

**Spaulding High School
Parent & Student Handbook
2020-2021
COVID-19 Edition**



*Doing whatever it takes to
ensure success for every child.*

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www.spauldinghs.org**

The contents/categories outlined in this document are meant to supersede the contents/categories of the normal [Parent & Student Handbook \(PSH\)](#) covered within. Any category not covered in this document shall be covered by the normal PSH and those procedures and policies should be adhered to.

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Spaulding High School Staff Directory

Website Address: spauldinghs.org

Administration

Name	Email Address	Title
Waterhouse, Brenda	bwateshs@buusd.org	Principal
Aither, Luke	laithshs@buusd.org	Assistant Principal
Ferland, Jim	jferlshs@buusd.org	Assistant Principal

Athletics and Activities

Name	Email Address	Title
Soffen, Natalie	nsoffshs@buusd.org	Director of Athletics/Activities
Hoyt, Chelsey	choytshs@buusd.org	Athletic Trainer

Department Chairs

Name	Email Address	Department
Hoffman, Ry	rhoffshs@buusd.org	Guidance (Work Based Learning, Flexible Pathways)
Brennan, Sue	sbrenshs@buusd.org	Language (English and World Language)
Kishishita, Yoko	ykishshs@buusd.org	Learning Services
Carter, Erin Coleman, Elisha (Assistant DC)	ecartshs@buusd.org ecoleshs@buusd.org	Mathematics
Aither, Luke Ferland, Jim	laithshs@buusd.org jferlshs@buusd.org	Multi-Tiered Systems of Support (SRO, Driver Education, SAP Counselors, Nurses, Library, Interventionists, Tide Pool)
Mishkit, Samantha	smishshs@buusd.org	Science
Duane, Nora	jlewishs@buusd.org	Social Studies

		(Business, JROTC)
Eaton, Brendan Elgood, Rebecca	beatoshs@buusd.org relgoshs@buusd.org	Unified Arts (Fine and Performing Arts, Physical Education, Family and Consumer Sciences)

Faculty

Name	Email Address	Subject/Area
Alexander, Samantha	salexshs@buusd.org	Learning Services
Ark, Benjamin	barkshs@buusd.org	Business Education
Aube, Andy	aaubeshs@buusd.org	Learning Services
Austin, Margo	maustshs@buusd.org	Flexible Pathways
Ball, David	dballshs@buusd.org	Physical Education
Berryman, Laurie	lberrshs@buusd.org	Guidance
Bessette, Brad	bbesshs@buusd.org	Science (Phoenix Program)
Bonoyer, Tracy	tbonoshs@buusd.org	ACCESS Program
Boone, Danny	dboonshs@buusd.org	JROTC
Booth, Bobby	rbootshs@buusd.org	Fine and Performing Arts
Brizzolara, Danielle	dbrizshs@buusd.org	Mathematics
Buck, Lauren	lbuckshs@buusd.org	Social Studies
Bushnell, John	jbushshs@buusd.org	Social Studies
Capobianco, Jayson	jcaposhs@buusd.org	Learning Services
Capozzi, Nicholas	ncaposhs@buusd.org	JROTC
Carpenter, Jesse	jcarpshs@buusd.org	Driver Education
Carter, Norman	ncartshs@buusd.org	Learning Services
Chap, Sarah	schapshs@buusd.org	Family and Consumer Sciences
Coleman, Elisha	ecoleshs@buusd.org	Mathematics

Crawford-Stempel, Colin	ccrawshs@buusd.org	Science
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Duane, Nora	nduanshs@buusd.org	Social Studies
Dunlea, Ryan	rdunlshs@buusd.org	Mathematics
Franks, Catherine	cfranshs@buusd.org	English (Phoenix Program)
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Kelley, Steve	skellshs@buusd.org	Learning Services
Kulis, Jessica	jkulishs@buusd.org	Learning Services
LaFrancis, Michelle	mлаfrshs@buusd.org	Work Based Learning
Laperle, PJ	plapeshs@buusd.org	Substance Abuse Professional (SAP)
Leene, Patrick	pleenshs@buusd.org	English
Loesch, Samantha	sloesshs@buusd.org	English
Loughlin, Emily	elougshs@buusd.org	Library and Media Integrationist
Lyon, Jen, R.N.	jlyonshs@buusd.org	Nurse
Marineau, Karine	kmarishs@buusd.org	World Language
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Mudge, Lisa	lmudgshs@buusd.org	Science

Moran, Chris	cmorashs@buusd.org	Mathematics
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Murphy, Brianna	bmurpshs@buusd.org	School Resource Officer (SRO)
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Portelance, Peggy	pportshs@buusd.org	Guidance
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Ross, Nick	nrossshs@buusd.org	Physical Education
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Saldi, Angie	asaldshs@buusd.org	English
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Singer, Don	dsingshs@buusd.org	JROTC
Smith, Christine	csmitshs@buusd.org	Library and Media Service
Smith, Pam	psmitshs@buusd.org	Science
Strong, Barbara	bstroshts@buusd.org	World Language
Thibault, Nealee	nthibshs@buusd.org	Learning Services
Tosi, Alicia	atosishs@buusd.org	English
Violette, Mya	mviolshs@buusd.org	English
Washburn, Alexandra	awashshs@buusd.org	Family and Consumer Sciences
Whalen, Mike	mwhalshs@buusd.org	Social Studies
Whitcomb, Katie	kwhitshs@buusd.org	English/History
Willard, Jesse	jwillshs@buusd.org	Mathematics
Willis, Jim	jiwilshs@buusd.org	Mathematics (Interventionist)
Wood, Chris	cwoodshs@buusd.org	Science
Zemba, Jan	jzemshs@buusd.org	Mathematics

Spaulding High School 2020-2021 School Calendar

August						September						October						November					
M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F	
	3	4	*	*	*											1	2		2	3	4	5	6
*	*	*	*	*		V	8	9	10	11		5	6	7	8	9		9	10E	SD	12	13	
*	*	*	*	*		14	15	16	17	18		V	13	14	15	16		16	17	18	19	20	
*	*	SD	SD	SD		21	22	23	24	25		19P	20	21	22	23		23	24	V	V	V	
SD						28P	29	30				26	27	28	29	30		30					
0	Student Days					17	Student Days					21	Student Days					17	Student Days				
5	Staff Development Days (1 Flex & 4 SD)					4	Staff Development Days					0.5	Staff Development Days					1	Staff Development Day				
December						January						February						March					
M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F	
		1	2	3	4					V		1	2	3	4	5		V	V	3	4	5	
7P	8	9	10	11		4	5	6	7	8		8	9	10	11	12		8	9	10	11	12	
14	15	16	17	18		11P	12	13	14	15		15P	16	17	18	19		15P	16	17	18	19	
21	22	V	V	V		SD	19	20	21	22		V	V	V	V	V		22	23	24	25	SD	
V	V	V	V			25	26E	27	28	29								29	30	31			
16	Student Days					19	Student Days					15	Student Days					20	Student Days				
0	Staff Development Days					1	Staff Development Day					0	Staff Development Days					1.5	Staff Development Days				
April						May						June						V Student vacation SD Staff Prof Development Days - No school for students C 1/2 Day for Students - AM & Parent-Teacher Conferences 12:30 - 7:00 PM (Dates yet to be determined) [/] Potential Make Up Days for school cancellations * Potential Teacher Flex Days # Open House for Incoming Students					
M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F							
				1	2	3	4	5	6	7		1P	2	3	4								
5	6E	7	8	9		10P	11	12	13	14		7	8	9	10	11							
12	13	14	15	16		17	18	19	20	21		14	15	16	17	18							
V	V	V	V	V		24	25	26	27	28		21E	[22]	[23]	[24]	[25]							
26	27	28	29	30		V						[28]											
17	Student Days					20	Student Days					15	Student Days*										
0	Staff Development Days					0	Staff Development Day					0	Staff Development Days										

August 26-September 4
 Fri, September 4
 Tues, September 8
 Week of September 21-25
 Mon, October 12
 Weds, November 11
 Weds-Fri., November 25-27
 Weds, Dec. 24-Fri, Jan. 1
 Mon, January 4
 Mon, January 18
 Mon, February 22-Tues, March 2
 Fri, March 26
 Mon-Fri., April 19-23
 Mon, May 31
 Tues, June 22- Mon, June 28

Staff Development Days - No School for Students
 Building Tours for Freshman & Parents
 First Day of School for All Students
 Picture Days for All Students
 No School
 Staff Development Day - No School for Students
 Thanksgiving Recess
 Holiday Vacation
 School Reopens for Students
 Staff Development Day - No School for Students
 Winter Vacation
 Staff Development Day - No School for Students
 Spring Vacation
 Memorial Day - No School
 Potential Make up Days - If Needed

P = Progress Reports
E = End of Marking Period

**These dates may change due to potential school cancellations

Updated 8/27/2020

Hybrid Schedule - Effective January 28, 2021

	M	T	W	T	F
	A-K: In Person (L-Z: Remote)	L-Z: In Person (A-K: Remote)	All students: Remote	A-K: In Person (L-Z: Remote)	L-Z: In Person (A-K: Remote)
7:35-8:15	AM Block	AM Block	7:35-8:45 Independent Work Time	AM Block	AM Block
8:20-9:17	Block 1	Block 1	9:00-9:30: Advisory via Google Meet (attendance required)	Block 1	Block 1
9:20-10:17	Block 2	Block 2		Block 2	Block 2
10:20-11:17	Block 3	Block 3	9:30-11:30 Independent Work Time AND Office Hours by teacher invite or student request	Block 3	Block 3
11:20-12:17	Block 4	Block 4		Block 4	Block 4
12:17-1:25	Lunch/Travel	Lunch/Travel	11:30-12:00 Lunch	Lunch/Travel	Lunch/Travel
1:25-1:55	Block 1 Virtual* - ALL students	Block 3 Virtual* ALL students	12:00-3:00 Independent Work Time AND/OR Flexible Pathways Meetings	Block 1 Virtual* - ALL students	Block 3 Virtual* - ALL students
1:55-2:25	Block 2 Virtual* - ALL students	Block 4 Virtual - ALL students		Block 2 Virtual* - ALL students	Block 4 Virtual* - ALL students
2:25-3:05	Flex Period**	Flex Period**		Flex Period**	Flex Period**

Mornings (7:35-12:17): Classes offered in the morning continue on the hybrid model where students are still grouped by A-K and L-Z for in-person instruction. Students will, however, now see all of their classes on their in-person days. On days that students are part of the remote group--**and for students who are fully remote**--there will be either independent or synchronous (live via Google Meet) work for that class, as specified in the weekly outline.

***Virtual Time (1:25-2:25):** This is dedicated time for the identified block. Teachers will inform students about the expectations in the weekly outline, and this will vary by teacher and course need. Students are expected to be available for learning, whether it is whole group, small group, individual office hours, meetings with fully remote students, assessments, reassessments and/or independent learning tasks.

****Flex Period (2:25-3:05):** This is additional time not dedicated to a particular block/course. Teachers can meet with individuals or groups of students based upon need, such as extended assessment time, reassessments and/or common learning concepts.

Health screenings will continue to start at 7:20 AM for classes that commence at 7:35 AM and at 7:55 AM for classes that commence at 8:20 AM.

Breakfast is available for all students from 7:55 AM - 8:15 AM. **Breakfast is free for everyone.** Students will be seated individually and must remain in the cafeteria; food must be eaten in the cafeteria.

Wednesday Schedule

Teacher Schedule	
7:30 AM-9:00 AM	<input type="checkbox"/> IEP and Other Student Meetings <input type="checkbox"/> Individual Planning Time
9:00 AM-9:30 AM	<input type="checkbox"/> Advisory (attendance)
9:30 AM-11:30 AM	<input type="checkbox"/> Office Hours <input type="checkbox"/> By Teacher Invitation or Student Request
11:30 AM-12:00 PM	<input type="checkbox"/> Lunch
12:00 PM-1:30 PM	<input type="checkbox"/> Flexible Pathways <input type="checkbox"/> Communication
1:30 PM-3:05 PM	<input type="checkbox"/> IEP and Other Student Meetings <input type="checkbox"/> Individual Planning Time

Student Schedule	
7:30 AM-9:00 AM	<input type="checkbox"/> Independent Work Time
9:00 AM-9:30 AM	<input type="checkbox"/> Advisory Check-In Meeting (attendance)
9:30 AM-11:30 AM	<input type="checkbox"/> Office Hours <input type="checkbox"/> By Teacher Invitation or Student Request
11:30 AM-12:00 PM	<input type="checkbox"/> Lunch
12:00 PM-3:05 PM	<input type="checkbox"/> Flexible Pathways <input type="checkbox"/> Independent Work Time

Entry to the Building

Students will enter the building via pre-designated/assigned spaces. Those designated spaces are:

- CVCC Entry:** For all those attending the CVCC programs. Staffed by CVCC staff.
- Gym Entry (1 line):** For those students that walk or are dropped off or that have student parking by the gym (Parking Spots 121-142).
 - Student Health Screenings (7:55-8:15)
- Auditorium Entry (2 lines):** For band/chorus students during AM time; for those students that are dropped off.
 - Band/Chorus/Phoenix Health Screenings (7:20-7:35)
 - Student Health Screenings (7:55-8:15)
- Ayers Street/Main Entry (2 lines):** For students that drive/ride with other students and are approaching from student parking (Parking Spots 1-120).
 - Student Health Screenings (7:55-8:15)
- The students will be asked three questions and have their surface temperature taken:
 1. *Do you have any of the following symptoms (which are not related to a documented existing medical condition such as allergies)? cough, shortness of breath, difficulty breathing, fever (100.4+), chills, muscle or body aches, vomiting or diarrhea, or recent loss of taste or smell*
 2. *Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19?*
 3. *Have you traveled outside the state of Vermont in the last 14 days?*
- Students will be admitted if their information meets the guidelines.
- If a student is flagged due to a response to a question or a temperature reading, they will be reevaluated by the nurse or their designee. Students will be admitted if the subsequent evaluation meets the guidelines and will be turned away if they do not. Either case will be documented.

Students who have a documented existing medical condition (such as allergies) which presents with symptoms also consistent with COVID-19 symptoms, should have their doctor write a note affirming the existing condition. Parents should present that note to the school nurse, to update the student's Infinite Campus account. Without this documentation, a student may be refused entry to the school if any of those symptoms are present at the health screening.

Parent(s)/Guardian(s) will be contacted by school personnel if their student is denied access to the school. All people denied access to the building will be documented with the specific reason(s) for their denial.

Any person that suspects they have any symptoms of COVID-19 should not attempt to attend school.

Face Coverings

At this time, all students and staff are expected to wear face coverings while in common spaces (such as halls), during classes, or when not socially distanced (more than six feet) from another person. Students and staff may briefly pull down face coverings to drink, but must immediately recover their mouth and nose. Face coverings are not required for staff if they are alone in their classroom or office.

There are three styles of approved face covering - ear loop, tie behind, and muff/gater. There is not a layer or material requirement at this time, but two layers are recommended. Bandanas are not an acceptable face covering. **Please note:** Face shields are insufficient as a face covering - shields must be worn with an approved covering underneath..

Face coverings will be available upon entry for anyone that does not have a face covering and needs to borrow one for the day. Some disposable masks will be available, but cloth coverings will be mostly distributed. Cloth coverings that have been distributed by Spaulding High School, will be dropped off at the end of the day to be laundered and will be redistributed by check-in staff for those needing face coverings the following day. Styles, patterns, and colors will be random.

Students who are asked to identify themselves by any staff member are required to give their first and last name. Failure to do so may result in disciplinary action.

Face Covering Exemptions

Certain conditions or situations may qualify for accommodations or exemptions to wearing a mask. If you would like to request an accommodation for your student, please submit the following [form](#) to the school nurse. Paper copies can be requested through the school nurse, guidance, or front office.

Student Expectations - Academic

1. Punctuality in Attendance

- a. Attendance is taken for every block (AM, 1-4) on Monday, Tuesday, Thursday, and Friday. This applies to both in person and remote attendance.
- b. Remote attendance is taken via a Google Form in each class on Mon, Tues, Thurs, Fri . This includes all morning and afternoon classes.
- c. Students are responsible for logging into Google classroom and submitting their attendance forms during class, but no later than 2:30pm.
- d. Attendance is taken at 9am on Wednesdays during the Advisory check in.

2. Submission of Work

- a. Students should check their weekly outlines for each class on Monday morning.
- b. Deadlines are important. Know what the deadline is for work and submit work on time.

- c. If a student thinks they are going to need feedback from their teacher, submit work early enough BEFORE the deadline for the teacher to give thoughtful feedback. Don't wait until the last minute. Feedback will be given in the order it was received.
- d. If a student is unable to submit work on time, students will be expected to email the teacher to complete work that was missed due to extenuating circumstances.

3. Active Participation

- a. The school day is from 7:35-3:05. This is a student's time for learning. Students should be available for working with teachers during these hours.
- b. When participating in a remote meeting, turn the camera on unless there are extenuating circumstances.
- c. Expect to do a minimum of 1 hr of work per class per day.
- d. Student participation means asking questions and contributing ideas. It also entails reading and responding to feedback

4. Communication

- a. Check email every day. Respond within one to two school days. Teachers will do the same.
- b. Posting questions to the classroom during class time or communicating questions by emailing the teacher is the best way to get a quick response.
- c. In these times of hybrid and remote learning, communication via email and Google Classroom are going to be the primary modes of communication.

5. Academic Honesty

- a. Academic dishonesty includes, but is not limited to:
 - i. Copying work from another student (past or present)
 - ii. Sharing one's work with another student
 - iii. Copying work from the internet without proper citation and/or paraphrasing.
 - iv. Re-submitting previously submitted work
- b. Infractions will result in Office Referrals and communication with parent(s)/guardian(s) for all students involved. Infractions will be documented and tracked across the school in all of a student's classes.
- c. Infraction consequences may include:
 - i. Redoing the assignment
 - ii. Loss of ability to earn Exemplary on those indicators/assignments
 - iii. Loss of embedded honors (Academic Dishonesty is not honorable)
 - iv. Loss of eligibility in NHS or Scholarships
 - v. Failure in the course

Student Expectations - Safety Protocols

- 1. Students are expected to wear face coverings while in common spaces (such as halls), during classes, or when not socially distanced (more than six feet) from another person. Students may briefly pull down face coverings to drink, but must immediately recover their mouth and nose.

2. Students are expected to report directly to, and remain within, their scheduled location. They will not loiter in the hallways and will appropriately social distance whenever possible.
3. Students are expected to keep their belongings with them. They will not leave their personal possessions (backpacks, sports equipment) in classrooms, offices, lockers, or other spaces.
4. Students are expected to eat outside of school hours. Food will not be eaten in classrooms; if a student needs to eat, there will be a designated space in the front office.
5. Students are expected to wipe down their desk and chair at the beginning and end of every class. Disinfectant wipes will be provided by the classroom teacher.

Early Dismissals and Returning to School

Students will have two days of in-person instruction so they should attempt to schedule appointments outside of their in-person classes. If a student has an early dismissal and intends to return to school that day, they will need to be screened (see above) before being readmitted to the building.

Visitors and Volunteers

While we remain in the hybrid model, visitors and volunteers will not be allowed to enter the building.

Field Trips

While we remain in the hybrid model, there will be no field trips at Spaulding High School.

Passes and Hallways

Students will have limited access to the hallways. If a student needs to see their counselor, the nurse, or report to the office, the teacher will need to call the specific office first to see if the person is available to be seen. Students will be escorted by the receiving staff whenever possible to avoid the use of paper passes.

Only one student from each class may leave the room at a time to access the bathroom or refill water bottles.

Student Breaks

Student breaks will be limited to the greatest extent possible. *Tide Pool*, the *Harbor*, and the main office will not be available for student breaks. With few exceptions, students will be expected to remain in their classroom for the duration of the class.

Bathrooms

The number of students allowed to enter a bathroom at one time will be limited to no more than three people. To assist in this, staff will monitor the hallways during class time and passing time to ensure this is being followed. Only one student at a time will be allowed to leave the classroom to use the bathroom. Students should not use the bathrooms during transitions times to avoid overcrowding.

Student Discipline

Due to COVID-19, there will be no In-School Suspensions (ISS) or Principal Detentions (PD) while we remain in the hybrid model. Any incident worthy of class removal will be served from home, where students will access their education remotely. Behavioral incidents in the classroom will still be written up by teachers as an Office Referral and will be processed by an Assistant Principal. Students whose behavior requires them to be sent to the office will meet with one of the Assistant Principals, who will determine whether the student will return to class or be sent home.

Students who refuse to follow safety procedures, such as wearing a face covering, will be sent home.

Athletics/Clubs

Details for when practices and games will begin for each athletic season, will be provided by the *Vermont Principals Association* (VPA) as they become available. The VPA dictates the guidelines for athletics that all schools must follow.

Questions regarding athletics and clubs should be directed to the Director Athletics and Activities, Natalie Soffen at nsoffshs@buusd.org.

Eligibility

This is the system Spaulding High School will use for Eligibility for the 2020-2021 academic year:

- Students must be fully scheduled to participate (unless approved by Principal Waterhouse)
- Students must be marked as *present* for attendance for the previous day
- Students with an *Unexcused Absence* on a Friday will not be eligible to participate on Saturday or the following Monday
- Information provided from the State of Vermont may not reflect what happens regarding athletics
- Students who are sent home for disciplinary reasons will not be eligible for participation on that day or for the length of the disciplinary consequence.

Advisory

Advisory will meet remotely on Wednesday at 9:00 AM for up to 30 minutes while we remain in the hybrid model.

Meal Distribution

All meals will be “grab and go”. No meals will be eaten at school. Stations will be set up for students to access food. These will be located at the following spaces:

- At the intersection outside the Mailroom/Main Office
- In the Auditorium Lobby
- Breakfast will be available to students to eat in the cafeteria in the morning before their first class.

Our food service delivers meals when students are not in the building for in-person instruction.

Eating in Classrooms

Students will not be allowed to eat in classrooms. Any student who needs to eat something, perhaps due to low blood sugar from diabetes or other reasons, will do so in the main office where space will be provided for the student to have a snack. Whenever possible, the classroom teacher should call the office where an escort will be arranged if possible.

Student Supports

Tide Pool staff will coordinate with teachers and students, as it did during the spring closure. Students will not be able to access the *Tide Pool* space directly during the initial face-to-face time, but *Tide Pool* staff can be consulted with, and work with, students. This is to minimize the number of students using a common space.

Tracy Bonoyer, our Behavior Specialist and EST Coordinator, will be available to consult with, as well as to connect with students remotely.

Guidance Appointments

Meetings with Guidance Counselors for scheduling purposes or career and college planning, should take place remotely during the use of the hybrid model, preferably on Wednesdays. Counselors may be accessed for urgent needs only after the teacher has called to verify that the counselor is currently available. All students seeing their counselor during class time must have a pass.

