



CENTRAL  
VERMONT

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**CAREER  
CENTER**

**PARENT, GUARDIAN & STUDENT  
HANDBOOK  
2022-2023**

155 AYERS STREET, SUITE 2  
BARRE, VT 05641

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

# DIRECTORY

## CVCC Administration

Jody Emerson	1138	Superintendent/Director
Hannah Leland	1041	Assistant Director
Michelle Leeman	1045	Office Manager
Kelly Beliveau	1139	Administrative Assistant
Laurie Morvan	1132	Registrar
Kara Maxey	1133	Bookkeeper

## CVCC Faculty & Staff

Abigail Allen	1156	School Counseling Coordinator
Craig Usher		Design and Fabrication Instructor
Matt Bingnot		Outreach Coordinator
Adam Chase	1139	Instructional Support
Wendy Clark	2727	Baking Arts Instructor
Carrie Cook	1258	Student Support
Christina Currier	1420	Cosmetology Instructor (802-476-3012)
Carlos Diaz	2130	Digital Media Arts II Instructor
Kathy Gardner	1183	School Nurse
Timothy Hammond	2134	Exploratory Technology Instructor
Jeneve Joslin	2127	Medical Professions Instructor
Dimitri Kolomeitsev	2137	Building Trades Instructor
Ari Lattanzi	2124	Natural Resources & Sustainability Instructor
Jennifer Lyon	1151	School Nurse
Cindy MacRitchie	1420	Cosmetology Instructor (802-476-3012)
Carl Matteson	1320	Emergency Medical Services Instructor
Stephen McKinstry	2028	Automotive Technology Instructor
Kristine McSheffrey	1175	Culinary Arts Instructor
Brandon Morris	2016	Electrical Technology Instructor
Dennis Nolan	2726	Plumbing & Heating Instructor
Stephanie Olsen	2135	Exploratory Technology Instructor
Gerry Reymore	1252	Math/Science Applied Academic/STEM Educator
Douglas Stitely	2137	Building Trades Lab Assistant
Wayne Tozzi	1137	Cooperative Education Coordinator
Jeremy Vaughn	2126	Digital Media Arts Instructor

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## STUDENT RIGHTS & RESPONSIBILITIES

Career and Technical Education supports and prepares students to be engaged members of a diverse society and the workforce through rigorous, safe, and experiential learning communities. It is a privilege to attend Central Vermont Career Center (CVCC) programming and thus our students are expected to act with respect, integrity, responsibility for their actions and a passion for learning.

All students, faculty and staff are entitled to the following:

- To be treated respectfully
- To learn in a safe and orderly educational environment
- To know what is expected of you
- To ask questions and express concerns if you believe your needs are not being met
- To have the opportunity to appeal a disciplinary decision made

You have the *Privilege* of:

- Attending CVCC
- Accessing the Spaulding cafeteria for lunch
- Accessing school computers for learning
- Parking on school grounds if...
- Participating in center wide activities

It is your *Responsibility* to:

- Arrive at school on time and attend your program
- Act with honesty and integrity with respect to yourself and others
- Maintain a safe environment
- Maintain appropriate behavior by following school expectations and policies, respecting the rights and property of the entire school community, and completing consequences as assigned.

# 2022-2023 ACADEMIC SCHEDULE

## BELL SCHEDULE

- Regular Schedule:
  - 8:22 a.m. to 12:30 p.m. Classes
  - 10:00 a.m. 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 Central Vermont Career Center day begins at 8:22 a.m.

CVCC 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 prior to 12:50 p.m. All CVCC students need to leave the Career Center program areas at 12:30 p.m.

At 10:00 a.m. all programs have the opportunity to visit the break/breakfast cart.

## 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. Students will be given administrative absence.

If a sending high school has a late start due to bad weather and is sending a bus to CVCC then students are expected to attend CVCC and will be given an administrative tardy.

## ACADEMIC INTEGRITY

It is the goal of the Central Vermont Career Center to foster an understanding of the concept of academic integrity which includes the expectation of fairness, respect, responsibility, trust, and honesty between all staff, students, and administrators. 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.

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.

## ACADEMICS: GRADING, EXAMS, & PROFICIENCIES

Proficiency grading will be reported as follows:

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

**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.**

**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, REPORT CARDS & VT PROFICIENCIES

**Progress reports & Report Cards** 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 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 either meeting or impacting these proficiencies. **Please note that report cards will show where program grades align to the Vermont Proficiencies.**

## ATTENDANCE PROCEDURES

### 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 (802-476-6237) within two school days after the day of tardiness or absence, with an excuse for the student's absence or tardiness.
- Notifying the center (802-476-6237) in advance, either in writing or via phone, for all early dismissals and planned absences.

**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

### PHILOSOPHY & STANDARDS FOR ATTENDANCE

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 they often miss learning opportunities that cannot be "made up" in a way that matches the in-program experience. Regular on-time daily attendance takes precedence over vacations, personal appointments, and other priorities. It is important to note, missing Career Center program time could jeopardize a student's opportunity to earn industry credentials, college course credit, program credit, or even program completion.

If any portion of the 2022-2023 school year is operated remotely, attendance definition and procedures will be

modified, while maintaining daily attendance accountability and allowing students to stay on track toward graduation.

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.

**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.

- Tardies:
  - 4 tardies and/or early dismissals 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 Counselor.
- Absences
  - 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 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.
- Loss of completer status.
- Removal from the program.

## **STUDENT ATTENDANCE**

It is the policy of the Central Vermont Career Center 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.



# CAMPUS PROCEDURES

## 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 CVCC IT staff may inspect any materials created on, transmitted by, or stored on CVCC electronic resources for any reason at any time without prior notice. CVCC 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 CVCC provides information technology for educational purposes only. Information technology extends the classroom, and all school rules and policies apply.

During Hybrid and Remote Learning schedules, students will be issued a chromebook. CVCC policy applies, which states the CVCC provides information technology **for educational purposes only**.

Parents or guardians have the right to terminate their student's access to electronic tools and resources, and/or the restriction of the use of student media for publication, by completing the Technology & Student Media Use Opt-Out Form and delivering it to the CVCC Main Office. The Computer Technology Opt-Out Form may be found on the CVCC website or at the following link: **INSERT TECH OPT OUT FORM HERE**

For further information, please refer to CVCCSD website [cvtcc.org](http://cvtcc.org) for policy D3: [CVCCSD Policy D3](#)

## 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 CVCCSD 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. The *Age of Majority* form 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 on the school website, <https://cvtcc.org/> and in the main CVCC office.

For further information, please refer to CVCCSD website [cvtcc.org](http://cvtcc.org) for policy C32: [CVCCSD Policy 32](#)

## **CELL PHONES, SMARTWATCHES AND PERSONAL LISTENING DEVICES (IPODS, MP3S, ETC).**

- Cell phones and smartwatches need to be turned off and remain in the student's pocket, backpack, or locker until the end of program time.
  - Devices are allowed to be used before school, after school, and during lunch.
  - 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.

## **CLOSED 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).
- For Students:
  - 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. Students are expected to leave the campus parking lots when school is not in session.

## **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.

## **DRESS CODE**

Students are expected to dress for the career they are preparing for in our programs. Many programs have a particular professional "uniform" which also adheres to safety guidelines (i.e. closed-toed shoes or boots in the heavy shops), it is important that students meet these expectations. In addition, clothing worn during the school day shall not include:

- 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

When in doubt, ask your teacher or an administrator before wearing anything that may not be allowed.

If students are not meeting these expectations, they will be given an opportunity to change or cover up if possible. If unwilling or unable to do so, they will be sent home immediately.

## 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 their 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 a completed permission slip prior to going 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.

## LUNCH PERIOD

All students have an assigned lunch period at the end of their program day 12:30 p.m. - 12:50 p.m. 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 p.m. must report to the cafeteria.**

Students are expected to remain seated unless they are waiting in a food service line or disposing of their garbage, maintain appropriate speaking volumes, and keep 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.

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, and are not allowed to have outside businesses deliver food during the program time. Students and parents can view menus, account information, and other information at <https://shs.edudine.com/meal-plans/>

**Procedures for Lunch/ Free and Reduced Meals** - Free meals are available to all CVCCSD students for the 2022-2023 school year. Forms for free and reduced lunch should be turned in to the sending school (students school of origin) the first week of school. Printed forms are available in the CVCC office or online at <https://education.vermont.gov/student-support/nutrition/school-programs/free-and-reduced-meals>. If a student has any questions about the application they can see 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.

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. Students may pay by cash or check directly to the cashier at the start of the school day and/or an account can be established using the website: <http://mymealtime.com/>. To register the student, a student number is required. The student number can be found on Infinite Campus. If a student needs to set up a mealtime account they can contact the following people for assistance:

CVCC Registrar: Laurie Morvan, [lmorvan@CVTCC.org](mailto:lmorvan@CVTCC.org), (802-476-6237) ext. 1132

CVCC Senior Accountant: Ashley Young, 802.476.5011 ext. 1010

Lexington Independents Food Service Director: Monica Tolman, [monica.tolman@lexingtonindependents.com](mailto:monica.tolman@lexingtonindependents.com), (802-476-6362)/ (802-479-246)

## **POSTERS AND ANNOUNCEMENTS**

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

## **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.

## **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 appropriate in an educational environment and may result in 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.

## **STUDENT LOCKERS**

Our school makes lockers available to each student for their 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 USE OF CVCC BUSINESS SERVICES**

If you choose to purchase a service from one of the internal businesses, please understand that all money due will be expected at the time of the service. If you have work done on your vehicle or family member's vehicle in the Automotive Program, all invoices must be paid in full before the vehicle can leave the campus.

## **STUDENT VEHICLES**

**Central Vermont Career Center/Spaulding High School Campus Parking Agreement:** Parking on school property is a privilege, and all vehicles must be operated and parked in a safe and reasonable manner. A CVCC parking pass sticker will be issued when the student registers the vehicle with the CVCC Main Office.

Administration reserves the right to fine students and 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. The parking area near the ballfields is designated for CVCC students **only**.

Vehicles must not display:

- crude, sexually suggestive symbols, images, or messages
- alcohol or drug endorsing symbols, images, or messages
- harassing, derogatory, or offensive symbols, images, or messages (the confederate flag and similar symbols fall under the definition of offensive and may not be displayed in any way).

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

1. Parking on campus and driving to campus are a privilege that will be granted case by case. If a bus is provided by the students' home school, that should be their method of transportation. If a student wishes to drive to campus and park on campus, they must request permission from Administration.
2. 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.
3. Students will drive on school property in a safe manner at all times, respecting the rights of pedestrians, adjacent property owners, and other drivers. Remember, pedestrians and school buses always have the right of way.
4. When students arrive at school, they are expected to park and lock their vehicles. The driver and 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.
5. 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 an Administrator's detention, then be towed/booted for further infractions. A student may lose all

privileges of parking on campus. Vehicles blocking hydrants, parked in fire lanes, handicapped parking spaces or crosswalks may be ticketed by the police.

6. 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. Policies regarding tobacco, alcohol, drugs and weapons apply to vehicles and the parking lot. If prohibited items are found, they will be confiscated, and disciplinary action will be taken. Parents/guardians will be notified following a search.

7. 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.

## **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 hall outside the CVCC Main Office, 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.

## **VISITORS TO SCHOOL**

All visitors to the Central Vermont Career Center must sign in and out at the Career Center Office. Students must have prior approval from their teachers and an administrator to bring 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.

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.

## **CENTRAL VERMONT CAREER CENTER SCHOOL DISTRICT (CVCCSD) APPROVED POLICIES**

To maintain a safe and supportive educational environment for all students, CVCC adheres to the following list of policies approved by the CVCCSD. This list of policies and their links are available on CVCC's website adjacent to the Parent & Student Handbook icon. For questions related to these policies, please contact Hannah Leand, Assistant Director, Central Vermont Career Center. (802) 476-6237, ext. 1041. If you would like a full printed copy of either the handbook or policies, please contact Kelly Beliveau, 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 [here](#)

### **DISCIPLINE**

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

It is the policy of the Central Vermont Career Center School District (CVCCSD) 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 CVCCSD website [cvtcc.org](http://cvtcc.org) policies B7 and C2: [CVCCSD Policies](#)

#### **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.
- Parents or guardians 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.
- Parents/guardians shall be summoned and notified of disciplinary action.

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

## **Consequences of Sale, Distribution, Possession or Exchange of Substances Defined by the Policy:**

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

1. Consequences - First Violation - 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.
  - e. Referral to the Student Assistance Program (S.A.P.) counselor
    - i. 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
  - f. The student, parent(s)/guardian(s), Administration and others as necessary will develop a re-entry plan
    - i. 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.
  - g. Athletic eligibility is affected based on sending school procedures.
  - h. 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 First Violation: All of the following will occur:
    - i. Referral to Community Justice Center (Barre City Town or Montpelier)
2. Second Violation: All of the following will occur in addition to the above listed:
  - a. Suspension for up to a maximum of ten school days
  - b. Referral to the S.A.P. for screening and referral to treatment services
  - c. Potential removal from CVCC
3. Students with disabilities or students suspected of being disabled:
  - a. 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.

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

Unless there is a 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.

## **RESTORATIVE PRACTICES**

CVCC implements restorative practices across the center. Teachers will incorporate proactive/tier 1 community building practices within their programs. The goal of this work is to foster curiosity, connection and engagement. In addition, when members of our school community have been impacted by an incident that occurred, we may seek to use a responsive circle to repair the relationships. Responsive circles require facilitation, involve background work (usually interviews), and rely on a specific framework of questions. Participants in a responsive circle respond to the following prompts: What happened? What were you thinking at the time? What have you thought about since? Who was affected by what happened (and how)? What needs to be done to repair the harm and/or move forward? The goal of responsive circles is to allow members to take responsibility for their actions and create a plan to move forward together in a manner that strengthens the atmosphere and environment of the center.

## **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 departments or other appropriate law enforcement agencies may be notified regarding a suspected violation of the law. 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.

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 CVCCSD website [cvtcc.org](http://cvtcc.org) for policy C2: [CVCCSD Policy C2](#)

## **SENDING SCHOOL DISCIPLINE**

Upon application and acceptance to CVCC, students and families understand that disciplinary information is shared with the sending school and that CVCC upholds disciplinary consequences of the sending school and the sending school upholds the consequences determined by CVCC.

## **SUSPENSION OR REMOVAL FROM CENTRAL VERMONT CAREER CENTER**

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

- **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.

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 they 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.
- **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".
- **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.
- **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.

## **EDUCATIONAL SUPPORTS & RESOURCES**

### **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 support 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.

### **OTHER STUDENT SERVICES**

The school can provide support for students struggling with substance abuse, high risk behaviors, and personal crises that have a serious impact upon the student’s ability to function effectively in school. Central Vermont Career Center coordinates with the sending school to provide access to a variety of services. Contact the School Counseling Coordinator, (802-476-6237) ext. 1156, or your individual counselor for assistance.

## **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 School Counseling Coordinator
- 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
- Central Vermont Career Center sometimes uses images of students for promotion. Under FERPA, photographs can be treated as directory information, meaning that as long as parents/guardians (and students over age 18) are given general notice that photographs might be published and an opportunity to opt out, photographs of the student can be posted without express consent. Please contact the CVCC main office if you would like to opt out

## PREVENTION OF HARASSMENT/HAZING/BULLYING

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

- Hannah Leland, Assistant Director- (802-476-6237) ext. 1041
- Abigail Allen, School Counseling Coordinator- (802-476-6237) ext. 1156

For further information, please refer to CVCCSD website [cvcc.org](http://cvcc.org) for the Policy on the Prevention of Harassment, Hazing and Bullying of Students C10 and procedures C10-P: [CVCCSD Policies](#)

## 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 serves as resources for faculty and staff. You can reach the school nurse by calling (802-476-623) 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.

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 into 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.

## HONORS, AWARDS & OPPORTUNITIES

**Student Leadership:** The Central Vermont Career Center supports and promotes a Student Leadership Team. 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.

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

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

There is a time commitment of 1 hour per week during the program day.

**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 3 quarters in any Career Center Program. Students are required to/ meet or exceed covered proficiencies in their Career Center Program and 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.

### Quarterly Awards

- **Teacher's Choice Award:** CRITERIA - A student must be meeting or exceeding covered proficiencies for their program, 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:** The Central Vermont Career Center has a robust scholarship portfolio that provides opportunities for students to receive awards that will support them to pursue either their career of choice or postsecondary college/training. In order to be eligible a Current Career Center Senior may need to meet the following criteria:
  - Good attendance: no more than 5 absences (including no more than 1 unexcused absence), 4 tardies/early dismissals = 1 unexcused absence
  - **NO** suspensions.
  - Potential other requirements of the award or scholarship

Please note that Scholarships are provided based on an application process.

## 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 Hannah Leland, Assistant Director, Central Vermont Career Center. (802) 476-6237.

For further information, please refer to the CVCCSD website [cvtcc.org](http://cvtcc.org) for the Notice of Non-Discrimination Policy A22: [A22](#)

## 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.

Central Vermont Career Center has 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 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, 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 to the Administration.

## Form A: Age of Majority Rights and Responsibilities

Central Vermont Career Center

\*\*\* 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 the Central Vermont Career Center.

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

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

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

**Form B: Parent/Student Handbook ~Signature Page~**  
**Central Vermont Career Center**  
**2022/2023**

By signing below, we verify that we have read and understand the items contained in the 2022-2023 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 Kelly Beliveau at 476-6237, ext. 1139.**

**\*Please sign and return to your program instructor before September 16, 2022.**