



CENTRAL  
VERMONT

---

**CAREER  
CENTER**

**PARENT, GUARDIAN & STUDENT  
HANDBOOK  
2019-2020**

155 AYERS STREET, SUITE 2  
BARRE, VT 05641

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

## INDEX

Academic Honesty	21
Awards	25
Age of Majority	8
Age of Majority Form	29
Alcohol, Drugs, and Tobacco	11
Attendance/Early Dismissal Procedures	6
Attendance Reporting Requirements	8
Barre Unified Union School District Approved Policies	2
Bell Schedules	5
Conduct	9
Closed Campus	18
Closing/Delayed Opening	5
Controversial and Sensitive Issues	21
Due Process	28
Educational Environment (Dress Code )	15
Electronic Resources & the Internet	16
Emergency- Drills/ALICE Protocol	17
Exams (Midterms, Final)	23
Faculty/Staff & Administration	4
FERPA	3
Field Trips	23
Grading/Reports Cards/Marking System	22
General Rules and Expectations	3
Harassment/Hazing/Bullying	10
Health Services	25
Honors, Awards & Opportunities	24
Lockers	19
Lunch Period	5
Non-Discrimination Statement	3
National Technical Honor Society	24
Other Student Services	26
Phone Directory	4
Property (School & Personal)	19
School Day	5
Scholarship and Workforce Opportunities	24
Search and Seizure	14
Student Attendance & the Standards	6
Student Leadership	24
Student Services & Educational Support	27
Student Vehicles	20
Suspension or Removal	27
Transgender and Gender non conforming students	9
Visitors to School	19

## **BARRE UNIFIED UNION SCHOOL DISTRICT 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 Unified Union School District 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 Scott Griggs, Assistant Director, Central Vermont Career Center. (802) 476-6237, ext. 1045. If you would like a full printed copy of either the handbook or policies, please contact Sarah Capron, Administrative Assistant, Central Vermont Career Center. (802) 476-6237, ext. 1139.

**School policies**--see uploaded versions online at [cvtcc.org](http://cvtcc.org) or access all school policies at <https://www.buusd.org/district/policiesprocedures>

**A 22 - Notice of Non Discrimination**

**B 7 - Tobacco Prohibition**

**C 1 - Education Records**

**C 2 - Student Alcohol and Drugs**

**C 5 - Firearms**

**C 7 - Student Attendance**

**C 8 - Pupil Privacy Rights**

**C 9 - Child Nutrition Act Wellness Policy**

**C 10 - Prevention of Harassment, Hazing, and Bullying of Students**

**C 10-P - Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students**

**C 11 - Student Freedom of Expression in School Sponsored Media**

**C 20 - Student Conduct and Discipline**

**C 21 - Search, Seizure, and Interrogation of Students by School Personnel**

**C 23 - Student Clubs and Activities**

**C 27 - Student Self Expression and Student Distribution of Literatur**

**C 30 - Student Medication**

**C 32 - Eighteen Year Old Students**

**C 33 - Student Assessment**

**C 42 - Searches, Seizures, and Interrogations by Law Enforcement or Non School Personnel**

**D 1 - Proficiency Based Learning**

**D 3 - Acceptable Use of Electronic Resources and the Internet**

**D 5 - Animal Dissection**

**D 6 - Class Size Policy**

**D 21 - Educational Support System**

**D 30 - Field Trips**

**E 20 - Community Use of School Facilities**

**E 30 - School Community Relations**

**F 33 - HIV Policy**

**F 40 - Scholarship Awards Policy**

**F 41 - Video Surveillance**

## **GENERAL RULES & EXPECTATIONS**

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

The administration of the Central Vermont Career Center and the Barre Unified Union School District reserves 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 Unified Union School District, 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 Scott Griggs, 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)**

## **CVCC- ACCESSIBILITY STATEMENT**

The Central Vermont Career Center is committed to providing a website that is accessible regardless of ability. The Central Vermont Career Center will provide alternate accessible formats of CVCC documents and other materials used to communicate with students, families, and the public specific to an individual disability upon request. Please contact us at 802-476-6237 for more information.

## **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**

Matthew Bingnot	2126	Digital Media Arts
Wendy Clark	2175	Baking Arts (Downtown Bake Shop: 802-622-0333)
Steven Coultas	2135	Building Trades
Christina Currier	1420	Cosmetology (802-476-3012)
Victoria Everett	1257	Literacy Coordinator
Ted Fecteau	*2133	Exploratory Tech Lab Assistant
Kathi Fuller	1258	Student Support
Amanda Garland	2124	Natural Resources & Sustainability
Marisa Gingras	*2175	Baking Arts Lab Assistant *(Downtown Bake Shop: 802-622-0333)
Kathy Gardner	1151	School Nurse
Timothy Hammond	2134	Exploratory Tech.
Lori Hebert	2137	Human Services
Cal Hopwood	2130	Digital Media Arts II
Mandy Imburgio	*1175	Culinary Arts/Lunch Box Lab Assistant
Dimitri Kolomeitsev	1139	Instructional Support
Clifton Long	1189	Plumbing & Heating
Jennifer Luck-Hill	1191	Technology Integrationist
Jeremi Lyford	2016	Electrical Technology
Cindy MacRitchie	1420	Cosmetology
Carl Matteson	1320	Emergency Medical Services
Stephen McKinstry	1028	Automotive Technology
Kristine McSheffrey	1175	Culinary Arts/The Lunch box
Stephanie Olsen	1139	Instructional Support
Jamie Palmisano	*1189	Electrical/Plumbing Lab Assistant
Gerry Reymore	1252	Math/Science Applied Academic/STEM Educator
Stefanie Seng	1156	School Counseling Coordinator
Douglas Stitely	*1030	Building Trades Lab Assistant
Tracy Taylor	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**

**10:00 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. At 10:00 a.m. all programs attend 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.

If a sending high school has a late start due to bad weather and are sending a bus to CVCC then students are expected to attend CVCC and will be given an administrative tardy. If a sending school decides not to send a bus, students will be given an administrative absence and are encouraged not to drive under bad road conditions.

## **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.**

Central Vermont Career Center and Spaulding High School provide 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.

Procedures for Lunch/ Free and Reduced Meals- Free meals are available to students if their family qualifies under federal guidelines. Forms for free and reduced lunch needs to be turned into the students' sending school's main office. Printed forms are available in the CVCC office or online at <https://education.vermont.gov/documents/nutrition-free-reduced-meals-application>. The forms take a few weeks to process and should be turned in to the sending school (students school of origin) the first week of school. If a student has any questions about the application they can see Kathi Fuller, the Student Support Coordinator. All information from these forms is strictly confidential. If a family's financial situation changes during the year, forms are encouraged to be submitted or resubmitted at any time.

CVCC shares a cafeteria with Spaulding High School. Information will be handed out to students the first week of school to explain how to create an online lunch account to pay for meals with Aladdin Food Management Services. Students and parents can also view menus, account information, and other information at <https://shs.edudine.com/meal-plans/>

Students may pay by cash or check directly to the cashier, or an account can be established using the website: <http://mymealtime.com/>. To register the student a student ID number is required. The student ID number can be found on Infinite Campus.

In an effort to ensure that all students can eat, the cafeteria will allow students to charge up to \$10 in meals, but will require immediate payment for meals once that limit has been reached. The cafeteria does serve "a la carte" items, such as cookies, soft drinks, and chips, which are "pay only" items, and cannot be charged. A la carte items can only be purchased (even with cash) if the student's account is in good standing.

Behavioral expectations in the cafeteria include students staying seated unless they are waiting in a food service line or disposing of their garbage, maintaining appropriate speaking volumes, and keeping their hands on their own food and to themselves. Eating in the cafeteria is a privilege, and repeated disruptions may result in restrictions, assigned seating, or the loss of that privilege.

## **STUDENT ATTENDANCE**

It is the policy of the Barre Unified Union School District 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 school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.

## 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, the 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 Student who has 1 ABSENCE OR LESS during that quarter will earn an entry in the drawing at the end of the year for a \$150 gift card to a business of their choice related to their program. Each student is able to earn up to 4 entries into the drawing if they maintain strong attendance all year.

**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.
- Four tardies and/or early dismissals of less than 60 minutes will be considered equivalent to an absence.
- A pattern of 10 tardies in a quarter will require the student to meet with the Assistant Director and discuss their pattern of attendance and importance of punctuality and reliability.
- 3 consecutive days absent- Teacher will contact parent/guardian.
- 5 total absences (semester 1) or 10 total absences (semester 2)- teacher will call home to notify parent/guardian.
- 10 total absences (semester 1) or 15 total absences (semester 2)- School counseling coordinator will meet with the student and will notify parent/guardian.
- 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 the program or a recommendation for reduced credit/ proficiency.
- Any student who is absent for two weeks without notification may be removed from the program.

**Accumulated absences may lead to the following:**

- Low class participation/ lab grades.
- Ineligibility for Scholarships, Awards, NTHS, and Co-op
- Loss of opportunity to earn industry-recognized credentials, and/or college credit.



- Loss of access to field trips or off campus events.
- Poor attendance directly affects the Transferable Skills Proficiency and the Worked Based Learning Proficiency required for graduation. Chronic absenteeism of 30 or more absences will result in not meeting the standard in those proficiencies and the student will not achieve program completer status, and receive a participation certificate only.
- 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 through 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 BUUSD 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. If students, who meet the qualifications, plan to act on their own behalf at the age of 18 they must meet with the Assistant Director after submitting the Age of Majority form. This form can be found in the main CVCC office.

For further information, please refer to BUUSD policy C32 <https://www.buUSD.org/district/policiesprocedures>

## SCHOOL CONDUCT

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the school district and individual classrooms and while on school sponsored events and field trips.

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.

For further information, please refer to BUUSD policy C20 <https://www.buUSD.org/district/policiesprocedures>

## TRANSGENDER AND GENDER NONCONFORMING STUDENTS

In accordance with the Vermont Agency of Education Continuing Best Practices for Schools, The Central Vermont Career Center recognizes that all students need a safe and supportive school environment to progress academically and developmentally. Administrators, faculty, staff, and students each play an important part in creating and sustaining that environment. Schools should be proactive in creating a school culture that respects and values all students and fosters understanding of gender identity within the school community. CVCC has taken steps to create a culture in which transgender and gender nonconforming students feel safe, supported, and fully included, and to meet our school's obligation to provide equal educational opportunities for all students. These practices are intended to help our school ensure a safe learning environment free of discrimination and harassment, and to promote the educational and social integration of transgender students.

The procedures are based on the following core principles of educational access and equity for all students:

- i. All students have a gender identity which is self-determined.
- ii. All persons, including students attending school, have privacy rights.
- iii. All students have a right to feel safe at school.
- iv. All students have a right to a school environment free from discrimination

CVCC has adopted a student-centered focus regarding transgender and gender nonconforming students. No single policy, approach, or accommodation will apply in all circumstances. CVCC administration will determine supports for transgender and gender nonconforming students on a case-by-case basis, informed by the individual student's needs.

**Discrimination/ Harassment:** Harassment of a student on the basis of sex can limit or prevent a student from participating in or receiving educational benefits, services or opportunities. Genderbased harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping. For example, harassing a student for failing to conform to stereotypical masculine or feminine notions or behaviors constitutes sex discrimination. Complaints alleging discrimination or harassment based on an individual's actual or perceived transgender status, gender identity, or gender nonconformity will be handled in accordance with our policy and procedure on the Prevention of Harassment, Hazing, and Bullying of Students

**Privacy:** Disclosing confidential student information to other employees, students, parents, or other third parties may violate privacy laws, including but not limited to FERPA. Transgender or gender nonconforming students

have the ability, as do all students, to discuss and express their gender identity and gender expression openly and decide when, with whom, and how much of their private information to share with others. CVCC will work with the student and family, if appropriate, in devising an appropriate plan regarding the confidentiality of the student's transgender or gender nonconforming status that works for both the student and the school regarding how and what information about the student is shared within the school and between the school and the student's home.

**Official Records:** For grades 9-12, the transcripts of all students must be permanently maintained; academic records may be permanently maintained. See State Board of Education Rule 2113. To the extent that CVCC is not legally required to use a student's legal name or sex assigned at birth on school records and other documents, CVCC will use the name and gender preferred by the student.

With respect to student medical records, the school nurse will use the student's chosen/preferred name, and will use the student's birth name only when necessary to ensure the student receives appropriate care and to enable the school nurse to coordinate care for the student with other health care providers or licensed professionals, as well as to file health insurance claims.

**Names/Pronouns:** Students will be addressed by school staff by the name and pronoun corresponding to their gender identity. Students are not required to obtain a court ordered name and/or gender change or to change their pupil personnel records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. To the extent possible and consistent with these guidelines, school personnel will make efforts to maintain the confidentiality of the student's transgender status. For those students who undergo gender transition while attending the same school, CVCC will work with the student to develop a plan for initiating use of the preferred name and pronouns consistent with the student's gender identity.

**Restroom Accessibility:** The use of restrooms by transgender students will be based on numerous factors, including, but not limited to: the transgender student's preference; protecting student privacy; maximizing social integration of the transgender student; minimizing stigmatization of the student; ensuring equal opportunity to participate; the student's age; and protecting the safety of the students involved. A transgender student will not be required to use a restroom that conflicts with the student's gender identity. **Gender neutral restrooms are available for student use in the CVCC Main Office as well as at the end of the Library Hall closest to the Cafeteria.**

**Gender Segregation in Other Areas:** As a general rule, in any other circumstances where students are separated by gender in school activities (i.e. overnight field trips), students will be permitted to participate in accordance with their gender identity. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

## **HARASSMENT/HAZING/BULLYING**

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

- Scott Griggs, Assistant Director- Ext. 1045
- Stefanie Seng, School Counseling Coordinator- Ext. 1156

For further information, please refer to BUUSD Policy on the Prevention of Harassment, Hazing and Bullying of Students C10 and procedures C10-P. <https://www.buUSD.org/district/policiesprocedures>

### **ALCOHOL, DRUGS, and TOBACCO**

It is the policy of the Barre Unified Union School District (BUUSD) 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 BUUSD policies B7 and C2  
<https://www.buUSD.org/district/policiesprocedures>

**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:

- School administration shall be notified immediately.
- 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.

A school staff member observing abnormal odors, appearance, or behavior that may indicate that a student is under the influence of alcohol or drugs shall notify an administrator of their observations immediately. 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, the administrator shall proceed as follows:

Initiate the DITEP Protocol to determine if the student is under the influence. Drug Impairment Training for Educational Professionals (DITEP) is an educationally oriented, systematic, and standardized procedure to identify suspected impaired individuals. This process is non-invasive and consists of a preliminary set of questions/observations, vital signs examinations including pulse, and blood pressure as well as a series of eye tests and divided attention tests. **Any failure to comply with any of the components of this process will be considered a violation and the same consequences as a violation will be imposed.**

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:** If a student is found distributing alcohol and other drugs while under school jurisdiction, the following procedures will be followed:

- Appropriate law enforcement agencies shall be summoned.
- 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 parent(s)/guardian(s) 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 and vaping violations may result in an in-school suspension combined with an education requirement and a fine.
  - Before the student may return to school, he/she must provide proof of **appointment regarding an 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 a 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 school rules.

**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 possessions brought to school.

All students are subject to the 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 students' 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.

For further information, please refer to BUUSD policy C21

<https://www.buUSD.org/district/policiesprocedures>

**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 parent(s)/guardian(s) 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 symbols, images, or messages
- clothing with alcohol or drug endorsing symbols, images, or messages
- clothing with harassing, derogatory, or offensive symbols, images, or messages
- clothing depicting firearms, ammunition, or other weapons
- 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. Straps must be more than 1" in diameter on tanks tops and other tops.



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, Smart Watches and Personal Listening Devices (IPODs, MP3s, etc.):** Cell phones and smart watches are allowed to be used before school, after school, and during lunch. CVCC encourages students to practice appropriate cell phone etiquette for the workplace. The respect and self control necessary to limit cell phone use to appropriate times during the work day is one of employers most highly sought qualities in new hires aside from reliability and punctuality. At CVCC cell phones and smart watches need to be turned off and remain in the student's pocket, backpack, or locker until 12:30. Students who fail to do so and are seen anywhere using a cell phone outside of the appropriate times will be subject to administrative action including a behavioral referral and the phone being held in the office until dismissal. Repeat offenses will result in greater consequences as determined by the administration. Personal listening devices 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.

In an effort to reduce internet performance issues due to overuse of bandwidth, students are not allowed to use streaming video or audio services on devices during the school day. Students are also not authorized to use social media (Twitter, Instagram, snapchat, etc.) or messaging platforms (google chat, facebook messenger, etc.) other than school email during the school day.

Authorized BUUSD IT staff may inspect any materials created on, transmitted by, or stored on BUUSD electronic resources for any reason at any time without prior notice. BUUSD 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 BUUSD 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 BUUSD policy D3. <https://www.buUSD.org/district/policiesprocedures>

## **SCHOOL EMERGENCIES AND PREPAREDNESS**

Student safety while at school is a paramount concern. In order to carry out effective and efficient “options-based responses” in a real event, the Central Vermont Career Center in cooperation with Spaulding High School trains, rehearses, and discusses emergency preparedness with staff and students. Student refusal to comply with adult directions during these exercises may result in disciplinary consequences.

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.

Barre Unified Union School District, Central Vermont Career Center and Spaulding High School have adopted the A.L.I.C.E. program for responding to dynamic threats to student safety. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. This program empowers each person to evaluate and respond to threats in the way they believe to be the most effective for survival.

Administration should be called upon whenever a situation develops which threatens to become a major disruption or a safety issue on campus. In the event of emergency situations requiring significant medical or law enforcement response, contact 911 first, then notify administration as soon as possible.

**Alert:** Staff and students are encouraged to remain alert to their surroundings and environment, including features such as where the exits are located. If a threat is observed, students and staff are expected to immediately alert administration in person or phone; do not leave messages or emails regarding threats which require an urgent response.

**Inform:** If a threat exists, and the office is made aware, an announcement will be made which clearly informs the community of the situation. Staff and students are then empowered to take actions which they believe will increase survivability. Whenever possible, the suggested response order is evacuate, lockdown, and then counter (as a last resort).

**Evacuate the Building:** Evacuation is the most effective and preferred response to threats inside the building. For those situations and exercises which do not require relocation, the following preparation measures, evacuation student responsibilities, and procedures should be implemented:

1. Take your valuables outside with you.
2. Stay with your class for the entirety of the evacuation.
3. Remain quiet and calm.
4. If you are not with the class you are supposed to be in when the alarm sounds, exit the building through the closest outside doors. If your class is in that section, check in with your teacher. If your class is not in that section, find the teacher with the fluorescent vest and clipboard and check 28 in with them. DO NOT wander – we will be looking for you to make sure you got out of the building safely.

**Relocation:** If the situation dictates that remaining near the building is unsafe, students and faculty should make their way to the Barre Auditorium. This will serve as the staging area where emergency personnel will support and help with the accountability and re-unification process.

**Lockdown:** A "Lockdown" situation occurs when an emergency exists so near to the location of the individuals that evacuation is not an option for them. Lockdown includes:

- 1) securely lock and barricade doors
- 2) turn off classroom lights
- 3) spread out throughout the room with something to throw in hand
- 4) prepare to evacuate or counter as changes in the situation occur

**Counter:** Students and staff are empowered to “counter” a threatening intruder at their discretion. The goal of countering is to distract, disrupt, and/or otherwise render the individual unable to focus on or complete harm on people. Remember that evacuation is always the recommended response to a threat if it is feasible.

**Clear the Halls:** A "Clear the Halls" situation is less serious, and goes into place when a low level situation occurs in an open, public space (lobbies, hallway, bathrooms) where it would be prudent to simply have students, faculty and staff move to a classroom or workspace. In such a situation, we simply want to give the people involved a level of privacy. Medical issues for students or faculty would be an example of such a situation. Doors do not need to be locked and lights can remain on; simply proceed as normal, but do not leave your space (or let your students leave) until you have the All Clear signal.

### **Reporting Concerns**

The Central Vermont Career Center encourages open communication between faculty, and students, parents, and community members. Students, parents/guardians, and community members are encouraged to report situations inside and outside of school which may adversely impact student’s health, well-being, and/or ability to access their education at school. Concerns can be reported via the “Safe Schools” tip-line link on the school’s website.

### **CLOSED CAMPUS**

**ACCESS TO CAMPUS** The building will remain locked 24 hours a day, and can only be accessed through the two main entrances (Ayer’s Street and CVCC). The school operates a modified closed campus meaning that

community members can apply to use the facility outside of school hours. While school is in session, students who arrive late must check in at the office and they must check out before they leave for reasons other than their regularly scheduled departure. Students may not leave the building during the school day without administrative approval. 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.

### **PROPERTY**

**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. Student parking is available at the corner of Boynton and Ayers Streets for SHS students, and along Crimson Tide Way for CVCC sending school students. A SHS or CVCC parking pass sticker will be issued when the student registers the vehicle with the Main Office.

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 with the license number of the car parked in the

reserved spot 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.

### **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

Proficiency grading will be reported as follows:

- 4 = Proficient with Distinction
- 3 = Proficient
- 2 = Moving towards Proficient
- 1 = Needs Assistance

Alphanumeric grading will be reported as follows:

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 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 participate in a Central Vermont Career Center sponsored field trip **must** remain either at home or his/her sending high school. A parent/ guardian must call the school in regards to the absence, preferably in advance of the field trip date so arrangements at the sending school can be made. **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 slip 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 courses they are taking at their sending high school.

Unless a chaperone is already a Barre Unified Union School District (BUUSD) employee, all chaperones for field trips, whether day or overnight trips, **MUST** complete the background and fingerprinting process with the Barre Unified Union School District 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 led 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. Members have the opportunity to compete in a SkillsUSA leadership competition.

If you are interested in joining this team, please see your program instructor or Miss Seng.

Selection for this group takes place in October based on 2 requirements:

1. Submission of a leadership application.
2. Teacher recommendation.

Student leaders do not need to be a top student in their program, but they should be a student who is invested in the school community and willing to share ideas and energy towards improving CVCC. There is a time commitment of 1 hour per week during the program day.

### **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 programming 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/

proficiency equivalent in their Career Center Program and a 3.0 GPA/ proficiency equivalent in their Academic coursework, have no more than 2 excused absences per quarter, and have demonstrated excellence in attitude, character, dependability, safety awareness, and teamwork.

## AWARDS

### **Quarterly Awards**

- **Teacher's Choice Award:** CRITERIA- A student must have a B average or higher in the class/ proficiency equivalent, 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 Year Awards**

- **Awards & Scholarships:** CRITERIA- A student must be a current career center senior, attendance: absences no more than 5, tardies/early dismissals 4 = 1 absent, **NO** suspensions.
  - Top Student of the Program
  - CVCC Scholar Awards
  - 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 instructions. 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 provides 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.
-

# 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):

---

---

---

---

By signing below, I verify that I understand my rights and responsibilities as an adult student at Spaulding High School and/ or the Central Vermont Career Center.

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

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

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

**Central Vermont Career Center**  
**Parent/Student Handbook**  
**~Signature Page~**  
**2019/2020**

By signing below, we verify that we have read and understand the items contained in the 2019-2020 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 9, 2019.**