must be under nineteen years of age, except that a student whose nineteenth birthday occurs after July 31 is eligible for all activities in the ensuing school year. Students nineteen prior to August 1 shall be ineligible for all VPA-sanctioned activities.
- D) A contestant is ineligible if transferring from another secondary school without a change of residence of parents or guardian, or without a personal change of residence in the case of 18 year olds, if the transfer occurs after the first official play date. The principal may rule in the case of extenuating circumstances.
- E) A contestant is ineligible upon graduating from any course of study concluded in the twelfth grade.
- F) A contestant is ineligible if he/she receives compensation in any form or from any source to play on a VUHS team.
- G) A contestant is ineligible if he/she has attended high school for eight semesters. Attendance of 30 days shall be regarded as a semester.
- H) A contestant is ineligible if he or she has accepted remuneration, gifts or donations for participation in an athletic contest, has participated under an assumed name, or has entered into a playing contract in that sport with a professional club or agent. A medal or pin of small intrinsic value is not illegal if presented by the sponsoring organization.
- I) Recruiting, coercion or other such devices to encourage a pupil to participate at VUHS shall render the individual ineligible.
- J) No player shall compete with another organized group once he/she participates in practice or competition with a school group in a particular activity. Violation of this rule will be handled as follows:
 - 1) first infraction: the AD or designee will warn the student to choose one team or the other
 - 2) second infraction: the player will be dropped from the high school squad.
- K) Participants must have five days rest period before starting practice for a succeeding sports season.

Substance Use/Abuse Policy

It is the overwhelming opinion of health educators and coaches that athletes perform best when following intelligent training rules. These rules include a prohibition on alcohol, tobacco, and illegal drugs. The athletic staff of VUHS believes that the use, sale, or possession of these substances is not in the best interest--nor is it compatible with the best efforts of--our student athletes.

Students who are athletic team members or activity participants and are reported to have used or possessed tobacco, alcohol, or illegal drugs are referred to the AD, which may result in the following consequences, in addition to penalties described elsewhere in this student handbook:

1. **First Violation:** The student will be suspended from one-fourth (25%) of the events during that activity and all practices during that time.
2. **Second Violation:** The student will be suspended from one-half (50%) of the events during the activity and all practices during that time are ineligible for five weeks.
3. **Third Violation & Subsequent:** The student will be suspended from participating in an extracurricular activity or team for one calendar year. In addition to the above, students may also be required to meet with a substance abuse counselor and prevention specialist and may be required to complete substance abuse classes. Students who have addressed drug, alcohol, and/or tobacco problems through professional help may request a review and possible reinstatement. The expense of counseling will be the responsibility of the parent/guardian.

- The Substance Use/Abuse Rules begin at preseason in the fall and last until the last event in June.
- If the student is not participating at the time of the violation, the suspension will be applied during their next activity.
- Reporting of substance use/abuse violations are limited to
 - VUHS employees
 - Self referral
 - Parental report of violation by their own child
- Self-referral is when a student recognizes that he/she has a problem with drugs, alcohol or tobacco use and chooses to do something about the problem, and the school will cooperate as fully as possible with the student. A student seeking assistance shall be directed to resources (educational programs or counseling) that will help address the problem. No penalty or suspension will be issued to a student who refers him or herself for help as long as the following conditions have been met.
 - The student is self-referred, not “caught” in violation of school or legal policies.
 - There is no immediate or apparent threat of harm to self or others.
 - A commitment is made to develop a rehabilitation plan.
 - **Confrontation and reporting:** School personnel are expected to confront students immediately to discuss any suspected or actual substance use/abuse violation and to report the incident to the AD or principal.
- If less than the number of weeks is remaining in the season, the suspension will carry over to the next season the student participates in.
- The length of suspensions will be based on the designated percentage of the entire regular season schedule of the most time intensive activity the student is participating in.
- Offenses are cumulative from grades 9 thru 12.
- If you are ineligible in one activity, you are ineligible for all activities during that particular semester.
- The AD, following a meeting of the student, administrator and the coach/advisor will notify the student’s parent/guardian of each incident. A written report of this meeting will be filed in the office of the AD, and a copy will be sent to the student’s parent(s) or guardian(s).
- Any infraction will result in the automatic loss of any award in that activity for that particular season.
- The administration reserves the right to initiate an investigation under this policy.

Attendance Policy

1. School
 - a. A student must participate in school for the entire scheduled day to be eligible to practice or play in a game that day. A student must be in attendance on a Friday in order to participate in a game or practice that weekend. Exceptions are granted for medical/dental appointments or emergency situations. Tardiness issues will be handled at the discretion of the AD.
 - b. Students must be in school their entire scheduled day the day after a game.
 - c. Extraordinary cases will be handled at the discretion of the AD; please submit requests at least 24 hours before the absence.
2. Practice/Game
 - a. Academic and other school responsibilities take precedence over practices/games.

- b. Student athletes are expected to attend practice/game on days they are present in school. Injured athletes are expected to be at practice/games unless excused by the coach or medical care provider.
- c. Each coach may create additional team rules relative to attendance on practice/game days. We encourage athletes to use good judgment about over-extending themselves by trying to participate in several activities that overlap.
- d. Detentions do not excuse tardiness. If the student athlete does not attend practice/game after the detention, it is counted as an unexcused absence.
- e. Coaches handle according to the team rules established at the beginning of the season.
- f. Unexcused absences from practice/games will be handled in the following manner.
 - 1. First and second unexcused absence result in a one game suspension.
 - 2. Third and subsequent unexcused absence result in suspension from the team. Eligibility for rejoining the team will be reviewed by the participant, parent, coach, and AD.
- g. Participation in VUHS athletics takes priority over participation on a non-school team, sport or activity.

Missing Classes Due to Extracurricular Activities

Students missing class—including assigned after-school sessions--as a result of extracurricular events or excused absences must make up work as soon as possible. Participants, coaches, and advisors should understand that practice is not an acceptable excuse for failing to attend after-school help sessions.

Participation and Team Selection

Try-outs

In some activities it may be necessary to reduce the number of participants to a manageable size, particularly when considering safety, fiscal resources, equipment, facilities, and coaching/assistant coaching. Coaches and assistant coaches decide the final number of participants in an activity in accordance with VPA guidelines for squad sizes. The JV and Varsity coaches make final team selections cooperatively. In compliance with VPA by-laws, **student athletes must participate in ten practices** in order to play in games/events. Student athletes not able to participate in try-outs must notify the coach prior to the first practice date.

Students are reminded that they are trying out for **this year's** team. Selection to the team in one year does not guarantee that they will make the team the next year. Try-outs are held at the beginning of each season. The minimum number of practices for team roster eligibility is determined by the coach and AD.

Cutting from Teams

Middle School – no cuts; however, when the roster exceeds appropriate competitive team size (as determined by the AD), we will implement an alternative arrangement to insure an adequate program and appropriate coach to player ratio.

Junior varsity – we make all efforts to retain a reasonable number of players, however, cuts may occur.

Varsity-- selected from the most qualified players in grades 9-12; cuts may be likely in some sports.

Freshman Participation on a Varsity Sport

The varsity coach will work with the JV coach, AD, and parent to address pertinent issues and to insure the best interest of the student in making this transition to a varsity team.

Simultaneous Participation in Sports

Middle school students may not participate in more than one VUHS sport during a season. It is strongly encouraged that all high school athletes participate in only one VUHS sport at a time. However, high school athletes interested in participating in two VUHS sports during the same season must obtain written permission from the AD and both coaches. At the beginning of each season, such athletes must declare in writing a primary sport, meaning they will attend all athletic contests and attend more practices of that particular sport. The AD and both coaches reserve the right to say no and will permit the student this opportunity only if they feel it is in that student's best interest.

Playing Time

The individual's ability and attitude, and the team situation determine playing time at the varsity level. Varsity teams are geared to fielding the most competitive team. At the junior varsity and middle school level, coaches will make every effort to insure that each athlete participates in every event. In order to more fully develop individual students and to develop a more complete program, coaches will ensure that JV and middle school athletes will get "meaningful" playing time. Winning, while an important goal, is a secondary one. Parents and athletes should know that many factors determine playing time including, but not limited to, punctuality, attendance, effort at practice, number of team members, cooperation, ability, skill level, teamwork skills, support of others, and safety. Please approach your coach in a private, respectful manner if you have any concerns.

Student Athlete Conduct

As representatives of our school and community, we expect VUHS athletes to conduct themselves appropriately at all times. Athletes must display the ideals of sportsmanship and fair play while competing, practicing, and representing the school.

School Suspension

In accordance with the Student Handbook, a student may not be on school grounds before or after school, attend dances, social and athletic events, and/or all other school activities on days they are on in-school suspension. If a suspension prohibits a student from missing a practice or game, it will be counted as an unexcused absence.

Dress Code

Students are expected to dress up on days of games and events. Coaches may make conditions pertaining to the dress code. Inappropriate attire includes blue jeans, t-shirts, sweats, etc. Students must travel to and from any game/event in either designated attire or uniform.

Transportation

All students must travel to and from all events on the transportation provided by the school. This promotes team unity, safety, and convenience for all. In certain circumstances athletes may obtain special permission to ride home with parents from the AD prior to the contest. Such provisions must be made prior to the event.

Detentions

In accordance with the student handbook, detentions take precedence over any other school-related function or activity.

Injuries

Athletes or parents must report all injuries which occur while participating in athletics to the student's coach. Once a doctor treats an athlete, the athlete must receive a health care provider's permission to return to the activity.

Uniforms and Equipment

Students are responsible for all uniforms and equipment issued to them. They must keep them clean, in good repair, and return them at the end of the respective season. They are liable for lost or damaged items and will be charged the replacement cost.

Personal Property

There is a strong emphasis to secure all items considered valuable. Students must lock lockers at all times. Secure large amounts of money or valuables with the individual coaches, if they are willing to assume the responsibility. Students should report any lack of secure space to the office.

Banquets

End of the season awards; a celebration, but not a banquet meal.

Awards Criteria

Recognition for successful participation in an activity is important to the participants.

1. All participants will receive a certificate of participation.
2. A participant who is a member of a varsity level activity for the majority of the respective season will be awarded the appropriate letter or medal insert award. The award is based upon the recommendations of the head coach.

Sportsmanship

The Athlete's Responsibilities:

Respect, commitment, dedication, and hard work – these are the qualities that describe you, the athlete, and these are the same attributes your opponent brings to the competition. Your opponent is exactly that, not your enemy. By treating your opponent with courtesy and respect, you demonstrate respect for yourself, your family, your community, and your school. As an athlete, you bring to every competition the attitude that you will do your best to win, that you will strive to achieve and to excel, and this is the way it should be. But, competition is designed to be played by the highest standards of fair play, and within the rules of the game. To win by bending the rules of the game means that you were not able to win by playing by the rules.

Some things athletes can do to play well and practice good sportsmanship are

1. **Not arguing with officials.** You never win and seldom officials change their call. Chances of picking up a technical or unsportsmanlike penalty are increased. Your performance is affected because you are emotionally upset and your mind is not on the game and what needs to be accomplished.
2. **Making only positive comments** to an opposing player or coach.
3. **Treating an opponent as you would like to be treated** especially if you are the home team. Remember, being friendly doesn't mean you can't be competitors, nor does competing mean you can't be friends.
4. **Acknowledging positive play by opponents.**
5. **Cheering for your own team.**

The Spectator

- Attempts to understand and be informed of the playing rules
- Appreciates a good play no matter who makes it
- Cooperates with and responds enthusiastically to cheerleaders

- Shows compassion for an injured player; applauds positive performance; neither heckles, jeers, nor distracts players, and avoids use of profane and obnoxious behavior
- Respects the property of others and the authority of those who administer the competition
- Censures those whose behavior is unbecoming
- Respects officials and accepts their decisions without gesture or argument

NCAA AND COLLEGIATE ELIGIBILITY

Students may wish to participate in intercollegiate athletic activities upon completion of high school. In order to be academically eligible, the NCAA requires certain minimums on high school core courses, grades, and SAT/ACT scores. It is the responsibility of the student to monitor his/her status with regard to meeting NCAA requirements. Any questions may be directed to the Office of Student Support Services.

Jargon at VUHS: Words we use daily

We hope this makes communication clearer.

advisory – A concept that designates each HS student to an academic advisor, or “morning meeting teacher,” who helps that student make solid educational decisions.

AYP – Average Yearly Progress is a formula-driven goal every public school must meet year after year. Mandated by NCLB, it is figured using NECAP test scores, graduation rates, test-taking rates, and performance of sub-groups within the school.

block – One of the 75-minute periods of time into which the HS day—and the last period of the MS day-- is broken down.

callback – a scheduled block during the middle of the school day for teachers to call back kids who need further instruction in a particular lesson within 72 hours of initial instruction; may also be used by other students as a study hall; in HS there are 50 minutes of callback daily (except for band and chorus students); in MS there are two weekl

clinician – One of six licensed counselors employed by the Counseling Service of Addison County but who works at VUHS.

commodore – Commodore Thomas McDonough built a fleet of gun boats in Vergennes’ Otter Creek Basin and sailed them up Lake Champlain to defeat the British in the Battle of Plattsburgh in the War of 1812.

Co-Principal – In 2005, VUHS adopted the “Co-Principal” model of school administration. Peter Reynolds is principal for programs in grades 7 & 8 and student issues in grades 7, 8 & 9. Ed Webbley is responsible for 9-12 programs and 10-12 students.

crew – In middle school, this is the morning meeting group; it includes a teacher and students from both grades; all crew members come from the same team and stay with the same teacher for two years.

CSAC - _Counseling Service of Addison County; agency which provides us with onsite services of six counseling clinicians.

DUO – stands for “Do Unto Others;” a program of student volunteer placements in schools and in the community for the purpose of “giving back and gaining experience.”

EL – acronym for Expeditionary Learning Schools--Outward Bound, a nationwide school reform process used by the Middle School since 2006 (see ELschools.org)

expedition – or learning expedition; in MS, an extended exploration to answer overarching questions; experiential and leading to a real-world product for an authentic audience; a main feature of EL.

exploratory – In middle school the last block each day during which students take required, non-core courses such as PE, Art, Agriculture or an additional math or reading session.

FAP – Formative Assessment Program: a professional development program that provides teachers with instructional tools to help them assess student learning during the class itself.

Gates-McGinitie – a group reading assessment administered to 7th, 8th & 10th graders by teachers to plan instruction.

IEP – Individualized Education Plan; a legal document developed for each student identified to receive instructional support as mandated by federal special education law.

interactive white board – A tool that combines the old-fashioned chalk board with a touch-screen computer.

morning meeting – 8:00-8:20; the first formal student/teacher contact each day; a vital part of the instructional day

NCLB – (pronounced “nickel-b”) No Child Left Behind Act; the federal law that funds and directs elementary & secondary education.

NECAP - the New England Common Assessment Program; given each October to 3rd-8th and 11th graders in NH, RI, ME and VT to assess reading, writing & math, and in the spring to 5th, 8th & 11th graders to assess science, in response to a NCLB mandate.

PEP Grant – The Carol White Physical Education Grant awarded to ANWSU for 3 years starting in SY09; worth \$900,000, it has funded equipment & challenge courses.

PBGR – Performance Based Graduation Requirements

PBS – Positive Behavior Support; a system using positive accountability to build student ownership of their own and their community’s behavior.

SAP – Student Assistance Program or its coordinator, Tom Fontana; addresses drug and alcohol issues.

school coach – VUHS employs a school coach to advise us about best practices and act as a collaborator with our administrative team; paid with grant money, David Leo-Nyquist.

school designer- Through EL, the school coach at the middle school, Steven Levy.

SmartBoard- The brand name for an interactive whiteboard, a tool that combines the old-fashioned chalk board with a touch-screen computer.

Transformation (and the Transformation Grant) – “Transformation” is a term used to describe forward-thinking practices embraced by high school reform documents such as “Breaking Ranks II,” “High Schools on the Move,” and “Transforming high schools in the 21st century,” all highly endorsed by the VT Department of Education; VUHS is among a select few to receive this grant.

UbD – Understanding by Design; a process of designing curriculum “backwards” from desired student outcomes to instruction; specifically a process in which all HS teachers are being trained to design lesson plans.

Vergennes After School (VAS)- An after-school structure for 7-9th graders that enriches and remediates student learning; funded by the federal 21st Century Learning Community Grant since 2009.

virtual algebra – An online course for advanced 8th grade math students.

YRBS – Vermont’s Youth Risk Behavior Survey; given in odd numbered years to all students statewide; results are processed by students to develop healthful actions in each school community; next given in spring 2011; parents may opt out.

Please inform us of any terms—or ANY school topics- whose inclusion in this handbook might prove helpful.