



CENTRAL  
VERMONT

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**CAREER  
CENTER**

**PARENT, GUARDIAN & STUDENT  
HANDBOOK  
2018-2019**

155 AYERS STREET, SUITE 2  
BARRE, VT 05641

Website Address: [www.cVTcc.org](http://www.cVTcc.org)

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## **BARRE SUPERVISORY UNION APPROVED POLICIES**

To maintain a safe and supportive educational environment for all students, CVCC adheres to the following list of policies approved by the Barre Supervisory Union and/or Spaulding High School. This list of policies and their links is available on CVCC's website adjacent to the Parent & Student Handbook icon.

For questions related to these policies, please contact Jason Derner, Assistant Director, Central Vermont Career Center. (802) 476-6237, ext. 1045. If you would like a full printed copy of either the handbook or the policies, please contact Sarah Capron, Administrative Assistant, Central Vermont Career Center. (802) 476-6237, ext. 1139.

### **School Policies**

Please see uploaded versions online at [www.cvtcc.org](http://www.cvtcc.org) or access all school policies at [www.bsuvt.org](http://www.bsuvt.org).

<u><i>BSU-C6</i></u>	<i>Notice of Non-Discrimination (2016)</i>
<u><i>BSU-E8</i></u>	<i>Tobacco Prohibition (2015)</i>
<u><i>SHS-ECA</i></u>	<i>Video Surveillance Policy (2007)</i>
<u><i>BSU-F1</i></u>	<i>Student Conduct and Discipline (2016)</i>
<u><i>BSU-F3</i></u>	<i>Search and Seizure of Students by School Personnel (2015)</i>
<u><i>BSU-F7</i></u>	<i>Student Alcohol and Drugs (2016)</i>
<u><i>SHS-F18</i></u>	<i>Eighteen Year-old Students (2015)</i>
<u><i>BSU-F21</i></u>	<i>Firearms (2016)</i>
<u><i>BSU-F25</i></u>	<i>Student Attendance (2016)</i>
<u><i>BSU-F20</i></u>	<i>Prevention of Harassment, Hazing and Bullying of Students (2016)</i>
<u><i>BSU-F20-1</i></u>	<i>Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students (2016)</i>
<u><i>BSU-G11</i></u>	<i>Acceptable Use of Electronic Resources and the Internet (2015)</i>

## **GENERAL RULES & EXPECTATIONS**

All students are responsible for knowing and abiding by the regulations in this handbook which has been approved by the Spaulding Union High School District #41 Board of School Commissioners. The contents of this handbook will be revised or modified periodically, either by action of the Board of School Commissioners or by changes adopted by the administration.

The administration of the Central Vermont Career Center and the Barre Supervisory District and the Spaulding Union High School District Board of School Commissioners reserve the right to make individual decisions for unique situations which are not explicitly covered in this handbook.

Parents/Guardians have the right to access their child's teachers' credentials and experience by contacting

the Human Resources Department at the Barre Supervisory Union, 802-476-5011.

## **NON-DISCRIMINATION POLICY**

The Central Vermont Career Center does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, age, or disability in admission or access to, or treatment or employment in its' programs and activities. Any person having inquiries concerning the Center's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal nondiscrimination laws or regulations is directed to contact Jason Derner, Assistant Director, Central Vermont Career Center. (802) 476-6237.

For further information, please refer to the policy list next to the Parent & Student Handbook icon on the CVCC website. **NOTICE OF NON-DISCRIMINATION (C6)**

## **FERPA**

The Central Vermont Career Center takes student confidentiality seriously. Only administrators and staff members who are charged with direct support, services, or education of a student are allowed access to that student's records.

Under 34 C.F.R. Part 99, parents have the right to:

- Inspect and review their children's records - Contact the Director of Guidance
- Seek amendment to the record if it is inaccurate or misleading - Contact the Director of Guidance
- Consent to disclosure of personally identifiable student information except as provided in 34 C.F.R. Section 99.31
- Refuse to let the school release particular or all directory information on their own children. Directory information is: names and addresses, date of birth, academic or other honors, graduation announcement, participation on teams or clubs,
- If a parent feels any part of the Act has been violated, file a complaint with the Family Policy Compliance Officer of the United States Department of Education, 400 Maryland Ave, S.W., Washington, DC 20202.



# CVCC Faculty & Staff

## ADMINISTRATION

Penny Chamberlin	1138	Director
Jason Derner	1045	Assistant Director
Sarah Capron	1139	Administrative Assistant to Director
Laurie Morvan	1132	Administrative Assistant/Registrar
Kara Maxey	1133	Bookkeeper

## FACULTY & STAFF

*\*Leave message for this staff member at this extension.*

Matthew Bingnot	2126	Digital Media Arts
Wendy Clark	2175	Baking Arts (Downtown Bake Shop: 802-622-0333)
Steven Coultas	1030	Building Trades
Christina Currier	1420	Cosmetology
Ruth Durkee		Curriculum/Instruction and Assessment Coor.
Normand Fortier	*2133	Exploratory Tech Lab Assistant
Kathi Fuller	1258	Student Support
Amanda Garland	2124	Natural Resources & Sustainability
Marisa Gingras	*2175	Baking Arts (Downtown Bake Shop: 802-622-0333)
Timothy Hammond	2134	Exploratory Tech.
Lori Hebert	2137	Human Services
Cal Hopwood	2130	Digital Media Arts II
Dimitri Kolomeitsev	1139	Program Support
Clifton Long	1189	Plumbing & Heating
Jennifer Luck-Hill	1257	Technology Integrationist
Jeremi Lyford	2016	Electrical Technology
TBA	*1189	Plumbing & Electrical Lab Assistant
Cindy MacRitchie	1420	Cosmetology
Stephen McKinstrey	1028	Automotive Technology
Kristine McSheffrey	1175	Culinary Arts/The Lunch box
Lola Noyes, RN	1151	School Nurse
Stephanie Olsen	*1028	Automotive Lab Assistant
Cathy Owen	*1175	Culinary Arts/Lunch Box Lab Assistant
Gerry Reymore	1252	Math/Science Applied Academic/STEM Educator
Kim Richardson	1320	Medical Services
Stefanie Seng	1156	School Counseling Coordinator
Douglas Stitely	*1030	Building Trades Lab Assistant
Tracy Taylor, RN	2127	Medical Professions
Wayne Tozzi	1137	Cooperative Education Coordinator
Jon Winston	1135	Outreach Coordinator

# **Bell Schedule**

## **Regular Schedule:**

**8:22 a.m. to 12:30 p.m. Classes**

**Mid-day Break/Breakfast**

**12:30 p.m. to 12:50 p.m. Lunch**

## **Late Start Schedule**

**Classes will begin at 9:45 a.m.**

## **SCHOOL DAY FOR STUDENTS**

The Career Center day begins at 8:22 a.m.

The Career Center program day ends at 12:30 p.m. and lunch is 12:30 p.m. to 12:50 p.m. Students must report to the cafeteria unless they have Age of Majority or there is parent permission to leave campus. All CVCC students need to leave the Career Center program areas at 12:30 p.m. Mid morning all programs have the option to take break/breakfast in the cafeteria.

Failure to abide by the above procedures will result in administrative action.

## **CLOSING or DELAYED OPENING OF SCHOOL**

If adverse weather conditions cause school to be closed or delayed, an announcement will be made by the Superintendent by 6:30 AM on local radio stations (WSNO, WORK, WSKI, and WDEV) and television stations (WCAX & WPTZ). Everyone should also receive an automated phone message. If you do not receive a message please call and inform us so we can take care of it.

With a delayed day, the Central Vermont Career Center will begin classes at **9:45 a.m.**

If a sending high school is closed due to bad weather, their students **will not be driving** to the Career Center in bad weather. They will be given an administrative absence. We want all students to be safe.

## **LUNCH PERIOD**

Students have an assigned lunch period at the end of their program day 12:30-12:50 and must report to the cafeteria during their assigned lunch period. Students are not permitted in the other areas of the building during their lunch period. Students will follow the posted rules for the cafeteria. Misbehavior may result in disciplinary action. **All students who remain on campus after 12:30 must report to the Cafeteria.**

Spaulding High School and Central Vermont Career Center provides healthy fare through the cafeteria and food services. Students may bring their own food from home, but will not be allowed to bring business-delivered foods into the classroom or cafeteria. Students are not allowed to have outside businesses deliver food during the program time. If food is delivered, the student will be referred to Administration.

## **STUDENT ATTENDANCE**

It is the policy of the Barre Supervisory Union to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continuously for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.

For further information, please refer to the policy list next to the Parent & Student Handbook icon on the CVCC website. **STUDENT ATTENDANCE (F25)**

## **PHILOSOPHY & STANDARDS FOR ATTENDANCE**

The philosophy of the attendance expectations reflects our belief that a student's daily participation in the classroom and lab/shop is an integral part of his/her education. When a student misses a day, arrives late, or leaves early he/she often misses learning opportunities that cannot be "made up" in a way that matches the in-program experience. Therefore, regular on-time daily attendance takes precedence over vacations, personal appointments, and other priorities. Missing Career Center program time could jeopardize a student's opportunity to earn industry credentials, college course credit, program credit, or even program completion.

\* Documented doctor, dentist, court appointments, college visits, or family funerals will not usually be considered toward attendance violations. However, administration will review and address patterns of appointments as needed.

**Students hold primary responsibility for their own attendance**, with a goal of maximizing their time in their Career Center program.

- Perfect or near perfect attendance contributes to a student's consideration for awards, scholarships, National Technical Honor Society, and other recognition.
- **QUARTER AWARDS ATTENDANCE CELEBRATION:** During quarterly awards, any CVCC program in which every student has 5 ABSENCES OR LESS during that quarter will be eligible for a celebration Lunch to be coordinated with the program teacher(s) and administration.

Tardies and Early Dismissals: Being on time, and staying until the end of the work day is critical to a successful career. Therefore, these habits are taken seriously at Central Vermont Career Center.

- **Arriving more than 60 minutes late or leaving more than 60 minutes early on a full program day will be considered the same as an absence.**
- **Three tardies and/or early dismissals of less than 60 minutes will be considered equivalent to an absence.**
- **A pattern of 10 tardies will require the student to meet with the Assistant Director and write a reflective essay on their pattern of attendance and importance of punctuality and reliability before returning to shop.**
- **3 consecutive days absent- Teacher will contact parent/guardian.**
- **5 total absences (semester 1) or 10 total absences (semester 2)- School counseling coordinator will meet with student and teacher will call home to notify parent/guardian.**
- **10 total absences (semester 1) or 15 total absences (semester 2)- Student will be required to participate in "Attendance Recovery" to make up work and write a reflective essay on their pattern of attendance and importance of punctuality and reliability before they are allowed to return to program activities.**
- **15 total absences (semester 1) or 20 total absences (semester 2)- Student Support Meeting will be held and a warning letter mailed home to notify parent/guardian of potential for removal from program.**
- **Any student who is absent for two weeks without notification may be removed from the program.**

Accumulated absences may lead to the following...

- Loss of lab/shop time in order to catch up on program content (Attendance Recovery).
- Loss of opportunity to earn industry recognized credentials, and/or college credit.
- Loss of access to field trips or off campus events.
- Reduction of course credit. A full program day, full year student, may earn up to 6 credits. Based on attendance CVCC may recommend reduced credit be awarded by the sending high school if a student accumulates 30 absences in a school year.
- Removal from the program. Excessive absences can impact a student's ability to succeed. Ten or more absences in the first quarter or 20 or more absences in the first semester may lead to the student returning to their sending high school for the remainder of the academic year.



## ATTENDANCE REPORTING REQUIREMENTS

### **School Responsibility**

The school is responsible for the following:

- Notify each sending school with daily attendance.
- Inform students and parents/guardians of negative attendance patterns

### **Parent/Guardian Responsibility**

The parent/guardian is responsible for:

- notifying the center (476-6237) within two school days after the day of tardiness or absence, with an excuse for the student's absence or tardiness.
- notifying the center (476-6237) in advance, either in writing or via phone, for all early dismissals and planned absences, this would include absences for illness or absences thru the Nurse's Office.

### **Student Responsibility**

The student is responsible for:

- attending and being punctual to class.
- presenting dismissal notes to an administrator in the Career Center office for authorization and to receive a dismissal pass **prior** to leaving the building
- ensuring they do not leave the building without **prior** authorization from an Administrator
- reporting to Career Center Office for an excused or unexcused tardy pass if late to school
- making arrangements with teachers to make up missed work within two days if the absence was excused

## AGE OF MAJORITY

All students who reach the age of majority (18 years old) while still enrolled at the Central Vermont Career Center are subject to all the policies and regulations of the school in accordance with BSU Policy. An 18 year old student may exercise their option to claim Age of Majority status that affords them the rights and responsibilities of an adult to make decisions regarding their education. Parents of dependent students may still be informed of attendance and discipline issues as well as maintain access to information and communication with the school regardless of Age of Majority status. A student who has reached the age of majority will be notified of their rights and responsibilities as an "adult student," including the aforementioned components. The *Age of Majority* notification is located at the back of this handbook. This form must be signed and returned to the Career Center office, and meet with the Assistant Director if students, who meet the qualifications, plan to act on their own behalf at the age of 18.

For further information, please refer to the policy list next to the Parent & Student Handbook icon on the CVCC website. **EIGHTEEN YEAR OLD STUDENTS (F18)**

## SCHOOL CONDUCT

The conduct of our students should always reflect respect for self and for others. Basic standards of civility are required at all times. Inappropriate physical contact is not allowed. These expectations apply at all school events.

### HARASSMENT/HAZING/BULLYING

Central Vermont Career Center does not condone any form of Harassment, Hazing, or Bullying and takes appropriate actions as mandated by BSU Policy as well as state and federal regulations when accusations are made. Examples of prohibited behaviors are available in the BSU policy and procedures. Reports can be made to the following Designated Employees:

- Jason Derner, Assistant Director- Ext. 1045
- Stefanie Seng, School Counseling Coordinator- Ext. 1156

For further information, please refer to the policy list next to the Parent & Student Handbook icon on the CVCC website. **POLICY ON THE PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS (F20) and MODEL PROCEDURES ON THE PREVENTION OF HAZING, HARASSMENT, and BULLYING OF STUDENTS (F20-1)**

### ALCOHOL, DRUGS, and TOBACCO

It is the policy of the Barre Supervisory Union that 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 any school property, or at any school sponsored activity away from or within the school. It is further the policy of the district to make appropriate referrals in cases of substance abuse.

For further information, please refer to the policy list next to the Parent & Student Handbook icon on the CVCC website. **STUDENT ALCOHOL AND DRUGS (F7) AND TOBACCO PROHIBITION (E8)**

#### **Possession of Alcohol and Other Drugs**

If a student is found possessing and/or using alcohol and other drugs while under school jurisdiction, the following procedures will be followed:

The school administration shall be notified immediately.

The parent or guardian shall be notified immediately and requested to come to school and take the student home. If the parent or guardian is unable, unwilling, or fails to respond, an administrator will take whatever steps necessary to remove the student from the school's care and responsibility. The parent/guardian shall be subsequently informed of penalties for the immediate offense and any subsequent offense.

All other procedures taken by the administrator shall be within the confines of the law. These may include but shall not be limited to:

- consultation with school staff members
- consultation with mental health personnel
- consultation with school nurse
- suspension in accordance with established policy regarding suspension
- referral to appropriate agencies with compulsory personal consultation involving student and parent/guardian about the problem as a condition of reinstatement
- referral to law enforcement
- referral to the School Board for disciplinary action which may include expulsion in accordance with established policy

### **Under the Influence of Alcohol or Drugs**

The school establishes and maintains the following procedures to deal with students who may have an episode with drugs and/or alcohol.

The school staff member observing abnormal and/or erratic behavior of a student shall notify an administrator of the student's behavior. It shall be the responsibility of the administrator and/or a designated representative to observe the student and/or remove the student to the nurse's office. In the absence of a nurse's office, an appropriate area should be designated.

The nurse, or in the nurse's absence, an administrator shall proceed as follows:

If it is felt that a potential emergency that may threaten the student's life exists, the student shall be taken to the hospital and the parent/guardian shall be notified as soon as possible.

If immediate medical attention is not required, the parent/guardian shall be notified and shall be required to remove the student from the school.

If the parent/guardian is unable, unwilling, or fails to respond, the assistant principal or designated representative will take whatever steps are necessary to remove the student from the school's care and responsibility, using such appropriate agencies as social services, medical or law enforcement.

### **Distribution of Alcohol or Other Drugs on School Property or at School Functions:**

Appropriate law enforcement agencies shall be summoned.  
The parent/guardian shall be summoned.

Automatic suspension and immediate referral to the School Board for disciplinary action which may include expulsion in accordance with established policy.

## **VIOLATIONS**

It shall be a violation of this policy for anyone to use, possess, sell, distribute or exchange, participate in a sale, distribution or exchange or attempt to sell, distribute or exchange any substance as defined above on school property (including on buses, at bus stops, or walking to or from school) or at any school sponsored activity,. This also includes anything portrayed as a substance.

It shall also be a violation of this policy and other applicable School District policies for anyone to retaliate in any way against any person who may or has participated or cooperated in an investigation of the above violations. The District considers retaliation a very serious matter and it will be the basis of separate disciplinary action.

### **Note: Violations and consequences are cumulative throughout a student's career**

#### **A. Sale, Distribution, or Exchange of Substances Defined by the Policy:**

1. Consequences - Any or all of the following will occur:
  - a. Suspension for up to ten school days.
  - b. Local law enforcement agencies will be notified
  - c. **If expulsion is warranted for the good of the school community:**
    - The School Board will convene a hearing within ten school days of the suspension period.
    - All parties shall be entitled to representation by counsel at their own expense.
    - Upon conclusion of the hearing, the Board will make its decision.
  - d. Tobacco Education Group (TEG) shall be offered as an alternative to suspension/fines if a first offense of a tobacco violation has occurred.
2. The student and parent shall be notified prior to the beginning of the first school day after the ten school day suspension and a written decision shall follow.
3. In no case shall a limited expulsion from school result in a penalty that is less severe than the one imposed for a second violation.
  - a. Referral to the Student Assistance Program (S.A.P.) counselor for an initial screening. The S.A.P. counselor will make a referral for appropriate services, if necessary. Should the student need an assessment they must show proof of an appointment within two weeks of the infraction. The school/district shall not be responsible for the cost of treatment.
  - b. Appropriate service providers and school personnel in consultation with the student and parents/guardian will develop a re-entry plan. The student must demonstrate a good-faith effort to comply with the plan; otherwise the administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
  - c. Athletic eligibility affected based on school procedures.

#### **B. Purchase, Use, or Possession of a Substance Defined by this Policy; Being Under the Influence of It; Possession of a Reasonably Related Substance-Abuse Device; Participation in a Related Incident; or Refusal to Cooperate with an Investigation.**

1. Consequences:
  - a. All students are subject to state laws. Local police departments or other law enforcement agencies may be notified regarding a suspected violation of the law

- b. While enrolled in High School, students in violation of this policy shall be dropped from or prevented from enrolling in Driver's Education for one (1) semester

2. First Violation: All of the following will occur:

- The School Administration shall determine the length of suspension depending on the nature of the infraction and the student's cooperation once it is discovered.
- Tobacco Education Group (TEG) shall be offered as an alternative to suspension/fines if the violation is due to tobacco.
- Before the student may return to school, he/she must provide proof of **appointment regarding a D/A assessment, if required by administration or SAP recommendation**. The student's suspension will be continued until demonstration of the appointment is provided or ten school days is reached, whichever occurs first. If the student fails to provide demonstration of the above-referenced option, the Administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
- Referral to the SAP for screening and referral to treatment services if appropriate.
- School personnel in consultation with the service provider, student, and parents/guardian will develop a reentry plan. The student must demonstrate change to comply with the plan or the administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
- Athletic eligibility affected based on school procedures.

3. Second Violation: All of the following will occur in addition, based on school procedures above conditions.

- Suspension for up to a maximum of ten school days
- Referral to the S.A.P. for screening and referral to treatment services if appropriate.
- School personnel in consultation with the student and parent/guardian will develop a re-entry plan. The student must demonstrate a good-faith effort to comply with the plan or the administration, at its discretion, may refer the matter to the School Board for further disciplinary action.
- Athletic eligibility affected based on school procedures.

4. Students with disabilities or students suspected of being disabled.

When disciplining students who receive or are eligible for services under the Individual with Disabilities Education Act (IDEA), section 504 of the Rehabilitation Act, (section 504), or similar passages in State law, the District will comply with such laws, including but not limited to the IDEA, the 1997 Amendments to the IDEA, section 504 and applicable Vermont state statutes and

regulations. If a law enforcement agency is notified regarding a suspected violation of law and the student has a disability, any sharing of that student's records must be done only in adherence with federal and state laws and regulations.

### **SEARCH AND SEIZURE OF STUDENTS BY SCHOOL PERSONNEL**

**School Property:** Desks, lockers, textbooks, computers, and other materials or supplies loaned by the school to students remain the property of the school, and may be opened and inspected by school employees at any time.

**Student and Student Property:** Searches of students' persons, personal effects, and vehicles may be conducted where there are reasonable grounds for suspecting at the time of initiating the search that the search will reveal evidence of a violation of law or of school rules.

For further information, please refer to the policy list next to the Parent & Student Handbook icon on the CVCC website. **SEARCH AND SEIZURE OF STUDENTS BY SCHOOL PERSONNEL (F3)**

#### **Search and Seizure**

District policy provides for the school to handle any substance related incident until the student has been discharged to the parent, guardian, social service, medical worker, and/or law enforcement agency. If there is probable cause, a student may be searched as well as his/her backpack, locker, car and other possession brought to school.

All students are subject to laws of the state. Local police department or other appropriate law enforcement agencies may be notified regarding a suspected violation of the law.

It is the philosophy of the Central Vermont Career Center that the greater the knowledge all students have about the effects of substances on the human mind and body, the more able they will be to make decisions concerning the use or non-use of these substances, and the less likelihood there will be abuse.

The use of drugs and/or alcohol and the unlawful possession of legally controlled substances, as defined by federal or state statute, on school grounds or at school sponsored events are unacceptable.

Drug convictions may jeopardize a student's' eligibility for college financial aid.

Our school will provide for the care of students during any suspected substance abuse incident until the parents and/or, if necessary, other agencies are contacted. A climate shall be created and resources provided whereby students may seek and receive counseling about alcohol, other drugs, and related problems without fear of reprisals by a member of the school staff.

## **Reported or Suspected Use**

The school staff member shall use his/her best judgment to decide which of the avenues listed below to initially follow:

To listen and discuss in confidence the situation as relayed by the student.

To urge the student to talk to parents or guardian.

To consult with or refer the matter to the administration, nurse, school counselor and/or other appropriate personnel including law enforcement.

Unless there is compelling reason to believe it is not in the student's best interests to do so, the school personnel will see that the parents/guardian are informed in a timely fashion.

## **CAREER CENTER EDUCATIONAL ENVIRONMENT**

Research tells us that an appropriate educational environment contributes to the success of a school. In order to establish and maintain the most productive school environment for our school we need your help!

### **Dress Code**

Students may not wear:

- sunglasses
- clothing with crude, sexually suggestive messages
- clothing with alcohol or drug endorsing messages
- clothing with harassing or derogatory messages
- clothing which exposes undergarments, midriffs, backs or cleavage

All shorts, skirts and dresses must hang 1" below the fingertips when arms are relaxed at the students' side.

If students are in violation of the dress code they will be given an opportunity to change or cover up if possible. If they are unwilling or unable to do so, they will be sent home immediately.

Individual Central Vermont Career Center programs may have specific dress code requirements in addition to those listed above - students must abide by these as well. Questions should be directed to administration.

### **Public Displays of Affection**

Inappropriate and excessive public displays of affection can possibly lead to sexual harassment charges. Lewd or inappropriate affection (extended/prolonged kissing, touching, fondling, etc.) is not allowed and can result in administrative action.

### **Cell Phones and Personal Listening Devices (IPODs, MP3s, etc.)**

Cell phones are allowed to be used before school, after school, and lunch. Cell phones need to be turned in to the instructor to be secured at the beginning of each class period and can be picked up at 12:30. Students who fail to do so will be subject to administrative action. Personal listening devices such as IPODs are allowed to be used before and after school and during lunch. They are not allowed during passing time due to safety concerns. Students who fail to abide by the above will be subject to administrative action.

## **Safety**

All career center students must successfully complete the program safety assessment in order to fully participate in the program and shop areas.

## **Posters and Announcements**

All posters and announcements that students wish to put up must be officially approved by the administration.

### **ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET**

Electronic resources enhance school curriculum and improve teaching and learning. It is important to remember that use of those resources is a privilege and carries with it responsibilities for all involved. All users will assume full liability – legal, financial or otherwise- for their use of electronic resources on school grounds or while engaged in school-approved activities.

Authorized BSU IT staff may inspect any materials created on, transmitted by, or stored on BSU electronic resources for any reason at any time without prior notice. BSU staff has the right to remove inappropriate materials and make referrals to school administration for disciplinary action. There should be no expectation of privacy. The BSU provides information technology for educational purposes only. Information technology extends the classroom, and all school rules and policies apply

For further information, please refer to the policy list next to the Parent & Student Handbook icon on the CVCC website. ~ **ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET (G11)**

### **EMERGENCY DRILLS & ALICE Protocols**

Student safety while at school is a paramount concern. With this in mind, the Barre Supervisory Union and the Central Vermont Career Center have adopted ALICE, a nationally recognized options based safety protocol to be used in the unlikely event that an active dynamic threat presents itself in our building.

**ALICE** is an acronym that stands for:

**Alert** - Be aware of your surroundings and let people know if something is “off.”

**Lockdown** - If you can’t evacuate, you should barricade the room until it is safe to evacuate.

**Inform** - Pass along clear information about the situation, avoiding “codes”, frequently.

**Counter** - As a last resort, take action to distract or disrupt the threat until you can get away.

**Evacuate** - If it is safe to do so, putting distance between yourself and the threat is the best thing to do.

Vermont statutes require that emergency drills be conducted at least once each month during the school year, including evacuation and "lockdown". The Central Vermont Career Center in cooperation with Spaulding High School will continue to comply with these expectations while implementing the ALICE protocol. Drills will be announced using clear, plain language without the use of codes to address a variety of scenarios. Staff and students will be provided ongoing training, practice, and feedback throughout the school year on the possible options for a variety of emergency situations that may require different individual responses depending on the nature of the emergency and the individual’s location. It is vital that we have everyone’s engagement and cooperation in this process. Student refusal to comply with adult directions during these exercises may result in disciplinary consequences.



## **SCHOOL EMERGENCIES**

During a legitimate emergency families and the community will be updated as the situation develops. The following steps will allow the school and assisting agencies to effectively address the needs as they arise:

- Monitor your phone and email; information and guidance will be shared via automated calls and/or email (please ensure the school has your most current contact information).
- Monitor TV, radio, and Internet; information and guidance will be disseminated as appropriate.
- Please do NOT call the school; phone lines can become overloaded and may be needed to communicate with emergency providers. Staff will not share information beyond what is sent out via telephone/email/media, and may not be available to answer phones.
- Please do NOT come to school unless requested to pick up your student; an emergency may require emergency vehicles and personnel, during which time the campus will be completely closed to visitors. If relocation is required, parents/guardians will be notified of next steps.

## **PERSONAL PROPERTY**

The school is not responsible for the loss or damage of personal property. Each student is responsible for the care and safety of his/her own personal property or possessions. Students who choose to leave their personal bags and clothing in their classrooms or lab spaces do so at their Own Risk. School lockers are available to all students. No bags or backpacks are to be left unattended and may be subject to search by administration.

## **SCHOOL PROPERTY**

When the school loans public property to students, we expect these items to be returned in a condition that allows them to be loaned again following their return. Students are responsible for exercising necessary care and security of all school books, supplies, and equipment loaned to them. Any loss, theft, or failure to account for items issued by the school will result in a financial charge being levied.

Failure to account for loaned public property or to pay for them will result in the student's report card/completion certificate being withheld until financial settlement has been made.

Students may not use skateboards and rollerblades on school property and should store these items in their lockers during the school day.

## **STUDENT LOCKERS**

Our school makes available to each student a locker for his/her clothing, books, and other belongings. Students will be responsible for the care and condition of that locker. Any problems, such as locks that work improperly, should be reported to the Administrative Office immediately.

Students should clear lockers during vacation periods in December, February, and April so that they can be cleaned. At the end of the year each student must clear his/her locker. After the close of school in June, the school shall dispose of remaining locker contents as deemed appropriate.

## STUDENT VEHICLES

Parking on school property for sending school students is a privilege and is available on a limited basis. Parking in school lots requires a school pass issued when the student registers the vehicle with the Main Office and will only be issued upon need and pre approval of CVCC administration for Sending School students. Spaulding High School students will need to go to the SHS Main Office. Passes are available on a First Come First Served basis. The parking area near the ballfields will be designated for sending school students to CVCC only. Spaulding students will have parking available to them in the student parking area on Ayers Street.

### **Spaulding High School / Central Vermont Career Center Campus Parking Agreement**

Parking on school property is a privilege, not a right. Permits are required and may be picked up in the front office; a non-refundable fee of \$1.00 will be assessed to cover the cost of the tag. Student parking is available at the corner of Boynton and Ayers Streets, and along Crimson Tide Way.

The administration reserves the right to suspend or revoke the privilege of any student to drive or park on school grounds for any reason including violations such as parking in an unauthorized spot, unsafe driving, or violating any of the following expectations. If a student has lost parking privileges, and continues to park on campus, their vehicle may be towed at the owner's expense.

*By parking on school property, students demonstrate acceptance of the following conditions by implied consent. Students unwilling to accept these terms should seek parking elsewhere.*

1. **Students park vehicles on school property at their own risk.** The school is not responsible for loss of contents or damage to vehicles in the school-owned parking lots.
2. Students will drive on school property in a safe manner at all times, respecting the rights of pedestrians, adjacent property owners, and other drivers.
3. When students arrive at school, they are expected to park and lock their vehicles in the assigned area. The driver and the occupants are expected to exit the vehicle immediately, and they are not to return to the vehicle without written permission from an administrator or until the end of the student's school day.
4. **Unauthorized or illegally parked vehicles may be towed or booted without notice and at the expense of the owner.** As appropriate, administration will follow progressive discipline whereby a student will receive a warning, then Principal's Detention, then be towed/booted for further infractions. If a student's assigned spot is occupied by another vehicle, they should call the front office and an administrator will be alerted. Vehicles blocking hydrants or parked in fire lanes, handicapped parking spaces, or crosswalks may be ticketed by the police.

5. The law allows searches of vehicles on school property to be conducted if there is reasonable suspicion to believe that a violation of school policy or law has been committed. If prohibited items are found, they will be confiscated, and disciplinary action will be taken. Parents/guardians will be notified following a search.

6. In the event of an accident, the driver(s) are legally required to notify the other driver in person or writing with their name, contact number, and insurance information. Failure to do so may result in police charges of leaving the scene of an accident. The SRO can help navigate these unfortunate situations and ensure that students meet the requirements of the law.

### **CLOSED CAMPUS**

The school operates on a closed campus basis. Students must check in when they arrive, and they must check out before they leave for reasons other than their regularly scheduled departure. The parking lots are off limits to students during school hours unless they have authorization, or at time of arrival or departure.

### **VISITORS TO SCHOOL**

All visitors to the Central Vermont Career Center must sign in at the Career Center Office. Students must have prior approval from their teachers and an administrator prior to bringing a visitor to school (forms are available in the office). Adults who wish to visit a class are asked to notify the administration 24 hours in advance, administration will notify the program teacher whose class you intend to visit.

All visitors are required to check in (and later check out) at the Career Center office and to secure a Visitor Pass. Visitors must stay with their hosts at all times during the school day. The Central Vermont Career Center encourages only those visitors who are considering enrollment into career programs. General visitors for the entire school day are not permitted.

To ensure an appropriate educational environment, no visitors are permitted the week before and week of final exams, the short school weeks (with holidays), or the week before school vacations without first securing permission from an administrator, who at his/her discretion may grant exceptions.

### **CONTROVERSIAL AND SENSITIVE ISSUES**

In the course of a student's education at school, topics may be presented which could cause discomfort in light of a student's or family's personal beliefs. If this occurs, students and/or their parents/guardians may request an alternative educational experience. This request should be made to the student's teacher.

### **ACADEMIC HONESTY**

Academic Integrity matters at Central Vermont Career Center. It represents a student's commitment to honesty and respect with teachers and among peers. It also demonstrates a student's responsibility for his/her own learning. Integrity is an integral part of the school's mission.

Academic misconduct, intentional or unintentional, is unacceptable at Central Vermont Career Center. At Central Vermont Career Center, misconduct is defined as cheating, plagiarism, falsification, interference, and/or complicity.

- Cheating – providing or receiving unauthorized assistance in any school work or tests. (ex. Copying from another student, using cheat sheets, or technology to cheat; stealing copies of tests or exams)
- Plagiarism – presenting someone else’s ideas, words, or graphics as your own without giving credit to the original author ( ex. Purchasing a term paper online, copying and pasting from a website without giving credit, submitting another’s paper as your own, following the original sources too closely.)
- Falsification – falsifying or inventing information, data, or citations in academic assignments; forging signatures on school-related documents.
- Interference – interference or obstructing another student’s academic work (ex. Stealing notes, tearing pages out of books, hiding resources.)
- Complicity – copying or allowing another student to copy academic work, unauthorized collaboration on academic work, working in groups without approval from a teacher.

The Central VT Career Center has aligned all program curriculum with the Vermont State Graduation Proficiency requirements. Please see your instructor for details. Documentation of this alignment has also been shared with members guidance and administration from all sending high schools.

A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty, or deception. Administrative discretion may lead to disciplinary action.

### **MARKING SYSTEM FOR REPORT CARDS & TRANSCRIPTS**

A+= 99 - 100	= 4.33 GPA	D+ = 67 - 69	= 1.33 GPA
A = 94 - 98	= 4.00 GPA	D = 64 - 66	= 1.00 GPA
A- = 90 - 93	= 3.67 GPA	D- = 60 - 63	= 0.67 GPA
B+= 87 - 89	= 3.33 GPA	F = Below 60	= 0.00 GPA
B = 84 - 86	= 3.00 GPA	I = Incomplete*	
B- = 80 - 83	= 2.67 GPA		
C+= 77 - 79	= 2.33 GPA		
C = 74 - 76	= 2.00 GPA		
C- = 70 - 73	= 1.67 GPA		

**CVCC Lab/Shop grades: Please note that if a student is absent for lab time, that work cannot be made up. Only classroom work will be able to be made up in special circumstances.**

**Please note that report cards will show where program grades align to the Vermont Proficiencies. All programs will also use a daily grade assessment for each student. These daily grades are aligned to the VT Work-Based Learning Indicators. See the program instructor for details.**

## PROGRESS REPORTS and REPORT CARDS and VT PROFICIENCIES

**Progress reports** are viewable thru the parent portal at [www.cvtcc.org](http://www.cvtcc.org). Upon request copies will be mailed home to parents where internet access is unavailable. Career Center program instructors welcome contact from parents for any reason. If an instructor is concerned about your child's program he/she will contact the parent on record.

**Report cards** will no longer be issued in paper form directly to students for the first three marking periods, they will be available online thru the parent portal. Upon request copies will be mailed home to parents where internet access is unavailable. Career Center grades are faxed to the sending schools to be placed on their report cards.

**Vermont graduation proficiencies** are being assessed regularly within all CVCC programs. Attendance and participation lead to meeting these proficiencies. Absences and tardies will impact a student's ability to earn proficiencies and Industry Credentials within all programs.

## MID-TERM and FINAL EXAMINATIONS

All Central Vermont Career Center students are expected to be present in their career center program when not taking a final exam at his or her sending high school. Details regarding exams may vary by instructor.

If a student must arrange for an alternative exam due to death in the family, religious holiday, court appointment or crisis situation over which he/she has no control, he/she must obtain prior approval from an administrator. If the student is absent from an exam without prior permission, the school will only accept doctor supported, court/police supported or social agency excuses, or evidence of a legitimate crisis over which the student had no control. **Please plan ahead for your program exams and assessments. Many of these are coordinated with outside vendors. *Oversleeping, missing a ride, or forgetting are not acceptable excuses for missing your CVCC exams and assessments.***

*\*School cancellation for inclement weather, etc. may cause school calendar adjustments and change these dates.*

## FIELD TRIPS

No student can be required to attend any field trip. *However, students who are not going to participation in a Central Vermont Career Center sponsored field trip **must** remain either at home or his/her sending high school. Please do not come to the Center on a day your program is off site for a field trip.*

All school rules are in effect during a school sponsored trip. Students are expected to abide by all rules from the time they depart until they arrive back at school. Students represent the Central Vermont Career Center wherever they are.

Each student is to return to the teacher or head chaperone a completed permission slips prior to going on the trip.

Teachers will notify administration in writing of all students participating in the field trip five school days prior

to leaving on the trip.

Students participating in field trips are responsible for making arrangements to make up all work missed within two school days of returning to school from the field trip, this includes work missed in high school's academic companion courses.

Unless a chaperone is already a Barre Supervisory Union employee, all chaperones for field trips whether day or overnight trips, MUST complete the background and fingerprinting process with the Barre Supervisory Union and submit those results prior to the field trip to CVCC Administration.

## **HONORS, AWARDS & OPPORTUNITIES**

### **STUDENT LEADERSHIP**

The Central Vermont Career Center supports and promotes a Student Leadership Team which is lead by Miss Seng, School Counseling Coordinator. This Team is the "student voice" in the Center. The members of this Team are recommended by their Instructor to represent their program. Members work on things like activity days, field trips, fundraising, promotional events for CVCC and other activities that rely upon student input and leadership. If you are interested in joining this team, please see your program instructor or Miss Seng.

### **SCHOLARSHIP and WORKFORCE OPPORTUNITIES**

The Central Vermont Career Center has a robust scholarship portfolio that provides opportunities for students to receive awards that will support them to pursue their career of choice. *Some of these awards are tied to college programing while many others provide support for other postsecondary training and/or equipment to enter the workforce.*

Although many of the scholarships have their individual criteria such as grades, attendance, discipline referrals, and the student's application packet, we encourage all students to apply for scholarships and awards as funds are available for *BOTH post secondary education tuition and industry equipment and materials.*

### **NATIONAL TECHNICAL HONOR SOCIETY**

The purpose of the National Technical Honor Society, NTHS, is to honor student achievement and leadership, promote educational excellence and enhance occupational opportunities for the student members. The National Technical Honor Society supports student members by:

- Rewarding excellence in workforce education
- Developing self-esteem and pride in work
- Encouraging students to reach higher levels of achievement
- Promoting strong values -honesty, responsibility, initiative, teamwork, leadership, citizenship, scholarship
- Building a strong positive image for workforce education in America

Students from the Central Vermont Career Center may be considered for membership after being enrolled for a total of 2 quarters in any Career Center Program. Students are required to have a minimum GPA of 3.67 in their Career Center Program and a 3.0 GPA in their Academic course work, have no more than 2 absences per quarter, and demonstrated excellence in attitude, character, dependability, safety awareness, and teamwork.

## **Quarterly Awards**

### **Teacher's Choice Award**

CRITERIA: A student must have a B average or higher in the class, no unexcused absences, cooperative behavior, friendly, and a positive attitude.

### **Student's Choice Award**

CRITERIA: A fellow student with good workplace skills, "a fellow student who you would want on your team in a group project situation", dependable, reliable and takes ownership. A student who works at making the teacher as effective as possible and helps move the class deeper into the subject area.

## **END OF THE YEAR AWARDS**

### **Awards**

CRITERIA: A student must be a current career center senior, attendance: absences no more than 5, tardies/early dismissals 3 = 1 absent, **NO** suspensions.

Accuplacer/Academic Awards  
Outstanding Student of the Center Award

## **HEALTH SERVICES** **STUDENT HEALTH SERVICES**

Our campus employs two full-time Registered Nurses who provide health appraisal and supervision, health counseling, emergency and first aid care, control of contagious illness and serve as advocates for students. Health office staff is available for consultation with parents on health issues, and serve as resources for faculty and staff. You can reach the school nurse by calling 476-6237 ex. 1151 or 1183.

### **Injury and Accident**

Any person recognizing a medical emergency must report it immediately to the faculty member in charge of the activity. The adult in charge shall carry out emergency care procedures, retaining responsibility until relieved by school or medical authority.

The nurse will provide first aid emergency care when it is needed.

Transportation of the ill or injured student shall be provided by parents unless the illness or injury is such that the use of an emergency vehicle is required or the parent is unavailable.

After every injury, an official accident report form will be completed by the faculty member with the assistance

of the school nurse and turned in to the Administrative Office.

### Immunizations

Immunizations against measles, German measles, diphtheria, tetanus, polio and Hepatitis B are now required by Vermont law unless an exemption is requested for medical, moral, or religious reasons.

Immunizations must be up to date or students will not be allowed to attend school. Transfer students will be given a reasonable amount of time to provide proof of immunization.

### Reporting New Illnesses

Students should report any new illness, including allergies, to the school nurse as they develop. Students must also inform the school nurse of any physical disability or chronic illness that requires daily medication.

In case of illness at school, parents will be notified and requested to provide transportation to the student's home. When parents are contacted, they assume responsibility for the student leaving school. If a parent is not available, the main office should be informed.

The school nurse and the Career Center office should be notified if a student will be absent from school for an extended period of time.

### Medication

The school nurse should be notified by parents or guardians if a student is on any long-term medication not being taken in school. If necessary, and with parental approval, the nurse will notify the student's teachers of any significant effects of the medication.

*Over-the-Counter Medications:* The school stocks a limited supply of certain over-the-counter medications to be given at the discretion of the school nurse and with parental approval. In general, the school considers the use of such medicines in school to be a decision between the student and his/her parent or guardian.

*Prescription Medicines:* Unless special arrangements are made through the school nurse, students are not allowed to carry and self administer prescription drugs at school. These drugs should be given at home whenever possible. If they need to be given during school hours, the following regulations apply:

Medication must be brought to the school nurse in a container labeled by the pharmacy or physician, with the name of the student, name of the medicine and the prescription number, dosage and time of necessary administration.

Prescription medicines must be accompanied by a doctor's written instruction. Written permission from a parent or guardian is also necessary.

The medication will be kept in a locked cabinet in the health office, and given by the school nurse at the proper time.

Parents have the option of coming to school and personally giving medicine to their children.



## **OTHER STUDENT SERVICES**

The school can provide support for students struggling with substance abuse, high risk behaviors, and personal crisis that have a serious impact upon the student's ability to function effectively in school. Spaulding High School and Central Vermont Career Center provide access to a variety of services. Contact the School Counseling Coordinator, Stefanie Seng (476-6237) ext. 1156, or your individual counselor for assistance.

### **STUDENT LEARNING SERVICES & EDUCATIONAL SUPPORT**

At the Central Vermont Career Center, we deliver a variety of special services and programs as part of our overall educational support system. Our goal is to provide support so that all students will achieve academic success.

The Student Support Team consists of a range of support services. A team of staff members receive referrals and act as an intervention and planning team to support all students in achieving career and academic success. Referrals are made through the Center's School Counseling Coordinator in the Student Career Center.

For questions regarding educational supports for your child, please contact the Student Support Office through the Central Vermont Career Center administrative offices (476-6237).

Special Education and related supports are available to all eligible children with disabilities, grades 10-12. Eligibility and need for special education services are determined individually, based upon the results of a comprehensive evaluation and sending high school team.

### **Suspension or Removal from Central Vermont Career Center**

Whenever a student's behavior becomes a serious problem that administrators no longer feel they can tolerate, and that parents or guardians are unable to correct, a recommendation for removal from program shall be considered by Career Center Administration. This only happens after multiple attempts to redirect the student through parent meetings and conversations have failed.

### **Suspension or Removal From Central Vermont Career Center (Secondary and Adult Programming)**

#### **Secondary Students:**

- **Suspension:** Students currently enrolled in the Central Vermont Career Center may be suspended for a period up to 10 calendar days.

Suspension is warranted when there is a pattern of behavior that is impeding a student's (or fellow students') ability to take part in the regular education program offered at Central Vermont Career Center. Multiple infractions could also result in recommendation for removal from the Central Vermont Career Center:

Examples of unsafe behavior (but not limited to): misuse of electronic devices, physical

or verbal inappropriate and/or intimidating behaviors toward students or staff; possession or use of a weapon or weapon like item; possession or use of illegal substances or substances against current school board policy; leaving school grounds without permission; destruction of school property; theft of school property, etc

When a student has been referred to the Assistant Director or Director he/she may be given consequences prior to being issued a suspension. (e.g. administrative warning, in-school support, loss of privileges).

- **Due Process:** Administration will show reasonable attempts to notify parents of all actions.
  - **Appeals** regarding suspensions may be submitted to the Career Center Director.
  - **Removal:** Students currently enrolled in the Central Vermont Career Center may be removed from a program and transitioned back to their sending high school if there is evidence of a pattern of suspensions as listed above under “Suspension”. This would include unsafe behavior, the inability to make change and improve behaviors over time or the inability to follow school policy.
    - The Central Vermont Career Center does not expel students; students are either suspended or removed from the Central Vermont Career Center. All Students are afforded a public education within their sending high school system.
    - **Due Process** is followed for all suspensions and removals.
    - **Appeal Process** – parents/guardians may appeal a decision rendered by the Assistant Director or Director of the Central Vermont Career Center by:
      - Appealing in writing to the Superintendent of Schools
      - The Superintendent will have 14 calendar days to respond to the Appeal
      - Upon receipt of the Superintendent’s decision, the parent/guardian may Appeal to the Spaulding High School Board within 14 calendar days. The School Board will hold the final decision.
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# Central Vermont Career Center

## Age of Majority Rights and Responsibilities

\*\*\* Original to be maintained in the student's cumulative file.\*\*\*

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Congratulations, you are now legally considered an adult! With that status, you have many new rights and responsibilities. This form will document that you have been notified of those rights and responsibilities as they apply to your enrollment at the Central Vermont Career Center.

As an adult, you have the right to:

- Sign your own documents, dismissals, and permission slips
- Make decisions regarding scheduling, placement, and other educational matters
- Receive all mailings and school communications
- Identify non-school related individuals who may have access to your educational records and information
- Represent yourself, and determine who may attend your school-related meetings

As an adult, it is your responsibility to:

- Ensure your regular attendance for classes and other educational obligations
- Notify the school if you are going to be absent or leave early from school for appointments
- Notify the school of any changes to your contact information (phone, address, email, etc)
- Ensure all school materials are returned in the same, or better, condition they were assigned to you
- Adhere to all school policies, procedures, and expectations

### Student Contact Info

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Initial below if you would like another person (parents, guardians, etc) to:

\_\_\_\_\_ Have access to educational records

\_\_\_\_\_ Converse with teachers or administrators

\_\_\_\_\_ Receive academic/educational notifications

\_\_\_\_\_ Name and Address of requested mailings (only if different from student's address):

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By signing below, I verify that I understand my rights and responsibilities as an adult student at Spaulding High School.

Student Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date of review and signature: \_\_\_\_\_

**Central Vermont Career Center**  
**Parent/Student Handbook**  
**~Signature Page~**  
**2018/2019**

By signing below, we verify that we have read and understand the items contained in the 2018-2019 Parent/Student Handbook for The Central Vermont Career Center.

Student's Printed Name: \_\_\_\_\_ Program \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Before signing above, ensure that you have fully and completely read the Parent & Student Handbook and related Policies online at [www.cVTcc.org](http://www.cVTcc.org).**

**If you need a paper copy of this handbook, please call Sarah Capron at 476-6237, ext. 1139.**

**\*Please sign and return to your program instructor before September 7, 2018 - a copy of this page was**

**included in the summer mailing from the Central VT Career Center office in August.**