

## TABLE OF CONTENTS

<b>DESCRIPTION</b>	<b>Page</b>	<b>DESCRIPTION</b>	<b>Page</b>
Mission Statement	2	General Information	18
Student Code of Conduct	2	Communication	18
Guiding Beliefs	2	School Insurance	19
Administration, Faculty, and Staff	3	Telephone	19
Daily Schedule	4	School Property and	
Curriculum Information	4	Student Bills	19
Graduation Requirements	4	After School Supervision	19
GPA and Honor Roll	5	Parking and Vehicle Operation	19
Class Rank	6	Lockers	20
Middle School Honor Roll	6	Personal Property	20
Course Drop	6	Emergency Evacuation	20
Make-up Work	6	Asbestos Management Plan	20
Extra Help	6	Meals and Cafeteria	20
Summer School	6	Athletic and Field Trip Buses	21
Academic Honor Principle	7	Late Bus	21
Independent Study	8		
Transfers	8	Student Responsibilities	21
Physical Education	9	Student Discipline	21
Co-Curricular Activities	9	Behavioral Consequences	22
Interscholastic Activities	9	Major Rule Violations	22
		Prohibited Items	23
School Services	10	Tobacco Free School	23
Student Services	10	Student Acceptable Computer	
		Use Procedures	23
Athletic Handbook	13	Electronic Devices	25
Goals	13	Inappropriate Language	25
Rules and Regulations	13	Dances	25
Insurance	13	Alcohol and Other Drugs	25
Uniforms	13	Visitors	27
Awards	14	Dress Code	27
Attendance	14	Public Displays of Affection	28
Eligibility	14	Bus Transport Conduct	28
Harassment Policy	14		
Tobacco and Substance Abuse	15	Policies	29
Member to Member Program	15	Non-Discrimination	29
		Senior Privileges	29
Student Attendance	16	Age of Majority	29
General Procedures	16	Harassment/ Bullying/ Hazing	30
Appeals Process	18		
		School Calendar	Inside back Cover

## **GREEN MOUNTAIN UNION HIGH SCHOOL**

Green Mountain Union High School is nestled in a wooded environment in the town of Chester, Vermont. The school of approximately 400 students from grades seven through twelve serves the member towns of Chester, Cavendish and Andover and welcomes tuition students from Grafton, Reading, Londonderry, South Londonderry, Peru, Landgrove, Weston, and other surrounding towns. GMUHS prides itself on a dedicated faculty and administration, caring special services, and an impressive student body. Our students have a history of high academic achievement, superior athletic accomplishments and outstanding artistic productions.

## **MISSION STATEMENT**

Green Mountain is an educational community committed to helping students develop to their fullest potential and be responsible individuals.

## **STUDENT CODE OF CONDUCT**

Green Mountain's educational community wants to enable its school citizens to be successful in their interactions with other students and faculty. This Student Code of Conduct is designed to help students achieve this goal while maintaining their dignity. As citizens of Green Mountain Union High School's education community, it is your responsibility to follow these expectations:

Goal 1: Learning is valuable. It is expected that you come to the education community prepared to learn and prepared to reach your fullest potential.

Goal 2: Respect yourself, others, and property.

Goal 3: Accept responsibility for your choices and actions.

Goal 4: Help maintain a safe, peaceful and healthy learning environment by abiding by all classroom rules, school rules, school board policies, state laws and federal laws.

## **GUIDING BELIEFS**

GMUHS believes in a safe environment for all, where diversity—socioeconomic background, academic abilities, heritage, sexual orientation, and belief systems— is respected

GMUHS believes that all students should be provided many learning opportunities and support to reach the highest possible standard and level of independence

GMUHS believes that each person has unique strengths, interests and abilities. Fostering and accepting these differences helps to create a society where each of us can best use our talents to stimulate innovative and creative ideas, and effective solutions

GMUHS recognizes and celebrates the unique contributions and accomplishments of each individual in our collaborative community

GMUHS believes that programs and services should be of the highest quality and be responsive to the changing needs of the community

GMUHS embraces collegiality and a sense of shared commitment, and recognizes that we can accomplish more collectively than we can separately

GMUHS believes in a code of conduct for students and staff that is enforced fairly and consistently

GMUHS believes that middle school students have different developmental needs than do high school students, therefore, their location within the school, academics, sports programs, schedules and curricular activities are tailored to meet the needs of middle school students

GMUHS believes that communication within its school community is essential to the functioning and well-being of the school

## ADMINISTRATION, FACULTY, and STAFF

### SUPT. OF SCHOOLS/ADMINISTRATIVE TEAM

NAME	TITLE	PHONE
David Adams	Superintendent of Schools	875-3365
Linda Waite	Asst. Superintendent of Schools	875-3365
Wayne Flewelling	Director of Special Education	875-3365
Tom Ferenc	Principal	875-2146
Mike Ripley	Associate Principal	875-2146
Pam O'Neil	Director of Guidance	875-2146

### SECRETARIES

NAME	TITLE	PHONE
Brendan McNamara	Administrative Secretary	875-4150
Kelly Goodrich	Administrative Receptionist	875-2146
Leslie Reed	Guidance	875-4155
Ellyn Gould	Special Services	875-4159

### DEPARTMENT CHAIRS

NAME	TITLE	PHONE
Rachel Root	Special Services	875-4159
Norm Merrill	Language Arts/World Languages	875-2146
Christa Valente	Unified Arts and Technology Education	875-2146
Julie Walton	Math	875-2146
Kelley Brennan	Social Studies	875-2146
Jonathan Rice	Science	875-2146

### SUPPORT AREAS

NAME	TITLE	PHONE
Christine Simmons	School Nurse	875-4154
Richard King	District Technology Coordinator	875-2146
Bruce Savery	Trans. & Facilities Supervisor	875-4163
Jack Carroll	Cafeteria Supervisor	875-2146
Michael Kelly	Librarian	875-2146

## FACULTY AND SUPPORT STAFF TELEPHONE EXTENSIONS

NAME	EXTENSION	NAME	EXTENSION	NAME	EXTENSION
Austin, Cindi	220	Kelly, Michael	278	Rice, Jonathan	211
Bate, Dylan	247	Kipp, Anne	245	Ripley, Michael	205
Brennan, Kelley	246	LeFevre, Kris	231	Root, Rachel	202 235
Buskey, Theresa	232	Lima, Ethan	264 262	Savery, Bruce	269
Carafiello, Ashley	241	Livingston, Carrie	286	Simmons, Christine	208
Computer Lab	233	McDonald, Sheila	244	Surma, Karen	210
Conf. rm. 2 <sup>nd</sup>	209	Merrill, Norm	238	Surma, Kevin	212
Conf. rm. 2 <sup>nd</sup>	252	O'Connor, Kelli	252	Therien, Dottie	234
DeLorenzo,	261	O'Neil, Pam	225	Tolaro, Deb	201
Theresa		Oswald, Ally	219	Valente, Christa	266
Elsasser, Tim	257 265	Palmer, Melissa	240	Van Rosenberg, Jessica	288
Ewens, Linda	240	Pelkey, Mary	238	Walton, Julie	239
Franks, Deb	250	Podnecky, Janet	229	Wendlandt, Fritz	221
Garvin, Allan	214	Reed, Leslie	274	Wright, Mary-lynn	226
Hill, Keith	242	Renard, Susan	279	Opportunities	263
Jonynas, Sharon	236	Renfro, Scott	272	Zelentez, Richard	231

## DAILY SCHEDULE

### Middle School Schedule

Period	Class Begins	Class Ends	Class Time
MS1	7:50 AM	8:42 AM	52 minutes
MS2	8:45 AM	9:35 AM	50 minutes
BOOST	9:38 AM	10:00 AM	22 minutes
MS3	10:03 AM	10:53 AM	50 minutes
MS4	10:56 AM	11:46 AM	50 minutes
Lunch	11:46 AM	12:12 PM	30 minutes
MS6-A,B,C	12:16 PM	1:00 PM	44 minutes
MS7	1:05 PM	1:50 PM	45 minutes
MS8	1:55 PM	2:40 PM	45 minutes

Warning bells will ring at 7:45 AM, with a final bell at 7:50 AM for school to commence.

### High School Schedule

Period	Class Begins	Class Ends	Class Time
Block 1	7:50 AM	9:13 AM	83 minutes
Block 2	9:18 AM	10:41 AM	83 minutes
Common Time	10:46 AM	11:06 AM	20 minutes
Lunch	11:06 AM	11:31 AM	25 minutes
Block 3	11:36 AM	1:00 PM	84 minutes
Block 4	1:05 PM	1:50 PM	45 minutes
Block 5	1:55 PM	2:40 PM	45 minutes

### Bus Schedule for River Valley Technical Center

AM Tech Bus Departs GM @7:30 AM  
AM Tech Bus Returns GM @ 10:35 AM

PM Tech Bus Departs GM @ 11:15 AM  
PM Tech Bus Returns GM @ 2:10 PM

## CURRICULUM AND ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

Students will meet individually with their guidance counselor to decide on a tentative schedule of courses for each school year. The student's parent or guardian must then approve this tentative schedule. Green Mountain graduation requirements exceed the state mandates, requiring students to successfully complete 28 credits. Students and parents or guardians are strongly encouraged to review the Program of Studies and consult with the guidance department before planning their schedules.

## GPA and HONOR ROLL

A student must take 3 periods of major courses (a major course meets 5 times per week) per quarter, or the equivalent (excluding physical education, driver's education, and teacher's aide) to be eligible for the honor roll. Students enrolled in programs outside of GMUHS can be exempt from this guideline (see Board Policy F-43). Three academic courses per quarter with work-study are a minimum for consideration for the honor roll. All courses are weighted for GPA purposes based upon their level of difficulty. For honor roll recognition, a student must receive a grade in all subjects and have no incompletes.

Beginning in the Fall 2010, the passing grade will be raised to 65.

	Numeric Equivalent		Numeric Equivalent		Numeric Equivalent		Numeric Equivalent
<b>A+</b>	97-100	<b>B+</b>	87-89	<b>C+</b>	77-79	<b>D+</b>	67-69
<b>A</b>	93-96	<b>B</b>	83-86	<b>C</b>	73-76	<b>D</b>	65-66
<b>A-</b>	90-92	<b>B-</b>	80-82	<b>C-</b>	70-72	<b>F</b>	Below 65

## GPA SCALES

Numerical Grade	Letter Grade	Advanced Placement	Reading Inten./Honor	Academic	Non-Academic
97-100	A+	5.08	4.83	4.58	4.33
93-96	A	4.75	4.50	4.25	4.00
90-92	A-	4.42	4.17	3.92	3.67
87-89	B+	4.08	3.83	3.58	3.33
83-86	B	3.75	3.50	3.25	3.00
80-82	B-	3.42	3.17	2.92	2.67
77-79	C+	3.08	2.83	2.58	2.33
73-76	C	2.75	2.50	2.25	2.00
70-72	C-	2.42	2.17	1.92	1.67
67-69	D+	2.08	1.83	1.58	1.33
65-66	D	1.75	1.50	1.25	1.00
<65	F	0	0	0	0

PRINCIPAL'S LIST - No grades below an A-

HIGH HONORS - One grade of B- or above is allowed, if all other grades are an A- or above.

HONORS - No grade below B-

Beginning with the class of 2014, all High School courses, except Advance Placement courses, will be weighted the same.

	AP	HS		AP	HS		AP	HS		AP	HS
<b>A+</b>	5.33	4.33	<b>B+</b>	4.33	3.33	<b>C+</b>	3.33	2.33	<b>D+</b>	2.33	1.33
<b>A</b>	5.00	4.00	<b>B</b>	4.00	3.00	<b>C</b>	3.00	2.00	<b>D</b>	2.00	1.00
<b>A-</b>	4.67	3.67	<b>B-</b>	3.67	2.67	<b>C-</b>	2.67	1.67	<b>F</b>	0	0

## **CLASS RANK**

Class rank is based on weighted GPA calculated on eight semesters of course work. Valedictorian and Salutatorian are determined at the conclusion of the 3rd marking period, by the highest ranked academic GPAs calculated to the thousandth decimal place.

## **MIDDLE SCHOOL HONOR ROLL**

Principal's List - No grade below A-  
High Honors - No grade below B-  
Honor Roll - One off-setting grade not below C- is allowed

## **COURSE DROP**

Green Mountain students are encouraged to choose their courses carefully. The selection of courses should be based on an understanding of the course requirements, the application of the course to their future plans, and the guidance of the student's counselor and parent or guardian.

Prior to opening or within the first 5 days of school a student may drop a course without penalty with the approval of the guidance counselor, parent or guardian and teacher. If a course in which a student has enrolled is dropped after 10 school days, the student will receive a failure for the course, which is recorded as part of his or her permanent record unless a successful appeal is made.

The student may appeal in writing on the day that the course is to be dropped. The administration will hear the appeal and will determine whether the course is to be dropped with or without penalty.

## **MAKE-UP WORK**

If homework or other work is to be made up due to absence from school, the student, parent or guardian must check with the teachers for assignments missed. The deadline for completion of work will be at the discretion of the teacher, but the general rule is that missed work should be completed in the amount of time equal to the time missed. Students should reference the parameters set forth in course syllabi supplied by their teachers.

## **EXTRA HELP**

Students are encouraged to seek extra help at the convenience of the teacher, be it before school, in instances where opportunities are created by the teacher during school, and after school. If receiving help conflicts with co-curricular activities, interscholastic activities, or an after-school job, students are encouraged to discuss this type of schedule conflict with the teachers, co-curricular staff, or administration involved. Classroom responsibilities take precedence.

## **SUMMER SCHOOL**

GMUHS has a summer school program for middle school students who qualify. Students may be either recommended or required to attend. This is a remedial program to help students in Math and English. The program runs for approximately 20 days, and classes are 90 minutes each. As it is only a four week program, students are expected to be on task, engaged, productive and well behaved. Failure to do so may result in removal at the half way point, with accompanying consequences to follow. For more information contact the middle school guidance counselor, middle school coordinator, or Principal.

## **ACADEMIC HONOR PRINCIPLE**

As part of the GMUHS' mission to ensure that all students reach their fullest potential inside and outside of the classroom, and also to build good conduct and work ethics to better prepare students, it is expected that all students will act responsibly and consistently maintain a high level of academic integrity. Plagiarism, cheating, and all other forms of academic dishonesty are not tolerated.

### **Plagiarism**

There are two commonly known forms of plagiarism. The first, being the presentation of "...someone else's argument, definition, interpretation of events, interpretation of a text, or factual information as though they were one's own, whether or not one uses the exact wording of the source." (Bridgewater, 2008) The second refers to the actual failure to cite information, concepts, ideas, or words discovered through research.

Intent is not a prerequisite for substantiating plagiarism. To this end, an individual claiming to be ignorant to what constitutes plagiarism or inadvertently overlooks using proper parenthetical references will not be immune to consequences related to this form of academic dishonesty.

A student who does not know how to properly cite another's ideas, facts, concepts or words must seek the guidance of the faculty member who assigns the task that requires the citation(s), or must consult with the school's Librarian. Failure to do so will result in the following consequences:

- The student receives a 0% on the assignment.
- The faculty member informs the parent/guardian of the action and consequence.
- The faculty member informs the Administration of the incident (disciplinary referral).

Recurring incidents will include the above-mentioned steps and additional administrative actions may apply, including but not limited to loss of course credit. Members of the National Honor Society alleged to have been involved with plagiarism will be referred to the Faculty Advisor with action being the prerogative of the Administration.

Bridgewater College (2008). Plagiarism Policy. [online] Available from:

[http://www.bridgewater.edu/WritingCenter/plagiarism\\_def.htm](http://www.bridgewater.edu/WritingCenter/plagiarism_def.htm). Accessed June 23, 2008.

### **Cheating**

Many forms of cheating exist, however to enable a high level of academic integrity, the following examples, while not exclusive, are particularly prohibited: the use of unauthorized aids or communicating in any way with others during an examination; copying another student's work and presenting it as his/her individual work; allowing or enabling another student to copy your own work; collaborating excessively with another student(s) without expressed consent by a faculty member; (Waterloo, 2008) unauthorized acquisition of faculty, school-owned, or school-licensed resources and references, through manual or electronic means, in order to gain an unfair advantage before or during attempts at either examinations or projects.

Consequences for this form of academic dishonesty are as follows:

- The student shall receive a 0% on the assignment.
- The faculty member will inform the parent/guardian of the action and consequence.
- The faculty member will inform the Administration of the incident (disciplinary referral).
- Referral to a law enforcement agency if a matter of theft is alleged.

Recurring incidents will include the above-mentioned steps and additional administrative actions may apply, including but not limited to loss of course credit. Members of the National Honor Society alleged to have been involved with cheating will be referred to the Faculty Advisor with action being the prerogative of the Administration.

## **Guidelines for Documenting Sources**

Inferred in GMUHS Academic Honor Principle, all students must acknowledge and attribute work, concepts, ideas, and content that which is not of their original development, as this emulates our expectation of academic honesty. While teachers are responsible for setting specific requirements for documenting sources properly and avoiding plagiarism on a class-by-class basis, students should familiarize themselves with the following guidelines:

- Sources commonly referred to as outside sources include books, websites, journals, newspaper articles, and personal communications and interviews.
- For each assignment, the teacher will provide specific requirements for documenting sources and ideas.
- One method for effectively citing references may not be acceptable for another teacher's requirements.
- For lengthy research efforts, the compilation of a bibliography or works cited page is required.
- Any material taken directly from another source must be placed in quotes and attributed to the original author.
- Plagiarism is not limited to copying material word-for-word (verbatim). The use of any idea or argument from another source without attribution constitutes plagiarism.
- At the discretion of a faculty member, students are encouraged to work collaboratively outside of class, but these activities must be documented with whom they have worked.
- For detailed information on common methods of citing sources, students are encouraged to consult the MLA Handbook for Writers of Research Papers, 6th Edition. Additionally, online sources such as [www.noodletools.com](http://www.noodletools.com) and [www.easybib.com](http://www.easybib.com) provide electronic templates for preparing proper citations.
- When in doubt, students should consult the teacher for the particular class. Our school's Librarian is also an informed resource for reference and research.

University of Waterloo (2008). Cheating and Student Academic Discipline Policy. Math Undergraduate Office. Available from:  
[http://www.math.uwaterloo.ca/navigation/Current/cheating\\_policy.shtml](http://www.math.uwaterloo.ca/navigation/Current/cheating_policy.shtml). Accessed June 23, 2008.

## **INDEPENDENT STUDY**

Within a framework, the school encourages independent study for credit. The proposal for an independent study may come from a student or a teacher, and the program and the particulars must be submitted in writing to the Guidance department. Additional opportunities for independent study will be available through Virtual High School.

## **TRANSFERS**

Students transferring from Green Mountain during the year must notify the school office before leaving, complete all necessary paperwork, return all books and resources, clean out their locker(s), and settle all outstanding balances prior to academic records being released to the transferring school or third parties.

## PHYSICAL EDUCATION

Physical education is required for graduation and also requires appropriate athletic-type clothing and clean non-marking athletic shoes. Medical excuses from physical education class must be approved by the nurse prior to class. Independent study may fulfill part of this requirement.

## CO-CURRICULAR ACTIVITIES

To help create a positive environment, Green Mountain offers the following co-curricular and school-based activities:

Art Club	Newspaper	Rock Climbing	Drama Club
French Club	Spanish Club	Student Government	GEOBEE
Interact	Yearbook	Mentoring Program	Jazz Band
Math Counts	C.I.R.C.L.E.	National Honor Society	

## INTERSCHOLASTIC ACTIVITIES:

Students are encouraged to establish and promote co-curricular activities and interscholastic teams that may not be listed below.

Middle School, JV and Varsity Cross Country	Middle School, JV and Varsity Soccer
Middle School, JV and Varsity Basketball	Middle School, JV and Varsity Softball
Middle School, JV and Varsity Baseball	Middle School, JV and Varsity Track & Field
Snowboard Team	Varsity Cheerleaders
	JV and Varsity Track
	Golf

### Eligibility for Co-Curricular and Interscholastic Activities (High School):

1. High school students' eligibility for participation in all interscholastic/co-curricular activities will be based upon:
  - a. Passing grades (65 or better) in all subjects in the previous quarter.
  - b. Passing grades (65 or better) in all subjects each time progress reports are issued; one or more failing grades on progress reports will result in a mandatory two week suspension from the team/activity; reinstatement after the two weeks requires evidence that the grade(s) have improved to 65 or better; continued failure after the two weeks will result in dismissal from the team/activity.
2. A student must be signed in by 10:30 A.M. in order to participate in co-curricular activities for that day. Discretion is the prerogative of the Athletic Director and/or the Administration. For a competition on a non-school day, a student may participate only if the absence during the last school day preceding the competition is for an excused reason.
3. A student is not allowed to participate or attend any co-curricular or interscholastic activity while on suspension from school or the team.
4. Practices must be attended regularly and on time.
5. School policy follows the state's recommendation requiring students to have a physical examination every two years for students participating in interscholastic activities. A physical examination form and parental permission slip must be completed in order to be a member of an interscholastic team.
6. The Green Mountain Athlete's Handbook is published annually, and is a useful guide to reference in order for our student-athletes to succeed.

### Eligibility for Co-Curricular and Interscholastic Activities (Middle School):

Students' grade check for eligibility is conducted weekly during the season or time period for the co-curricular activity.

Students must have a minimum of 65% in every subject area they are enrolled in, inclusive of specials and electives in order to remain eligible for their co-curricular of choice.

On the first instance that a student falls below the academic threshold (65%), the student is placed on probation for one week – no practices, rehearsals, games and/or performances are permitted during this probationary period. Students must raise their grade(s) to 65% or better to meet the standard for eligibility to participate.

On the second instance where a student falls below 65% in any class, they become ineligible for participation in their co-curricular of choice for the remainder of that season/activity.

## **SCHOOL SERVICES**

### **STUDENT SERVICES**

School Counseling – School Counselors, Academic, Vocational and Personal. Short and long-range concerns, including academic achievement, career development, social skills, behavioral management, substance abuse, healthy life choices, and decision-making skills.

College Selection Process – The Guidance Department provides a comprehensive program to assist students in selecting the right college. This program includes detailed counseling and advisement in the decision making process. Specific workshops focus on college essay writing, the application process, financial aid, and scholarships.

Career Planning – All students receive support and advisement concerning their career plans beyond high school. Guidance counselors provide support in interviewing skills, creating a resume, and the job application process.

School Based Clinician – Intensive counseling services are provided by a Mental Health Counselor who is available on a part-time basis at the school. Students are connected with these services through a referral process.

Academic Mentor – Is both a service provided during school and after school that aids the student with extra time and support to improve their learning.

Prevention Specialist – Part-time substance abuse counselor who helps in the treatment and prevention of substance abuse.

Middle School Homework Club – A Middle School program that meets daily to help student improve their learning and study habits.

#### School-To-Work Programs:

- |                        |                     |
|------------------------|---------------------|
| 1. Monitoring          | 2. Job Shadowing    |
| 3. Work-based Learning | 4. Service Learning |

#### Health:

1. Nurse
2. Health Educator

Opportunities in Learning Educational Programming – is a public alternative education setting for GMUHS, that offers an academic and therapeutic program for students with emotional and behavioral challenges.

### Special Education:

1. Special Education Coordinator
2. Special Education Teachers
3. Paraprofessionals
4. Resource Room
  - a. Academic Support – specially designed instruction for individual success socially and academically
  - b. Intensive Needs – support for daily living, personal–social, and vocational skills for independence and self–confidence.
  - c. Social Skills – support for developing pro–social skills within an academic setting.
5. Transition Services. Promotes movement from school to post–school activities, including education, vocational training, integrated employment, adult education, adult services, independent living, or community participation.
6. Related Services: Speech/Language Therapy, Occupational Therapy, and Physical Therapy.

### English As a Second Language:

1. Academic Support
2. Vermont Department of Education Consultation

### Vocational Education:

Preparation for paid or unpaid employment.

### Support Teams:

1. Educational Support Teams – Assistance for academic success with professional input.
2. Core Transition Team – Assistance to adult services and transition to adult life.
3. Networking Team
4. Educational Support Program– A Middle School program that meets after school to help students improve their learning.

### Inter–Agency Services:

1. Local Interagency Team
2. Social Workers/Psychologists/Psychiatrists
3. Health Care Rehabilitative Services
4. Physicians
5. Chester Area Child Protection Team
6. Vermont Interdisciplinary Team (UVM)
7. Vermont Association of the Blind
8. Vocational Rehabilitation Services
9. Social and Rehabilitation Services
10. Lutheran Foster Services
11. Casey Family Services
12. Family Life Services
13. Department of Employment and Training
14. Job Corp
15. Vermont Diversion Program
16. Windsor County Partners
17. Vermont School for the Deaf

River Valley Technical Center (RVTC) - is located at the Howard Dean Educational Center, and annexed from the main facilities of Springfield High School, RVTC is a dynamic and contemporary educational entity dedicated to developing the knowledge, skills, and attributes of our Green Mountain students for successful entry into many technically oriented careers, as well as direct-entry into higher education.

Application to any one of the more than eighteen programs sponsored by RVTC is competitive and takes place during late winter for entry during the following school year. Students seeking to take greatest advantage of the programs and services available at RVTC should consult with their Guidance Counselor as early as ninth grade.

More information is available through our Guidance Department, or by contacting RVTC directly at (802) 885-8300, or via: [www.rvtc.org](http://www.rvtc.org).

School Choice - GMUHS is a member of a group of area schools that participates in allowing their students to have school choice at the high school level. Please contact the school for information and an application.

# **ATHLETIC HANDBOOK**

## **GOALS**

The Green Mountain Union High School interscholastic philosophy acknowledges the importance of athletics in the middle school and high school. Green Mountain promotes athletic programs that enable students to participate on the level of competition appropriate to their ability. These programs include middle school, junior varsity and varsity during the fall, winter, and spring seasons. Students are allowed to play any program not available at GMUHS at another area high school.

Middle School programs are designed to teach fundamentals of sports and to give all participants an equal opportunity to compete on a team. Junior varsity sports programs are designed to continue the learning process of fundamentals and to improve and develop the skill of the developing athlete. All students on junior varsity teams receive meaningful exposure to game competition. The varsity program is the culmination of the middle school and junior varsity background. The varsity programs are designed to further instill concepts of leadership and of team contribution. The Green Mountain athletic staff attempts to field competitive varsity teams, selecting the players appropriate to the competition offered at a given time.

Besides learning the skills and techniques of a particular sport, athletes must exhibit self-control, discipline, fair play, sportsmanship, and dedication to the team concept.

It is important that all Green Mountain athletes strive to present an exemplary image to the community and to the school.

## **RULES AND REGULATIONS**

Teams will not be successful if athletes do not recognize the coach as the person who organizes and leads the team during practice and competition. It is important that everyone follows the rules and advice of the coach, as well as adheres to league rules and policies. This means before, during and following practice and competition, on buses and in locker rooms.

Athletes must submit a permission slip, a physical exam form and an Emergency Health Care Authorization form to the coach in a timely fashion, in order to participate in competitions or practices. After reading the Green Mountain Athletes Handbook, both the student and their parent or guardian must sign and return the form distributed by the coach, stating the handbook has been read and that they agree to comply with the information in the handbook.

## **INSURANCE**

Students participating in athletic activities must show proof of insurance or take out school insurance prior to participation.

## **UNIFORMS**

Athletes will be issued uniforms by the athletic department. It is the student's responsibility to properly launder the uniform during the season. The uniform must be washed and folded at the end of the season and returned to the athletic department. An athlete will not receive awards at the end of the season until the uniform is returned in good condition or payment is made for replacement. The cost of a uniform not returned for any reason will be charged to the athlete, and their family will receive a bill for the replacement cost.

## **AWARDS**

At the conclusion of the athletic seasons there is an awards ceremony in honor of Green Mountain athletes. Attending the awards ceremony and banquet is important, as it shows loyalty to the team and coach the athletes have worked so hard with, as well as to the parents and public who have supported the teams.

Dressing up for the occasion is important for the same reasons as attending. It shows a level of maturity expected of Green Mountain athletes and a dedication to the team.

## **ATTENDANCE**

It is important for students at Green Mountain to understand that academics are the top priority. As a member of a team, attendance at practice is important. Students should organize their time wisely in order to do both class work and team training.

Since practices are an important part of any athletic program, the following attendance procedure has been initiated:

1. Coaches expect that all athletes attend all practices.
2. Coaches have the authority to suspend a player from a game or competition, more than one game or competition or remove the player from the team for non-attendance.

The Athletic Department recommends that an unexcused absence be addressed at the first occurrence. It is further recommended that an athlete be dismissed from the team for multiple offenses.

Excused absences are defined as:

1. An absence that has been approved by the coach ahead of time.
2. Medical emergency
3. Legal emergency

## **ELIGIBILITY FOR CO-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES**

1. Students must carry a minimum of four academic credits or the equivalent, excluding physical education, driver education and teacher aide.
2. Students are ineligible for athletic competition or co-curricular or interscholastic participation when any grade falls below a 65.
3. A student must sign into school by 10:30 am in order to participate in athletic activities for that day, except for legal excuses other than illness. For a competition on a non-school day, a student may participate only if absent for a legal reason during the last school day preceding the competition.
4. A student is not allowed to participate or attend any co-curricular or interscholastic activity while on suspension.
5. Practices must be attended regularly and on time.
6. School policy follows the state's recommendation requiring students have a physical examination every two years. A physical examination form and parental permission slip must be completed in order to be a member of a team.

## **HARASSMENT POLICY**

Harassment, hazing and bullying have no place and will not be tolerated in Green Mountain Union High School. Unlawful harassment means verbal or physical conduct based on a person's disability, marital status, national origin, race, religion, sex or sexual orientation and gender identity which has the purpose or effect of substantially interfering with a person's performance

or creating an intimidating, hostile or offensive environment. Complaints of harassment will be made to the school administration and will be investigated in accordance with school board policy.

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 the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

## **TOBACCO and SUBSTANCE ABUSE**

It is the overwhelming opinion of physicians, coaches and educators that athletes perform best when they follow intelligent training rules which include abstinence from tobacco, alcohol and illegal drugs. Medical research clearly substantiates the fact that the use of these substances produces harmful effects to the human body.

The entire Green Mountain Union High School community is concerned with the health habits of the student athlete and is convinced that athletics and the use of tobacco, alcohol and other illegal substances are not compatible.

Any infraction of this policy whether at off-campus, non-school events or at school-sponsored activities will lead to the following consequences:

The first substance abuse infraction will lead to immediate 10-day suspension from the team with a mandatory drug assessment and 10 days of social probation.

The second offense will lead to immediate dismissal from the team. Parents are an important key to tobacco, alcohol and drug abuse resistance and should supervise their athlete's activities.

## **MEMBER TO MEMBER PROGRAM**

Allows athlete's from one school to participate on another high school's team when a program is not offered by the athlete's high school.

When an athlete wishes to play a sport in another school several requirements need to be met for the application process, amongst them include: (1) permission from the VPA is required, (2) the schools involved must have a written agreement to participate, and (3) the athlete must meet the eligibility requirements for both schools involved.

To see the complete application process please visit the VPA website.

# STUDENT ATTENDANCE

Regular attendance by all students in the public schools of the State of Vermont is a well-established, long-standing State policy (VEL 1121) that has been repeatedly upheld by the courts of the State as well as the Supreme Court of the United States.

The rationale for requiring such regular attendance is that student participation in all regularly scheduled classroom activities in every area of study is essential in order for the student to receive the maximum benefits of a complete educational program. The school cannot teach students who are absent.

Frequent classroom absences irretrievably disrupt the educational process. The lost benefits of regular classroom instruction cannot be entirely regained, even through after-school instruction. As a result, a great many students in such circumstances are able to achieve only marginal success in their academic studies.

## GENERAL PROCEDURES

**Absence** – All excused student absences require written notice from a parent or guardian. Such written notices, with reason(s) stipulated, are to be presented to the Administrative Assistant for Attendance in the Main Office within two (2) days of a student's return to school. Failure to provide a note, inclusive of the reason for the absence, will result in the absence being recorded as unexcused. Retroactive notes from parents/guardians are not accepted.

Excused absences include:

1. Death or illness in the family
2. Religious observance
3. Legal obligation
4. Medical reasons

(Medical absences exceeding three consecutive days requires verification in the form of a doctor's note.)

5. College visits
6. School activities
7. Classes taken at outside institutions
8. Approved extended learning opportunities (ELO)

Any student intending to be absent due to an extended learning opportunity (ELO) will be required to submit a written description of the proposed activity to the Associate Principal, at least one (1) week prior to the anticipated absence(s). It is highly recommended that students seeking approval for any ELO, do so as early in the planning process as possible, to avoid any logistical and/or expense issue that may arise.

Students seeking credit-bearing extended learning opportunities must see the Director of Guidance.

Additional absences are determined at the discretion of the Administration on a case-by-case basis.

**Tardies/Early Dismissals** – Tardies and early dismissals result in missed instructional time and are, therefore, subject to the same guidelines as absences. An excused tardy is any tardy caused by one of the reasons in the excused absence list. A written excuse must be provided by a parent or guardian no more than two (2) days after the tardy for it to be considered excused. The same policy applies to early dismissals.

With regard to late arrivals and early dismissals, inclusive of those privileges afforded to seniors and students of the age of majority, students are obligated to properly sign-in and sign-out of

school through the Main Office. Students may sign out of school only for reasons as indicated in “excused absences.” Signing out for unexcused reasons will be considered as cuts.

**Tardies to School or class**– On the third unexcused tardy, a letter will be sent home to the parents in the form of an incident referral, and the student(s) will be assigned to Office Detention. Subsequent tardies may result in administrative action, including additional office detention assignments.

**Excessive Absenteeism - High School** – Excessive absenteeism is defined as the accumulation of ten (10) or more unexcused absences in a semester. In a course that runs all year, excessive absenteeism is defined as the accumulation of twenty (20) or more unexcused absences. Excessive absenteeism will result in loss of credit – but not the grade – in the course(s).

Students in danger of losing course credit for excessive absenteeism will be required to meet with the Associate Principal, along with a parent/guardian. The purpose of this attendance meeting is to attempt to rectify the educational loss to date, clarify any issue with the attendance record, and to inform students and their parents/guardians as to the administrative process, including an option for appeal.

Students in this situation may be advised to present an appropriate plan to the Associate Principal that recoups lost classroom time and/or enables an opportunity for the student to earn extra credit, or some additional strategy. Any such plan or strategy must have the approval of the cooperating faculty member for the course(s) at issue.

In summary, students must be aware of their attendance obligations and avoid reaching the threshold of unexcused absences. Unexcused absences may trigger a loss of credit and affect their future course scheduling and could even hinder a traditional graduation timeline.

Students who lose course credit for excessive absenteeism may appeal to the Associate Principal. The appeal should be in written form, but may also take the form of an in-person meeting. The timeline for an appeal is described below in “Appeals Process.”

**Excessive Absenteeism - Middle School** – At three (3) consecutive or after reaching a total of five (5) absences, students’ parent or guardian will be contacted by the grade level team.

If absenteeism reaches a total of ten (10), the student and his/her parent or guardian may be asked to meet with the Educational Support Team (EST). The EST will determine if outside agencies need to be contacted.

If absenteeism reaches a total of fifteen (15), a certified letter will be sent home stating that the case will be turned over to agencies outside the school.

**School Activities** – All approved school activities will be considered excused absences.

**Truancy** – Any enrolled student who is not ill, who does not attend school, and who fails to notify the school as to a valid reason for the absence, will be considered a possible truant (VEL 1126). If it is found that the student is indeed absent without cause, the parent or guardian will then have served upon them written notice to cause the student to attend school (VEL 1127A). Continued truancy will result in a referral to the State’s Attorney.

**Records** – The school will maintain records of full-day and individual class absences for all students. The Associate Principal is responsible for maintaining absence records and will continuously monitor the full-day absence and tardy records of all students. Students who are then determined to have been excessively absent within the meaning of paragraph above, or whose attendance record appears to be leading toward excessive absenteeism, will be monitored closely so that, when appropriate, proper notification will be made to both school authorities and parent or guardian.

## **APPEALS PROCESS**

It is recognized that no policy, no matter how well intentioned or conceived, can anticipate all circumstances. This policy is in no way intended to create hardships for serious, well-intentioned students or their families.

Appeals Process –

1. A written request for an appeal may be presented to the administration within five (5) school days of the receipt of notification of loss of credit. The administration will meet with the student and the parents/ guardians of the student and develop a plan for the student's success within ten (10) school days of the appeal.
2. The administration's decision may be appealed to the Superintendent within seven (7) school days of the receipt of the decision.

Cross References to Board of Education Policy: Attendance F-22 (12/15/94), Homebound Instruction F-30 (11/3/94)

Rev. Date: August 18, 2000

## **GENERAL INFORMATION**

### **COMMUNICATION**

1. The Volley is published weekly and contains information regarding co-curricular activities, bus schedules, meetings, breakfast and lunch menus, and special events. The Volley is distributed in school on Fridays and posted in various locations in the community. It is also available on the main page of the school's website: [www.gmuhs.wswsu.org](http://www.gmuhs.wswsu.org)
2. The Green Mountain Gazette is a monthly newsletter that will be made available electronically through the school's website. GMUHS will mail them to anyone who requests this service. They will also be available at local stores.
3. The Administration utilizes a dynamic and automated mass-communication system, AlertNow, in order to deliver prompt and efficient announcements to the Green Mountain community.
4. Our student information system, PowerSchool, offers a portal for parents/guardians to remotely view data related to both grades and attendance. Procedures in order to access PowerSchool are provided by the Guidance Department of the Administration.
5. Faculty also maintain their own class/subject websites which may be accessed at: <http://gmuhs.wswsu.org/Staff/Staff>

The Green Mountain phone message machine can be reached after hours by calling 875-2146. Information on upcoming events is provided. Teachers' voice mailboxes can be reached after hours by dialing their extension or entering the first 3-4 letters of their last name. Many teachers place their daily assignments on their voice mail.

The faculty and staff can be contacted via electronic mail by going to the schools website and accessing the faculty page from the list on the left.

## **SCHOOL INSURANCE**

At the start of the school year, every student has the opportunity to purchase accident insurance through the school. This low cost insurance is designed to supplement any other insurance parents or guardians may have for coverage. If parents or guardians do not have medical insurance coverage, it is strongly recommended that this low cost insurance be purchased. If school insurance is purchased, the school nurse must be notified by the family of any injury in order to file a claim for coverage. If the nurse is not notified and proper papers are not filed, the student may not collect from this insurance.

## **TELEPHONE**

Phone calls may not be made during classes. Emergency calls are to be made from the main office.

## **SCHOOL PROPERTY and STUDENT BILLS**

Students are responsible for textbooks, library books, lockers, tools, uniforms and any other school property assigned to them. Students' parents/guardians are accountable for damage to school property and will be billed accordingly. All student bills are to be paid in the main office. Outstanding balances may limit access or distribution of academic records to third parties (employers, schools, colleges, parent/guardian, etc.).

## **AFTER SCHOOL SUPERVISION**

Once commitments for the day are over, students are to leave school grounds. Only if involved in school-sponsored activities, such as sports, groups or clubs, using the library with a teacher's written pass, or receiving extra help from a teacher, should students remain at school beyond 2:40 PM.

## **PARKING AND VEHICLE OPERATION**

Students must register their cars in the Main Office in order to park at school. The rules for vehicle use on school grounds are as follows:

1. Students must park **ONLY** in the student parking lot during the school day, which is situated in front of the school and adjacent to the bus parking area. Students may not park their vehicles adjacent to the gymnasium, the cafeteria, or in the parking area at the rear of the building, as this is dedicated for faculty, staff, vendors, and drop-off/pick-up for parents of early childhood learning center.
2. The speed limit on school grounds are posted at 15 miles per hour.
3. The registration tag may be used only by the student and in the car(s) to which it is assigned.
4. Vehicles are to be used only as transportation to and from school at the start and end of the school day. Vehicles may be used during the school day only with prior permission from the student's parent/guardian and the Administration.
5. Snowmobiles, mini-bikes, and unregistered vehicles are not permitted on school grounds.
6. Students leaving GMUHS for the RVTC as well as returning from the RVTC to GMUHS are not allowed to transport other students.
7. Students must request permission from the Main Office to access their vehicles or the student parking area during the school day.
8. Parking areas are periodically inspected for safety reasons.
9. Any infraction of the above regulations or any instance of unsafe vehicle operation may result in administrative action including, but not limited to loss of parking privileges.

## **LOCKERS**

Lockers are assigned to students for the school year. Lockers are not to be shared with other students. It is the responsibility of each student to maintain his or her locker properly by keeping it clean and free of stickers and writing. Non-permanent decoration may be placed inside the locker. Since lockers are school property, students are responsible for damage to their lockers. Students will be billed for locker damage.

The Administration reserves the right to access or examine the contents of student lockers at any time.

Students new to the school will receive combination locks for use with their lockers. Personal locks, be it combination or otherwise, are prohibited. School personnel will remove all other locks when discovered. It is strongly recommended that all students use locks in order to safeguard their personal property; such locks are available in the Main Office.

## **PERSONAL PROPERTY**

Students should leave valuables and large sums of money at home, as the school is not responsible for articles or money belonging to students that are lost or stolen on school property. If it is necessary to bring anything of unusual value to school, it should be placed in the main office.

## **EMERGENCY EVACUATION PROCEDURES**

Emergency drills are required by Vermont statute. The procedure for evacuation of the building corresponds to our school's emergency management plan. Students are mandated to follow directions of staff members during any actual emergency or drill.

## **ASBESTOS MANAGEMENT PLAN**

Asbestos Hazard Emergency Response Act 40 CFR 763.93 [g][4] requires that written notice be given that Green Mountain Union High School has Management Plans for the safe control and maintenance of asbestos-containing materials. These plans can be found in the main office.

## **MEALS and CAFETERIA**

Food Services at Green Mountain Union High are an important part of each day. The following is some information about our meal accountability system in the cafeteria. All students are issued a personal I.D. number when entering the school. Each time the student goes through the serving line they simply punch their code into the numeric keypad at the cash register. This will open their account. Please be advised there must be a positive balance in the account before anyone can charge. Everyone is encouraged to pay in advance by check or cash and the system will deduct and track each transaction. If a student has a negative balance in their account they will not be allowed to charge. All students will be given an application for free and reduced lunches at the start of the school year.

Students are to eat their breakfast and lunch in the cafeteria or outdoors in designated areas. No food or beverage is permitted anywhere else in the building without permission from the Administration. Students may remain indoors in the cafeteria lobby after finishing lunch or may go outside to the front of the building in the area between the north wall of the gym and the sidewalk leading to the main building. The student parking lot and the art gallery are off limits during lunch as are all academic areas.

## **ATHLETIC and FIELD TRIP BUSES**

All students representing the school in out-of-town activities or on field trips must return home in the conveyance supplied by the school. A parent or guardian may request permission from the teacher/coach in charge of the trip to take their student home. A written note must accompany this request. Under no circumstances will permission be granted to return with other students.

## **LATE BUS**

There are three reasons for students to use the Late Bus:

1. The student is participating in a scheduled activity; i.e. team practice, play rehearsal, etc.
2. The student is staying after to use the library, computer lab or to get extra help from a teacher.
3. The administration or a teacher detains the student.

Buses leave Green Mountain at the end of the Activity Period (4:00 PM) on Monday through Friday. These buses will also pick up students at Chester-Andover. Buses will cover Cavendish, Chester, Andover, Londonderry and Weston.

## **STUDENT RESPONSIBILITIES**

### **STUDENT DISCIPLINE**

Green Mountain's approach to student responsibilities is driven by the Vermont Framework of Standards/Vital Results: 3.3 Respect; 3.11 Interaction; 3.12 Conflict Resolution; 3.13 Roles and Responsibility; and 3.14 Dependability and Productivity.

Students in the classroom are encouraged to participate in creating a positive learning environment through respect and self-discipline. If they disturb the learning of other students, they will be removed from the classroom.

This time-out period is not to be seen as a punishment, but rather as an opportunity for students to reflect on their behavior and take the responsibility for their own actions. As soon as a student has made a plan for respecting the learning environment, that student may be able to return to class that day with the approval of the teacher.

A decision by the teacher to remove a student from the classroom will be made only when the student has repeatedly shown unwillingness to consider the needs and rights of the rest of the class and has gone through the steps of the classroom discipline plan.

If a student needs to be removed from a classroom or referred to the office, the following process will be followed:

1. On the first offense, the teacher will send a disciplinary referral form to the Main Office and the student's parents will be contacted. On the day of the infraction and teacher detention may be assigned. A copy of the disciplinary referral will be mailed to the parent(s)/guardian.
2. On the second offense, administrative action may include, but not limited to, an office detention being assigned; the teacher will contact the home.
3. On the third offense, additional administrative action will result, the teacher will contact home, and appropriate support systems may be implemented.

A pilot Restorative Justice Program that was implemented during 2010–2011 will continue to be available. Assignment of cases to the Restorative Justice Program will be at the prerogative of the Associate Principal.

Final penalties for all infractions rest with the Administration. Repeat offenders may incur additional and/or harsher penalties and other additional supports.

## **BEHAVIORAL CONSEQUENCES**

**Social Probation** – A student on social probation is prohibited from attending any school-related function, either on campus or off, including but not limited to co-curricular activities, athletic events (home or away), and special events, as a participant, observer, or spectator. The length of probation assigned is the prerogative of the Administration.

**Loss of Privileges** – Students are afforded a variety of privileges while at school, including but not limited to possession/use of electronic and telecommunicative devices, parking/operating a vehicle on school grounds, participating in co-curricular and athletics, attending school sponsored activities/meetings, and other privileges identified by the Administration. Temporary or indefinite revocation of such privileges is assigned at the prerogative of the Administration.

**Police Notification** – Based on School Board policy or in the professional judgment of the administrator, notification of local law enforcement agencies may be necessary in matters involving, but not limited to, theft, assault, vandalism, threat, drugs/weapons, bullying/harassment, or disruptive behavior.

## **MAJOR RULE VIOLATIONS**

A student who violates one or more of the major rules, or who continually violates a minor rule or rules, will be referred to the Associate Principal. Major rule violations, which include disrespect to any member of the staff, violence, possession of weapons, threats, harassment, hazing, bullying, truancy, vandalism, smoking or possession of tobacco, alcohol or drugs, and substance abuse, will result in immediate referral. The results of such referral may include social probation, in-school suspension, out-of-school suspension, or recommendation for expulsion.

**In-School Suspension (ISS), Out-of-School Suspension (OSS) and Expulsion** – “A superintendent or principal may...suspend a pupil for a definite period of time, or with the approval of the board of the school district, expel a pupil for the remainder of the school year when the misconduct makes the continued presence of the pupil harmful to the welfare of the school. Nothing contained in this section shall prevent a superintendent or principal, subject to subsequent due process procedures, from removing immediately from a school a pupil who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school”. (VEL 1162)

Suspension will temporarily preclude a student from taking customary advantage of whatever the school offers. Suspension is assigned for various single serious offenses, such as (but not limited to) fighting, vandalism, theft, and disrespect.

**In-School Suspension (ISS)** – During the period of ISS, the student will be assigned to the planning room and must leave the school grounds at the end of the school day. ISS prohibits a student from attending or participating in any school-related functions, such as co-curricular activities, athletics, or special events, even as a spectator.

During the regular school day(s) spent in the planning room, the student's teachers are informed of this placement so that any available work may be delivered to the planning room. All assignments must be satisfactorily completed during the day in the planning room. The purpose of these assignments is to enable the student to keep up with each class, at least as far as possible without actual classroom attendance. The student is therefore required to bring to the planning room all necessary materials (books, paper, pencils, etc.) so that the assigned work can be completed.

**Expulsion** – The Superintendent or Principal may, with the majority vote of the Board and in accordance with 16 VSA 1162 (a), impose a long-term suspension or expulsion of a student or (for longer than ten days and up to 90 school days or the remainder of the school year, whichever is longer) for misconduct on school property, on a school bus or at a school-sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school.

## **PROHIBITED ITEMS**

The following items are prohibited from all school property, including vehicles in the parking lots: weapons, fireworks, tobacco products, alcohol, controlled substances, and any other unsafe or illegal items determined at the discretion of the Administration.

If a student possesses an inappropriate, unsafe, or illegal item, the school staff may confiscate the item and take appropriate disciplinary measures. Illegal items may be turned over to the police or claimed by a parent or guardian.

## **TOBACCO FREE SCHOOL**

To promote the health and safety of all students, and to promote the cleanliness of all facilities, the use of and possession of all tobacco products are prohibited in the school building and on all school property, including vehicles in the parking lots. Vermont State law mandates this rule. Students found in possession of tobacco products will be suspended for three days. The student may also opt to enroll in a smoking cessation program monitored by the administration. The police will be notified.

## **STUDENT ACCEPTABLE COMPUTER USE PROCEDURES**

### **General Procedures**

Students in Green Mountain Union High School have access to the school's electronic resources for the purpose of enhancing learning. To gain access to these resources, all students under the age of 18 must obtain parental permission and must sign and return this form to the person designated. Students 18 and over may sign their own forms.

Students may access the school's electronic resources for educational purposes only. Acceptable use includes classroom activities, career development, curriculum driven research and may involve electronic communication, as designated by the school. The school's electronic resources shall not be used for commercial or entertainment purposes, as a public access service or a public forum, unless permission is allowed by the school. Students are expected to follow the rules of

personal conduct outlined in the student handbook, as well as abide by state and federal laws in the use of the school's electronic resources.

Parents/guardians are warned that some material accessible via the Internet, through the school's electronic resources, may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While it is the school's intent to provide appropriate electronic resources to enhance the curriculum, students may find ways to access other materials as well. The school believes the benefits to students from access to electronic resources and the Internet for information gathering, research, and to provide opportunities for collaboration, exceed the potential disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources. To that end, we support and respect each family's right to decide whether or not to apply for access.

### **Individual User Responsibilities**

System users shall:

1. Understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;
2. Not distribute personally identifiable information about themselves or others by means of the school's electronic communication system;
3. Be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password;
4. Not use another person's system account or password, or present themselves as another person, without written permission from the system administrator or school coordinator;
5. Not purposefully access or send materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Purge electronic mail in accordance with established school e-mail retention guidelines;
7. Not use the school's electronic resources and Internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy;
8. Not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, school policy, and administrative regulations;
9. Not plagiarize work using the school's electronic resources (plagiarism is taking the ideas or writings of others and presenting them as one's own);
10. Not use the school's electronic mail, or other personal email accounts, in any way that causes recipients or other readers to assume the email message represents the opinion of educators of other school officials, or anyone else without their explicit permission;
11. Not waste school resources related to the electronic communication system, or damage or attempt to damage computers, computer systems, computer networks or software;
12. Not abuse the school's electronic communication system by downloading large files or sending annoying or unnecessary messages to a large number of people;
13. Not gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;
14. Not upload, download or redistribute public domain programs to the system for their own use without advance permission from the system administrator; and
15. Not engage in "real time" communication such as chat or instant messaging.

## **ELECTRONIC DEVICES**

Use of digital, electronic or telecommunicative devices (i.e., cellular phones) during the school day (7:45 AM - 2:40 PM) is permitted only during designated lunch periods, in the cafeteria and adjoining areas, and/or when expressed permission is provided by a Teacher or Administrator. At all other times during the school day, these devices must be powered OFF so as not to disrupt the educational environment.

Students must comply with individual classroom norms set forth by the teacher (i.e., course syllabi, posted class rules, etc.). Many teachers may direct students to place telecommunicative or electronic devices in a bin or other safe place during class - to be retrieved at the end of classroom instruction. Other teachers may permit their possession as there is an inherent assurance that such devices will be powered OFF during the school day. MP3 players, CD players and other similar electronic devices can be used at the discretion of the teacher and in support of academic goals. Regardless of the circumstance, students are responsible for compliance with teacher and classroom expectations, and because students have several teachers during the day, differing classroom norms are expected. Likewise, teachers have the responsibility of clearly communicating those classroom norms.

The following steps should occur when classroom or school standards for use of electronic devices are not met:

- \* On the first incident, a warning will be issued by the faculty member.
- \* A second incident will result in the device confiscated and remanded to the Main Office. An incident referral will be generated by the faculty/staff/administrator involved. The device will be returned to the student at the end of the school day.
- \* A third incident regarding misuse of electronic devices will follow the same procedure described above, with the exception that such device(s) will be returned only to a parent/guardian.

## **INAPPROPRIATE LANGUAGE**

The staff recognizes its responsibility to help ensure that all members of the educational community hear language worthy of the individual at all times. All members of the school community will refrain from obscenities, profanity, and any remarks of a harassing or demeaning nature.

## **DANCES**

Dance Rules:

1. Once a student chooses to leave the dance, he or she may not return and must leave school property.
2. No food or sodas are allowed in the gymnasium.
3. Middle school students may not attend a high school dance.
4. Visitors are permitted if GM student receives permission by the Administration in advance. Forms are available in the Main Office.
5. All school rules apply.

## **ALCOHOL and OTHER DRUG ABUSE POLICY**

Students have a right to an environment free of alcohol and drugs. No student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on school property or at a school-sponsored activity away from or at the school. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by state or federal regulation or statute. Students who fail to abide by the above rules face consequences that may include suspension

and/or referral to an outside substance abuse agency and the appropriate law enforcement agency as detailed in school board policy.

In substance abuse cases, every effort will be made to promote responsible decision-making by the student involved. The school will encourage appropriate medical and/or psychological intervention by trained professionals. Students and parents or guardians will be given information about outside agencies and will be encouraged to take advantage of their services and programs.

Parental consent is not required for student participation in designated individual group programs conducted within the school which are educational and designed to impart information or assist students to improve their sense of self-esteem. Such groups may be conducted only by trained professionals contracted by the school or by trained school staff who have been approved by the school administration.

Students experiencing problems with alcohol and drugs need assistance. The school system is committed to providing the most appropriate response to each individual. The actions below are routine procedures. In extreme violations, the specific action may be waived by the administrator. Any action taken by waiver of these procedures will be explained in a written report to the superintendent. All disciplinary measures taken in accordance with this policy will comply with due process requirements.

#### A. Students under the influence of alcohol or other drugs

The health of students is the primary concern; discipline is secondary.

##### 1. First Incident

- a. The student will be treated as ill, evaluated by the school nurse or other appropriate medical personnel, and may be sent home or to the hospital by an administrator after the parents have been notified. In a crisis, the matter will be handled as a medical emergency, and ambulance and police assistance may be appropriate.
- b. Police shall be notified.
- c. The student will be suspended for three days.
- d. Upon the return to school, the student and parents will meet with the administration and be given the option of an additional seven day suspension or participation in a formal alcohol and drug assessment by a certified outside agency. The student will be required to complete any recommendations developed, and the administration will monitor the program.

##### 2. Second Incident

- a. The student will be suspended from school for 10 days and be required to participate in the formal drug and alcohol assessment described in part 1 (c).
- b. Police shall be notified.

##### 3. Third Incident

- a. A hearing before the school board of directors will be held to determine whether to expel the student for the remainder of the school year. If expelled, the student may apply for re-admittance after approved program is completed successfully.
- b. Police shall be notified.

#### B. Students in possession of drugs, drug paraphernalia, or alcohol.

When a student is found in possession of drugs, drug paraphernalia, or alcohol, the substance(s) will be removed from the student. Procedures for handling such incidents will be identical with those used when a student is found to be under the influence of drugs and/or alcohol.

C. Students selling or furnishing alcohol and/or other drugs.

The following steps will be taken:

1. The student will be immediately suspended from school and the parent/guardian will be notified as soon as possible.
2. The police shall be notified.
3. Expulsion of the student will be recommended to the Green Mountain Union High School Board of Directors.

D. Alcohol and Drug Policy and Co-curricular and athletic activities

Students who violate the school district's policy on alcohol and drugs while they are members of a school team are subject to the additional disciplinary actions as defined in the school's Athlete's Handbook.

## **VISITORS**

All visitors to campus must report to the Main Office. The Administration does not permit impromptu visits to students, faculty, and staff during the school day. Visitations arranged by appointment are strongly encouraged not to interrupt the educational process.

Requests for students to have guest(s) visit our school will be considered by the Administration. Such prospective students (visitors) will be assigned a student mentor through the Guidance Department and escorted to and from a schedule of classes.

No animals may be brought into the building without the consent of the Administration.

## **DRESS CODE**

Pursuant to School Board policy (F-39), students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the reference criterion.

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety; the student will be required to make modifications. A student must use footwear; and must wear attire which adheres to the following guidelines:

1. No underwear of any kind showing (boys and girls).
2. No tube tops or one shoulder tops—unless there is something over it.
3. No references to sex, drugs, alcohol or any bad language on any articles of clothing.
4. Skirts and shorts have to be as long as fingertips can reach.
5. Shirts must reach top of pants.

Students in vocational training shall conform to standards of dress and appearance expected by employers in the areas for which the students are training.

Coaches and co-curricular activity advisors may impose special requirements.

Disagreements over dress shall be resolved by the Principal or designee.

## **PUBLIC DISPLAY OF AFFECTION**

All members of the educational community have the right to be in school without having to feel embarrassed by seeing intimate contact. Students are expected to reflect the GM rules and codes of conduct and show respect for self and others when involved in personal relationships.

- Holding hands - OK
- Short hugs - OK
- Long embraces - Not OK
- Sustained kissing - Not OK
- Romantic physical contact - Not OK

If the display of public affection makes others uncomfortable, it is not OK.

## **BUS TRANSPORTATION CONDUCT**

Buses are school property, and riding buses is a privilege extended to students in the school. Students should show consideration for the driver and fellow students as well as respect for the bus. Students unable to follow the safety rules listed below will have a verbal warning for the first offense. Second and subsequent offenses may result in a suspension from riding the bus. A meeting of the student and parents with the administration shall coincide with any subsequent offenses.

Bus Safety Rules:

1. The bus driver is solely responsible for getting students safely to their destination.  
As the person who is responsible, the driver may correct any situation that he or she finds is a distraction or affects the safety or well being of the bus and its occupants.
2. Students wishing to leave the bus at a drop point other than his/her regular one must bring in a note to the bus operator from a parent or guardian.
3. Students in the school bus shall remain seated when the bus is in motion and the aisle should remain clear at all times.
4. Students having to cross the highway in order to board a school bus shall wait until the driver signals them to do so before crossing the highway. Students crossing the highway shall pass in front of the bus and at least ten feet ahead of the bus.  
No students shall step out into the road until the school bus operator gives the signal for them to cross the highway. The operator shall leave the bus warning lights flashing until all students are clear of the highway or the school bus.
5. Every student shall be at least six feet from the highway while waiting for the school bus.
6. Students should behave courteously while riding on school buses and abide by the safety rules stated above.
7. Safety is the most important aspect of the school transportation program. To this end, video and/or audio recording systems may be installed on the buses to promote desired student behavior and to permit the driver to concentrate more of his or her attention to the safe operation of the bus.

# **POLICIES**

**While only several policies are listed here, a copy of all the GMUHS Board Policies can be found at the school's web site (<http://gmuhs.wswsu.org/>). Look for the School Board section in the top left of the page and then go to School Policies.**

## **NON-DISCRIMINATION POLICIES**

The school board recognizes its obligation to respect the legal rights of all students, parents, employees, applicants for admission or employment and those conducting business with the district. The board will comply with all applicable federal and state non-discrimination laws including Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and will not discriminate against any person or group on the basis of race, creed, color, national origin, gender, age, handicapping condition and/or disability or sexual orientation. A process of referral, evaluation and placement of handicapped students exists in accordance with Section 504.

The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent of Schools; Windsor Southwest Supervisory Union Office; 2 Pleasant Street; Chester, VT 05143; Telephone 802-875-3365.

Inquiries concerning the application of nondiscrimination policies may also be referred to: Regional Director; POCH; Room 222; Boston, MA 02109-4557 or Human Rights Commission; 133 State Street; Montpelier, VT 05633-6301; 802-828-2480.

## **SENIOR PRIVILEGES**

Pursuant to School Board policy (F-44), a senior who has achieved grades of 70 or better in all classes (as determined from the most recent report card) and has not been assigned in-school suspension (ISS) or out-of-school suspension (OSS) within the past sixty (60) calendar days, will be deemed a student in good standing, and therefore will be afforded the following privileges:

- The ability to leave campus during lunch if a parent/guardian has granted permission; students at or above the age of majority (18) may give such permission themselves.
- Access to a specified portion of the building restricted for use only by seniors in good standing (i.e., the "senior study hall") at any time during which the students do not have class.
- The ability to arrive at school after the regular start of the school day but prior to their first class; likewise, the ability to leave school after all classes have been completed for the day.
- Any other privilege approved by the Administration.

Should students fall out of good standing due to academic reasons, they'll have two (2) weeks to improve their academic performance in order to reinstate those privileges. Moreover, students falling out of good standing due to disciplinary reasons may have their privileges reinstated following sixty (60) calendar days from the date of their most recent infraction.

## **STUDENTS REACHING THE AGE OF MAJORITY**

Students who have reached the age of majority (Age 18) must abide by the same rules set forth for all students. However, they may sign their own absence or late notes but parents will be notified of absences and tardiness on the same basis as other students.

Parents/guardians retain their rights to access records of those students who have reached the age of majority unless otherwise authorized by the Superintendent of Schools for Windsor Southwest Supervisory Union.

Eighteen-year-old students may sign out for reasons considered excused absences. Signing out for reasons considered unexcused will be recorded as cuts.

## **UNLAWFUL HARASSMENT/HAZING/BULLYING**

Harassment, hazing and bullying have no place and will not be tolerated in Green Mountain. Unlawful harassment means verbal or physical conduct based on a person's disability, marital status, national origin, race, religion, sex or sexual orientation and gender identity which has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile or offensive environment. Hazing refers to 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 the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Sexual harassment violates an individual's basic civil rights, undermines the integrity of the school environment and adversely affects students. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature if occurring in the context of a working or learning environment.

Sexual harassment occurs:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of employment or school success, or;
2. When submission to or rejection of such conduct by an individual is used as the basis for official decisions affecting the student, or;
3. Where such conduct has the purpose or effect of unreasonably interfering with an individual's learning performance or of creating an intimidating, hostile or offensive learning environment. If an individual feels they have been sexually harassed, they should ask for assistance from the Administrative Team. All reports will be investigated and dealt with in accordance with school board policy.
4. All harassment complaints will be investigated by Title 9 Harassment Officials.

Bullying means any overt act or combination of acts directed against a student by another student or group of students which is repeated over time; is intended to ridicule, humiliate, or intimidate the student; and occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated.

Students are encouraged to report acts of bullying to teachers and school administration and may do so anonymously. Parents/guardians of students who are victims of suspected bullying are encouraged to file written reports with the Associate Principal/Principal. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are to notify school administration.

Section F File Code: F-19

### **Prevention of Harassment of Students Green Mountain Union High School**

**Purposes** – Green Mountain Union High School is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of Green Mountain Union High School to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually, Green Mountain Union High School shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of Green Mountain Union High School that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

It is the intent of Green Mountain Union High School to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

Green Mountain Union High School shall promptly and effectively address all complaints of harassment in accordance with the procedures established by this policy. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

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

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

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

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

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

Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of

epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

“Complaint” means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

“Complainant” means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment in a report made by another person.

“Designated Employee” means an employee who has been designated by the school to receive complaints of harassment pursuant to subdivision 16 V.S.A. §565(c)(1).

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

“Notice” means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.

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

“School Administrator” means a superintendent, principal/head of school/technical center director or his/her designee.

### **Reporting Student Harassment –**

Student Reporting: Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.

School Employee Reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.

Other Reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a designated employee.

Documentation of the Report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.

False Complaint: Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

### **Procedures Following a Report –**

Notification: Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: 1.) promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; 2.) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and 3.) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.

Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

All levels of internal review of the investigator’s initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by Green Mountain Union High School, be completed within 30 calendar days after the review is requested.

Action on a Substantiated Complaint: If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of harassment. Such action may include warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.

Alternative Dispute Resolution: At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.

Appeal: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with Green Mountain Union High School's discipline policy, applicable statutes, or collective bargaining agreements.

Independent Review: A complainant may request an independent review if s/he:

- 1.) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment,
- 2.) is dissatisfied with the final determination following an investigation as to whether harassment occurred, or
- 3.) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the Superintendent. Upon such request, the Superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing:
  - 1.) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and
  - 2.) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by Green Mountain Union High School. Green Mountain Union High School may request an independent review at any stage of the process.

Retaliation: It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

**Confidentiality and Record Keeping** – The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with Green Mountain Union High School’s obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

**Reporting to Other Agencies** – When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under the State Board of Education rules for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner.

Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

### **Dissemination of Information, Training, and Data Reporting –**

Dissemination of Information. Annually, prior to the commencement of curricular and co-curricular activities, Green Mountain Union High School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of Green Mountain Union High School that sets forth the comprehensive rules, procedures and standards of conduct for Green Mountain Union High School.

Training. The school administrator shall use her/his discretion in developing age appropriate methods of discussing the meaning and substance of this policy with students to help prevent harassment. The school administrator shall implement training for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment.

Data Gathering. Public school districts shall provide the Vermont Department of Education with data requested by the Commissioner.

**Alternative Complaint Process** – In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission  
14–16 Baldwin Street  
Montpelier, VT 05633–6301  
(800) 416–2010 or (802) 828–2480 (voice)  
(877) 294–9200 (tty)  
(802) 828–2481 (fax)  
Email: [human.rights@state.vt.us](mailto:human.rights@state.vt.us)

Office for Civil Rights, Boston Office  
U.S. Department of Education  
33 Arch Street, Suite 900  
Boston, MA 02110–1491  
(617) 289–0111 (voice)  
(877) 521–2172 (tdd)  
(617) 289–0150 (fax)  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

#### Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;  
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq.;  
Family Education Rights Privacy Act; 20 U.S.C. 1232g;  
Public Accommodations, 9 V.S.A. §§4500 et seq. ;  
Education, Classifications and Definitions, 16 V.S.A. §11a (26);  
Education, Harassment, Notice and Response, 16 V.S.A. §14;  
Education, 16 V.S.A. §140(a)(1);

Education, 16 V.S.A. §166(e);  
Education, Harassment and Hazing Prevention Policy, 16 V.S.A. §565;  
Education, Discipline, 16 V.S.A. §1161a;  
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;  
Child Abuse, 33 V.S.A. §§4911 et seq.;  
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.

Washington v. Pierce, 179 VT 318 (2005)

Date Warned: 9/22/05  
Date Adopted: 10/20/05  
Date Amended: 2/12/09

## Appendix A

**Designated Employees** – The following employees of Green Mountain Union High School have been designated by Green Mountain Union High School to receive harassment complaints pursuant to this policy and 16 V.S.A. §565(c)(1):

Name: CHRISTINE SIMMONS  
Title: Registered Nurse, Green Mountain Union High School  
Contact Information: 802–875–2146

Name: MICHAEL J. RIPLEY  
Title: Associate Principal of Green Mountain Union High School  
Contact Information: 802–875–2146