



2022-2023

A Handbook for Students and Parents/Guardians

Green Mountain Technology & Career Center

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The Lamoille North Modified Unified Union School District/Green Mountain Technology & Career Center does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age, and marital/civil union status in admission or access to, or treatment or employment in, its programs and activities. The Lamoille North Modified Unified Union School District/Green Mountain Technology & Career Center provides equal access to the Boy Scouts and other designated youth groups.

GMTCC Mission

“To promote the mastery of the essential:

Academic Skills

Technical Skills

Employability Skills

necessary for secondary/adult students to be successful in the workforce and to continue professional learning.”

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CENTER DIRECTORY

Programs and Instructors

Academic Services	Libby Fuller	851-1588
Allied Health	Heidi Richard	851-1589
Automotive Technology	Dennis Mercier, Jr.	851-1581
Business Administration	Marcus Wilson	851-1590
Computer Networking Technology	Michael Sibenaller	851-1596
Construction Technology	Greg Stokes	851-1585
Creative Media Art & Design	Matt Neckers	851-1577
Culinary Arts	Sean Morrison	851-1579
Electrical Technology	Justin Delaricheliere	851-1560
Forestry & Land Management*	Meghan Luther	851-1520
Heating, Ventilation and Air Conditioning	Djorn Crown	851-1586
Math Specialist	Adam Damon	851-1591
Outreach Coordinator	Deb Lambert	851-1513
PreTechnology	Lou Weller	851-1578
PreTechnology	Brian Schwartz	851-1576
Sustainable Agriculture & Food Systems**	Sam Rowley	851-1530
Support Services	James Chartrand	851-1574

Administration and Support

Erik Remmers	Director	851-1572
Meaghan Parker	School Counseling Coord.	851-1573
Mallery Daudelin	Cooperative Education Coord	851-1575
	Adult Education Coord.	
Karen Collier	Administrative Assistant	851-1571
Jean Santa Maria	Registrar/Front Office	851-1570

***Satellite Program in Hardwick**

**** Satellite Program in Jeffersonville**

Email addresses are first initial and last name @gmtcc.net

2022 - 2023 GMTCC CALENDAR

August 29, 2022	First Student Day
September 2	No School
September 5	No School
September 19	School Photographs
September 28	Early Release
October 5	No School
October 10	No School/Professional Development
October 26	Early Release
November 4	End of Quarter 1
November 11	No school/Professional Development
November 23, 24, 25	Thanksgiving Recess/No School
December 9	Early Release
December 23 - Jan 1	Holiday Recess/No School
January 16	No School/Professional Development
January 20	End of Quarter 2
January 25	Early Release
February 3	No School/Professional Development
February 22	Early Release
February 27 - March 7	No School - Winter Break
March 7	Town Meeting Day/No School
March 16	Early Release
March 17	No School/Professional Development
March 31	End of Quarter 3
April 19	Early Release
April 24 - 28	Spring Recess/No School
May 24	Early Release
May 29	Memorial Day/No School
June 9	175 Days - Last Student Day (pending snow days) / End of Quarter 4
TBD	Completion Ceremony
June ?	Final grades due

SCHEDULE

Daily Schedule

M/T/W/TH/FR	Classes on campus
7:45 GMTCC Campus Opens	Once students are on Campus, students need permission to leave
7:45 Classrooms open	Classrooms are available at 7:45 each day
8:15 All GMTCC Classes Begin	Students must be present in their assigned program . If arriving after 8:15 am, a late pass must be received from the main office.
9:50 -10:00 BREAK	Stay on respective GMTCC main or satellite campuses
11:35 - 12:05 LUNCH	Stay on respective GMTCC main or satellite campuses with the exclusion of classrooms unless teachers are present and approve
12:05 All GMTCC classes resume	Students must be present in assigned program
1:45 - 4th Block LUHS students dismissed.	LUHS 4th block students go to LUHS.
2:00 END OF DAY (for GMTCC)	ALL STUDENTS DISMISSED

GMTCC EQUITY STATEMENT

We at GMTCC believe that jobs and careers that require *SKILLS* are the backbone of our economy. We also believe that individuals from all walks of life have the right to learn these Skills, and we are committed to providing everyone who walks through our doors with inclusive, high quality skills training. In doing so, we strive to create technical education learning environments that are free of racism, sexism, ableism, homophobia, and transphobia where anyone can learn free of harassment. Our goal is to ensure that more people in our community have access to a better, more fulfilling life through careers that they are passionate about, and more businesses in our community see sustained growth and success as a result.

GMTCC CODE OF CONDUCT

Besides agreeing to abide by all school policies and state laws pertaining to **Bullying, Harassment, and Hazing**, which *prohibits the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability*, students must understand and agree to uphold the following GMTCC Code of Conduct:

Respect is the cornerstone of all our interactions. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or attitudes.

BEHAVIOR & DISCIPLINARY RESPONSE GUIDELINES

We believe in the use of restorative practices in addressing disciplinary issues, but each offense cannot be prescribed and may include disciplinary consequences and/or restorative practices. GMTCC recognizes the need for discretion and sensitivity with regard to the unique circumstances of each case.

The following are guidelines to encourage appropriate behavior from all students. The Administration reserves the right to exercise discretionary authority in the implementation of disciplinary measures when circumstances warrant such action. The GMTCC administration will accord students due process procedures. A student and parent may appeal a disciplinary decision to the director and then to the Superintendent of the Lamoille North Supervisory Union, 95 Cricket Hill Road, Hyde Park, Vermont 05655.

Behaviors that are contrary to the Student Code of Conduct, have been categorized by level to help students understand what are inappropriate behaviors and the associated consequences for inappropriate behaviors. Each level is progressive in seriousness and consequences have been grouped accordingly.

GMTCC: SCHOOL-WIDE BEHAVIOR RUBRIC

- The following is a guideline for administrative decision making. Administration reserves the right to modify consequences pending the severity of behavior.*

Aggressive Behaviors

(T)= Teacher Action

(A)= Administrative Action

(RJ) = Restorative Justice

SPECIFIC BEHAVIOR DESCRIPTION	1 ST CONSEQUENCE	2 ND CONSEQUENCE	3 RD CONSEQUENCE	4 TH CONSEQUENCE
AGGRESSIVE BEHAVIOR(A) Swearing/ Teasing/ Exclusion/Disrespectful Gestures	Written warning.	1 day admin lunch/classes only. Student calls parent.	3 days admin lunch/classes only. Student calls parent.	1 day ISS. 3 days admin/ lunch/classes only or RJ Circle. Student calls parent. Possible inter-school team meeting.

AGGRESSIVE BEHAVIOR (A) Aggressive Physical Contact/ Aggressive Horseplay	1 day admin lunch/classes only. Student calls parent.	3 days admin lunch/ classes only. Student calls parent.	1/2 day ISS. 3 days admin lunch/ classes only or RJ Circle. Student calls parent.	1 day in-school suspension. 3 days admin lunch/classes only, or RJ Circle. Student calls parent. Inter-school team meeting
AGGRESSIVE BEHAVIOR (A) Confirmed Bullying or Harassment	1 day ISS. 3 days admin lunch/classes only or RJ Circle. Student calls parent.	3 days in-school suspension. 3 days admin/lunch classes only or RJ Circle. Student calls parent.	Out of school suspension until inter-school team meeting is held. Individual plan developed.	Out of school suspension until inter-school team meeting is held. Individual plan developed.
AGGRESSIVE BEHAVIOR (A) Fighting/ Hitting/ Threats of Violence/ Severe Harassment	3 days in-school suspension. 3 days admin lunch/ classes only. Student calls parent. Possible inter-school team meeting or RJ Circle.	Out of school suspension until inter-school team meeting is held. Individual plan developed.	Out of school suspension until inter-school team meeting is held. Individual plan developed.	Out of school suspension until inter-school team meeting is held. Individual plan developed.

General Behaviors

Disrupting teaching or learning/ignoring school or classroom procedures or teacher directions (after in-class interventions have been exhausted)	Written warning (A)	In-class separate seating/removal (T) 1 day admin lunch/classes only (A) Student notifies parents. (A)	½ day ISS (A) Student notifies parents (A) 3 days admin lunch/ classes only” <i>Or</i> RJ Circle (A)	1 day ISS (A) 3 days “classes only” or RJ Circle.(A) Student calls parent.(A) Possible inter-school team meeting.(A)
Substantially late to school in the morning unexcused. Absent From School Without Written or Verbal Excuse from Guardian.	Written warning (A)	Student notifies parents (A)	Student notifies parents. (A) Parent meeting held (A)	Student notifies parents Parent meeting held (A & T) Behavior plan made (A & T)
Substantially late to class unexcused; traveling in building without pass/permission	Written warning (A)	3 days admin lunch/classes only.(A) Student notifies parents (A)	½ day ISS (A) Student notifies parents (A) 3 days admin lunch/ classes only <i>Or</i> RJ Circle (A)	1 day ISS (A) 3 days “classes only” or RJ Circle.(A) Student calls parent. (A) Possible inter-school team meeting.(A)

Cutting Class/ Leaving School Property Without Permission (A)	½ day in-school suspension Student notifies parents	1 day in-school suspension Student notifies parents Parent conference	2-days ISS Inter-school team meeting scheduled	
Possession and/or Use of Tobacco (A)	3 days admin lunch/ classes only. Student notifies parents. Mandatory cessation education.	1-day ISS Parent conference	2-days ISS Parent conference Individual plan made	
Possession or Use of Drugs or Alcohol	Immediate suspension Inter-school team meeting held. Behavior contract made. Mandatory drug screening. (see full procedure below)	Immediate suspension. Referral to law enforcement as needed. Removal from GMTCC.		
Severe Vandalism/Graffiti (A)	Suspension with parent conference Restitution made Community service <i>Or</i> RJ Circle	Multi-day suspension Parent conference Restitution made Community service Loss of school privileges Inter-school team meeting		

“Admin lunch/ Classes Only”- means that the student is supervised during lunch in the office, and all breaks are supervised by program instructors.

HAZING, HARASSMENT, BULLYING, & RETALIATION

Retaliation for making a report of HHB or participating in an investigation into allegations of HHB is prohibited. GMTCC will take appropriate action against any student, volunteer, contractor, or employee of the school who retaliates against any person who makes a good faith report of HHB. Retaliation against a student can take many forms and includes, but is not limited to: any form of intimidation, reprisal, or continued hazing, harassment, and or bullying. A student that feels as if they are experiencing retaliation for making a report of HHB or being involved in the investigation of an alleged HHB incident should immediately report the situation to a Designated Employee.

GMTCC has two Designated Employees who are charged with receiving and investigating reports of hazing, harassment and bullying. These individuals are **Erik Remmers (GMTCC Director)**, and **Meaghan Parker**

(GMTCC School Counseling Coordinator). Any person who believes they have been the victim of hazing, harassment and/or bullying or the victim of retaliation by making a complaint of such behavior, or any person with knowledge or evidence of conduct which may constitute HHB, shall report the alleged acts immediately to a Designated Employee, a school administrator, or the superintendent's office.

Teachers, administrators, volunteers, contractors, coaches, or other employees of GMTCC shall be particularly alert to possible situations, circumstances, or events which might include hazing, harassment, bullying and/or retaliation. Any such person who receives knowledge or evidence of conduct which may constitute these behaviors shall inform the GMTCC Director or a Designated Employee.

GMTCC is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. It is the policy of GMTCC to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity, disability and other legally protected status under federal or state law.

GMTCC holds the civil rights of individuals in great esteem and importance as we consider access to our school environment. We are dedicated to creating a safe and non-discriminatory environment for all students. Privacy is also an important issue for any student who feels a need for privacy regardless of gender identify or sex assignment. In order to be supportive and to create safe spaces for all our students, all bathrooms and locker rooms across GMTCC will be accessible to students and people in our schools based on their identified gender.

It is also the policy of GMTCC to prohibit the unlawful hazing, harassment, bullying of its students and prohibits retaliation against students for making complaints of HHB or their involvement in an investigation into HHB.

GMTCC shall address all complaints of harassment, hazing and bullying, and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the Board's disciplinary policies or the school's code of conduct.

Bullying: GMTCC should be a safe and kind learning environment, free from any bullying. Bullying is a form of dangerous and disrespectful behavior not permitted or tolerated within GMTCC.

Definition: "Bullying means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

1. Is repeated over time
2. Is intended to ridicule, humiliate, or intimidate the student; and
3. Occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity; or does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

Please note that bullying behavior is behavior which can occur on or off school grounds and which can occur through electronic means (email, internet, cell phones, texting, etc.). GMTCC will take appropriate steps to respond to bullying behavior that takes place off school grounds as it affects the school environment or substantially interferes with any student's ability to access educational programs at school.

Reporting Bullying: If a student feels they are being bullied, and it is safe to do so, the student may tell that person to stop. Victims and witnesses are asked to report bullying to the director or, if this proves difficult, any teacher or staff member. Parents/guardians may file written reports of suspected bullying with the school. Any student or parent/guardian of a student who believes they have been a victim of bullying should report the matter immediately to the director. All GMTCC employees are required to advance reports of bullying to their respective administrator or supervisor immediately.

Consequences: Bullying will result in the bully being disciplined. The disciplinary consequences include the full range of disciplinary consequences outlined in GMTCC discipline procedures previously identified in this handbook. Disciplinary consequences may also include removal from GMTCC programming.

To the extent permitted by federal and state confidentiality laws, the school may notify the parent/guardian of the student who is a victim of bullying of the action taken to prevent further acts of bullying. The school will also provide notification to the parents/guardians of the student who commits a verified act of bullying of the school's response and consequences of any further bullying by their child. Law enforcement authorities may be contacted upon verification of acts of bullying. It should be noted that misconduct, while serious, may not meet all the standards of bullying. However, it may be behavior that is subject to the full range of disciplinary actions utilized by the school including, but not limited to, suspension and long-term suspension.

Bullying incidents are subject to report requirements of the Vermont Secretary of Education. GMTCC will collect data on the number of reported and verified incidents of bullying. For more information on bullying, please see policy C10 on the LNSU website.

Harassment: GMTCC should be an educational setting where students are free from harassment. GMTCC is committed to providing a safe and respectful learning environment for all students. We support and value tolerance and responsibility, and expect students to treat each other with respect.

Harassment will not be tolerated at GMTCC, and any student who participates in the harassment of another individual or group while at school or attending a school-sponsored activity will be subject to the full range of disciplinary actions utilized by the school. This includes, but is not limited to: detention, loss of co-curricular privileges, suspension, and/or long-term suspension. Please note that harassment is a behavior which can occur on and off school grounds. GMTCC will take appropriate steps to respond to harassment that takes place off school grounds, provided it has a nexus to the school environment, and where the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

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

Harassment can also include conduct such as unwelcome sexual advances, requests for sexual favors, or other verbal, written, visual, or physical conduct of a sexual nature when submission to that conduct is made either explicitly or implicitly a term of condition of the student's education, or submission or rejection of the conduct is used as a component for decisions affecting the student.

Harassment can also include conduct directed at the characteristics of the student's or their family's actual or perceived race or color, creed, national origin, marital status, sex, sexual orientation, or disability. It can include the use of stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material and taunts on the manner of a student's speech or negative references to racial customs.

Examples of harassment based or motivated on the characteristics outlined above can include:

1. Verbal: Foul, racist, offensive, or demeaning language; persistent teasing, offensive or degrading jokes or comments; embarrassing someone with comments or cracks, making fun of the way someone talks or looks, using degrading words to describe someone; repeatedly flirting with someone who's not interested, participating in gossip, passing rumors or threats, etc.
2. Non-Verbal: Gestures, graffiti or pictures on books, lockers, hats, clothing; suggestive, obscene or insulting sounds, whistling, leering; sexually suggestive objects, notes, or other writings of a teasing, insulting, racist or otherwise offensive nature; displays of obscene or sexually explicit materials.
3. Physical: Unwanted contact which may include: touching, pinching, pushing, hitting or brushing up against someone's body. Unwanted contact could also constitute assault and involve the police and DCF.
4. Electronic Means: Includes harassing conduct which occurs via the internet or cell phone, such as email communication(s), web postings, voice mail(s), and texting.

Reporting Harassment: If a student feels that they are being harassed, and it is safe to do so, the student may tell that person to stop. Victims and witnesses are asked to report harassment to the director, or if this proves difficult, any teacher or staff member. Any student or parent/guardian of a student who believes they have been the victim of harassment should report the matter immediately to the director.

Administrative Procedures: Once GMTCC receives notice of alleged conduct constituting harassment it will promptly investigate the matter. After receiving actual notice (a written complaint or oral information that harassment may have occurred), the school official will provide the alleged victim and the alleged perpetrator (or their parents/guardians if under the age of 18) with a copy of the LNSU policy and procedure. The school official shall promptly initiate an investigation of the complaint no later than one school day from the filing of the complaint. The determination should be completed no later than five days from the filing of the complaint with the designated person (unless special circumstances exist).

If harassment is found to have occurred, the school will take prompt and appropriate remedial action reasonably calculated to stop it. The privacy of the complainant, accused individual(s), and witnesses shall be maintained. If either the complainant or the alleged individual is under the age of 18, subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results.

GMTCC will also provide students with the opportunity to have an independent review of the final determination of the school or the school's response to the documented harassment.

Consequences for Harassment: Documented acts of harassment will result in the perpetrator being disciplined. The disciplinary consequences include the full range of disciplinary consequences outlined in the GMTCC student discipline procedures previously identified. These include, but are not limited to: loss of privileges, loss of ability to participate in after-school and co-curricular activities, mandatory remedial classes, parent/guardian conferences, suspension, removal from GMTCC programming. Disciplinary consequences may also include a recommendation to the School Board for long-term suspension. The school will provide notice to the parents/guardians and complainant of the results of the investigation. The school will also provide clear

notification to the parents/guardians of the student who commits a verified act of harassment of the school's response and consequences of any further harassment by their child. Law enforcement may be contacted upon verification of acts of harassment.

At all stages of the investigation and determination process, alternative dispute resolution methods such as mediation are available to the complainant to resolve the complaint.

It should be noted that some misconduct, while serious, may not meet all the standards of harassment. However, GMTCC may respond to such behavior in an appropriate manner to prevent misconduct from escalating to harassment. Therefore, it may be behavior that is subject to the full range of disciplinary actions utilized by the school, including, but not limited to suspension and long-term suspension.

Harassment incidents are subject to reporting requirements of the VT Secretary of Education. GMTCC will collect data on the number of reported and verified incidents of harassment. For more information on the harassment, please see policy C10 on the LNSU site.

Hazing: Hazing means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student:

In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

(1) Which is intended to have the effect of, or should reasonably be expected to have the effect of endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, co-curricular, or military training program goals, provided that:

(1) The goals are approved by the educational institution; and

(2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

Reporting Procedures:

1. Any person who believes they have been the victim of hazing, or any person with knowledge or evidence of conduct which may constitute hazing shall report the alleged acts immediately to the school director, coach or the superintendent.
2. The director is the person responsible for receiving reports at the building level. Any person may report hazing directly to the director or to the superintendent.
3. Teachers, administrators, volunteers, contractors, coaches, or other employees of the school District shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives knowledge or evidence of conduct which may constitute hazing shall inform the director.

4. GMTCC will take appropriate action against any student, volunteer, contractor, or employee of the school District who retaliates against any person who makes a good faith report of alleged hazing. Retaliation includes, but is not limited to: any form of intimidation, reprisal, or harassment.

Consequences: The director (or designee), in accordance with established policy, procedures, and school rules, is responsible for managing student discipline in cases of hazing. Discipline and consequences will be at the discretion of the building administrator (or designee) after consultation with the superintendent. A range of disciplinary consequences including warning, suspension, exclusion from co- or extra-curricular opportunities, revocation of non-curricular privileges (i.e. parking, attendance at events, etc.), or long-term suspension may be applied. Repeat offenders should expect increasingly severe penalties.

Students having knowledge of the planning or occurrence of a specific hazing activity, and who fail to report it to the required officials as noted previously may be subject to discipline involving loss of non-curricular privileges.

RESPONSIBLE COMPUTER, NETWORK, INTERNET, & SOCIAL MEDIA USE

Terms and Conditions: The following shall apply to -

- Users of electronic information resources which are utilized with equipment located or accessed in the District
- Users who obtain their access privileges through association with the District

Technology is overseen by the LNSU Technology Department. Technology Department personnel will work to maintain and support students and teachers in their use of the technology. Technology is seen as an integral part of the learning experience at GMTCC. Technology also enables our students to maintain their learning regardless of their being physically in a school building or learning remotely from home or elsewhere.

All GMTCC students will have access to a device, email address, a Google Drive account, and a CANVAS account. All of this access to these tools requires that students (and parents) assume a certain level of responsibility and accountability to behave appropriately when using the technology. GMTCC provides fairly extensive filtering of websites while on campus but there is minimal filtering provided by Google when the devices are off campus. The role of parent oversight when devices are home is paramount to the success of maintaining a safe and healthy online experience for students. GMTCC also takes Student Data Privacy seriously and will work to protect student (and family) personally identifiable information (PII) from being used by vendors of the various software packages we utilize.

The devices available to students both on and off campus vary by each program at GMTCC. All devices are maintained by district policy and students (and parents) have the responsibility of maintaining them in reasonable working order, including care for the power cord that accompanies them. LNSU provides a robust Help Desk presence that is available to students and families through the week and can be relied on for help with operation and maintenance of the device.

Cell phone or personal computing device use at GMTCC:

Electronic devices (including cell phones) are prevalent in today's society. It is important that these devices be used to enhance learning, and not take away from learning occurring in the classroom. As such, the following apply at GMTCC:

- Students may use electronic devices in designated areas. The use of camera functions is strictly prohibited.
- Electronic devices may be used in academic classrooms at the discretion of the classroom teacher.

For example, students may bring their own computing device, i.e. laptop, Chromebook, etc. and connect via our Guest Wifi Network, but GMTCC will not provide technical support per se and those computers will be restricted with regards Google Apps for Education access. Again, ultimately the use of these devices in classrooms is at the discretion of the teacher.

Any electronic device brought to school must be the responsibility of the student, and the school is not liable for safe-keeping. Students are expected to use electronic devices respectfully. If a student fails to do so, they will be asked to relinquish the device to school personnel. The device shall be returned to the student/parent/guardian at the end of the school day. Any student who fails to relinquish an electronic device shall be considered insubordinate and disciplinary actions can occur.

The Student will adhere to these tenets around Personal Responsibility when using technology at GMTCC:

I will accept responsibility in reporting misuse of the network to the System Administrator or the director. Misuse can come in many forms, but it is commonly viewed as any material sent or received indicating or suggesting pornography, unethical or illegal behavior, racism, sexism, inappropriate language, or violation or other issues described below.

Responsible Use Guidelines:

- I agree that the use of electronic information resources must be in support of education, research, and the educational goals and objectives of the District.
- I agree not to submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, illegal material other than for educational purposes as approved by a District educator.
- I will protect my own and others' information. I will not reveal others' personal address or phone numbers.
- When in remote learning situations using videoconferencing, I will adhere to appropriate online behavior and any additional protocols established by the teacher.
- I will lock or log off my device when I am not using it.
- I understand that email, chats, browsing histories, and any other electronic communication on a GMTCC device is not private and can be reviewed at any time.
- I will not use the network in any way that would disrupt the use of the network by others.
- I understand that many services and products are available for free and acknowledge that I am responsible for any expenses incurred (such as online buying, research fees, etc.).
- I will not use the network for commercial purposes.
- I will follow the rules of the District's Discipline and Required Student Behavior policy while using electronic information resources.
- I will not attempt to harm, modify, or destroy hardware or software, or interfere with system security.
- I agree not to bypass the District's internet filter by using a proxy site, Virtual Private Network (VPN), web browser plugin, or any other method.
- I agree not to intentionally hide, obscure, mask or encrypt data on the network.
- I agree to not lock District owned devices by putting passwords on them or enabling lock screens.
- I agree to remove my unwanted or unused files regularly.
- I will not use, or attempt to use, others' electronic passwords or account information.

- Online behavior should reflect the same standards of honesty, respect, and consideration used face-to-face. Any speech that is considered inappropriate in the classroom is inappropriate online. This includes, but is not limited to: profanity; racist, sexist or discriminatory remarks; and personal attacks. All LNSU policies and procedures are relevant when using social media.
- Respect copyright and fair use guidelines. Refer to the U.S. Copyright Office (www.copyright.gov), along with Fair Use and LNSU Copyright Policy and Handbook and references.
- Be sure to familiarize yourself with all Terms and Conditions prior to using any online services including age requirements.

Services:

- GMTCC reserves the right to log the use of all systems and monitor file server and cloud space utilization.
- The director is authorized to close an account at any time through the System Administrator, whose decision may be appealed to the Superintendent. The decision of the Superintendent is final.
- GMTCC is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of GMTCC.
- GMTCC makes no warranties of any kind, whether expressed or implied. Service is provided on an “as is, as available” basis.
- GMTCC reserves the right to establish rules and regulations as may be necessary to maintain the operation of the electronic information systems.

Consequences: Infractions of the provisions set forth in this Agreement may result in the suspension or termination of access privileges and/or appropriate disciplinary action.

The administration, faculty, and staff of the District may request the System Administrator to deny specific user accounts due to inappropriate use.

Social Media: Online behavior is to reflect the same standards of honesty, respect, and consideration used face-to-face. Any speech that is considered inappropriate in the classroom is inappropriate online. This includes, but is not limited to: profanity; racist, sexist or discriminatory remarks; and personal attacks. All GMTCC policies and procedures are relevant when using social media. For example, using individual Facebook accounts to post personal complaints or sharing individual judgments about people or schools can be disruptive to the educational process and the partnership we are striving to create between schools and families.

Social media posts that occur outside the school building or the school day and become an issue in school, may be addressed by administration and/or law enforcement. These guidelines are pursuant with the prevention of harassment, hazing, and bullying policy and those of the responsible computer, network and internet use policy.

Drugs, Alcohol, and Tobacco; Firearms; Assault/Fighting; Search & Seizure:

GMTCC is committed to maintaining a safe, positive learning environment free of drugs, alcohol, tobacco, weapons and assault/fighting: Students and adults are expected to avoid any action that may endanger themselves or others. Students and adults are expected to attend school and school-related events free of the influence of drugs, tobacco, or alcohol. The use or possession of alcohol, drugs, and /or tobacco products is prohibited on school grounds, or during school activities (refer to “Drugs, Alcohol, and Tobacco listed under A below). Students and adults must not carry or possess (openly or concealed) any type of weapon on school grounds or at a school activity (refer to “Firearms” listed under ‘B’ below). Students and adults are expected to treat each other and staff with respect (refer to “Assault/fighting listed under C below).

A. Drugs, Alcohol, and Tobacco: GMTCC upholds a drug, alcohol, and tobacco-free environment. The possession, use, or sale of tobacco, alcohol, and/or drugs is prohibited. Please refer to LNSU Policy C2: Alcohol and Drugs

Definition: The term “drug” is defined as any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

Alcohol and Drug Abuse Program: In keeping with Title 16, VSA sections 1165 and 909, and other state and federal regulations, the School Board supports a comprehensive program which includes at least the following components: education/prevention programming and staff training; support and referral systems and cooperative agreements; immediate and emergency procedures; possession, use, and/or distribution intervention; performance and behavior-related interventions; and community awareness programming.

- Education/Prevention Programming: LNSU has implemented a well-developed sequential tobacco, alcohol, and drug abuse prevention education curriculum for elementary and secondary schools.
- Support and Referral Systems and Cooperative Agreements: GMTCC works within the LNSU process for initial assessment, support, and, if necessary, referral to community resources for students affected by their own or another’s drug use.
- Immediate Procedures: Emphasis shall be placed on the welfare and rights of the individual to the extent such consideration does not jeopardize the welfare and rights of others. With regard to students, in-school procedures shall provide for an immediate response to any drug-related incident until the student has been discharged to the parent, guardian, social services, medical, or law enforcement agency. As part of school procedure, the administration shall be immediately informed by school staff of any violation of the law and/or school policy. The administration shall follow the appropriate legal procedures and due process for discipline.
- Emergency Procedures: In the event of an emergency involving alcohol or drug misuse, every precaution must be taken to protect the person’s health and well-being while protecting the health and well-being of the remaining school population.
- Possession, Use, or Distribution Consequences/Interventions: Any student discovered in a school building, on school property, or at a school-sanctioned activity, having possession of drugs or drug paraphernalia, using or distributing drugs, or knowingly and willfully assisting another person in using or distributing drugs shall be disciplined with established school policy and procedure. The matter shall be referred to the police as necessary. Students found to be in violation of District policies, including drug, alcohol, and tobacco policies, will have their parking privileges revoked.
- Performance and Behavior-Related Problems: According to school procedures, a minimum of two staff persons shall be designated for consultation regarding a student whose behavior or performance may indicate a problem with alcohol or other drug use. These staff persons shall assist the determination of need for further screening, education, and counseling in referral to treatment.

Employees of LNSU (including contractors and drivers) shall report incidents and/or behavior of students, other employees, or visitors who display evidence of impairment. Employees shall report incidents to the GMTCC director (or designee) or the superintendent.

When a student is determined to be under the influence of alcohol or other drugs, they shall be discharged to a parent, guardian, social service, medical, or law enforcement agency.

Following appropriate consultation and deliberation, the parent or guardian of any student suspected of being under the influence of drugs shall be notified by school authorities. A course of action leading toward the

determination of facts, and, if necessary, toward the treatment and rehabilitation of said student, shall be jointly considered by school authorities.

- **Follow-Up Procedures:** It is recognized that retaining or returning persons to the school setting is desirable whenever such action is consistent with the individual's own rehabilitation and well-being, and whenever such action does not interfere with the learning process for students and the maintenance of discipline and safety. Students may be required to seek professional guidance/rehabilitation as a condition of enrollment/re-enrollment in school or other alternative education programs provided by the District.
- **Prescription Drugs and Other Medication:** Any student who must take medication during the regular school day shall do so in accordance with the District procedure concerning the administration of medications. Also, see the health services section of this handbook.

Discipline Procedures for Alcohol, Drug Use, and/or Possession: Below is an excerpt from LNSU Policy C2: Alcohol and Drugs. Substance Abuse is the use of any drugs and/or alcohol in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially. Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

First Offense

1. Parents/guardians will be notified and the student sent home for the remainder of the day. The student must be picked up by a parent/guardian, social services, medical, or law enforcement agency.
2. Notification under Emergency Conditions: if, in the opinion of the director (or designee), an emergency situation exists, an area rescue squad and/or the local police will be called. The parent/guardian will be notified prior to such action when possible, and in all other instances as soon as possible thereafter.
3. Suspension for up to 10 days.
4. Upon re-entry to school, the student, parent/guardian must meet with an administrator, the school's Substance Abuse Provider (if available), and show evidence of an appointment with a substance abuse counseling program. The student must comply with the counseling program's treatment recommendations.
5. While out of school, students are expected and responsible for all school related tasks. It is the student's responsibility to contact their teachers and make appropriate plans for completion of assignments; students are encouraged to use the school website and/or email system.
6. Tier 3 restorative circle upon re-entry.

Second Offense:

1. Removal from GMTCC programming.

Additional GMTCC Program Specific Drug Testing Procedures: Due to the significant safety concerns of a student under the influence while engaging in tech center programming, if there is reasonable suspicion that a student is under the influence of, or in possession of drug paraphernalia, the student will immediately be sent to the administrative office (nurse's office if it appears to be a medical issue). In addition to any disciplinary consequences, the following will be followed:

1. The day the student is referred to an administrator, they are required to provide a urine sample for drug screening at an approved clinic or doctor's office. Until results are received, the student may not use tools or equipment, or be placed in situations wherein injury to self or others may occur.
2. In all school programs, a student shall not be placed on a paid or unpaid experience, and shall not be recommended for employment until/unless drug screening results are negative.
3. If screening results are positive, tainted, or diluted, the student must agree to cease use of drugs and submit to additional drug screening to document the cessation of drug use until a negative drug screen is obtained.
4. Drug screening results must be negative and remain negative for the student to continue in the program.
5. Additional random drug screening may be required.
6. A second positive, tainted, or diluted drug screen shall result in a meeting with the student and parent(s)/guardian(s) to review program placement.

Refusal to agree to drug screening shall result in removal from GMTCC programming.

Discipline Procedures for Alcohol, Drug Sale, and/or Distribution: The following procedures will apply when a student is found selling and/or distributing alcohol or other drugs on school property or at school-sponsored activities, and will accrue during the entire school career of the student. School property includes all school buildings, athletic fields, and parking areas. School-sponsored activities include all athletic and co- and extracurricular activities and events, regardless of location.

First Offense

1. 10 day suspension from school.
2. Tier 3 restorative circle upon re-entry.
3. Parent/guardian notification. The director may recommend removal from GMTCC programming.
4. If the student returns to school, all policies relating to drug use and/or possession First Offense also apply.

Second Offense

1. Removal from GMTCC programming.

Participants in athletics and co-curricular activities will face additional consequences as outlined in each sending school's athletic eligibility rules, and will be referred to the Athletic Director and/or activity advisor or coach.

Discipline Procedures for Tobacco Use and/or Possession: In addition to the LNSU policy on Possession and Use of Tobacco Products, the following apply when a student is found in violation of the policy:

- Time in the main office or in-school suspension
- Notification of parents/guardians
- Referral to appropriate school personnel
- Repeat offenders will be subject to suspension

Participants in athletics and co-curricular activities will face additional consequences as outlined in the sending school's athletic eligibility rules, and will be referred to the Athletic Director and/or activity advisor or coach.

B. Firearms: It is the policy of GMTCC to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Sanctions: Any student who brings a firearm to school, or who possesses a firearm at school shall be brought by the superintendent to the school board for an expulsion hearing. A student found by the school board after a hearing to have brought a firearm to school shall be expelled for at least one calendar year. However, the school board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a firearm to school.
2. The student did not intend to use the firearm to threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

At the discretion of the school board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

C. Assault/fighting: Assaulting and threatening behavior, including fighting or physical aggression, of any type on school premises or at any school function regardless of location will not be tolerated.

Consequences: Any student found in a school building, on school property, or at a school-sanctioned activity engaging in assault, threatening behavior, or physical aggression of any type shall be disciplined with established school policy and procedure.

D. Search and Seizure: School authorities may search a student, student lockers, or bookbags. In addition, all automobiles parked in school lots may be subject to search by school officials. They may seize any illegal, unauthorized, or contraband materials discovered in the search. This applies to any school-related or school-sponsored event such as field trips. Examples of unauthorized materials include, but are not limited to: lighters, matches, tobacco products, drugs (illegal and prescription), alcohol, and any type of weapon.

GMTCC WORKPLACE APPROPRIATE DRESS

Professional dress for GMTCC is determined by what is acceptable in a professional workplace environment *by each program instructor.* Acceptable attire may differ from program to program. Teachers should be clear with students what sort of attire is acceptable for their field, and address issues as they arise. As a baseline indicator of appropriateness, individual dress attire should promote safety and should not interfere with employment and the educational process.

GMTCC General Dress Requirements:

- No references to:
 - alcohol
 - drugs, including marijuana
 - tobacco
 - sexually explicit references
 - hate symbols

- hate speech
- vulgarities such as foul language.
- **Confederate symbols, such as the confederate flag or associated military apparel, are not allowed.**
- No clothing or apparel that might be deemed unsafe or risky in a program lab.

Additional Heavy Tech Lab Dress Requirements For Student Safety (Automotive Technology, Construction Technology, Electrical Technology, Forestry & Land Management, Heating Ventilation & Air Conditioning, Sustainable Agriculture & Food Systems):

- Heavy soled leather work boots. Sneakers or soft soled shoes are not allowed.
- GMTCC issued safety glasses or goggles over glasses.
- Fitted shirts with long or short sleeves.
- Fitted long work pants that do not restrict movement or catch on equipment.
- No rings or loose jewelry that can catch on equipment.
- Long hair must be securely tied back and not present a hazard.
- Hard hats and ear protection where prescribed.
- Additional requirements, where designated.

SPECIFIC STUDENT MANAGEMENT PROCEDURES & INFORMATION

Accidents: Every accident in the school building, on the school grounds, or at any event sponsored by the Center, should be reported immediately to the person in charge who, in turn, will report the accident to the GMTCC Office and complete an accident report form. If medical attention is necessary, the parent or guardian's insurance will cover first. If needed, school insurance will cover any gap not previously covered by parents or guardians insurance. Please contact Karen Collier at 851-1571 with questions.

Articles Prohibited: Articles which are hazardous, interrupt school procedures in some way, or disrupt the learning process are prohibited in school. All illegal substances, explosives, weapons of any kind are strictly forbidden on school property. Severe disciplinary action will be taken, if students possess, or bring these articles to the school campus or event.

Closed Campus: GMTCC is a closed facility. This means that once you arrive on the school grounds, you must immediately enter the building. You may not leave the campus during the school day, including the lunch period, without appropriate authorization from the Director.

Complaints and Grievances: Any student, parent, or guardian having a complaint or grievance concerning a school issue should discuss the issue with school personnel, observing proper school channels. The first step is to discuss the issue with the program instructor involved. If the issue is not resolved by talking with the instructor directly, contact the GMTCC School Counseling Coordinator or the GMTCC Director.

Dismissals: During the school day, students are permitted in the halls during class periods with instructor permission. If students leave the school grounds at any time during the school day, they must have a pass from the GMTCC Office or pre arranged permission from the GMTCC Office. This includes going to Lamoyille Union High School, unless for a scheduled class. If students leave the school building, because of illness or any other emergency, they must be signed out at the GMTCC Office and leave the property immediately. Upon dismissal at the end of the day, students must adhere to their prearranged dismissal plan,

unless the GMTCC office receives notification and permission from parent(s)/guardian(s).

Driving/ Parking Lot/ Cars: Any student wanting to operate a motor vehicle to and from school grounds must have a valid license and registration. The driving privilege will be revoked for dangerous driving or use of the vehicle for unauthorized or illegal acts. **The legal speed limit on the school grounds is 10 miles per hour.** Failure to yield the right-of-way to exiting school buses will result in loss of driving privileges.

No students are allowed in the parking lot or in parked cars between arrival and 2:00 pm without instructor or administration permission. All automobiles should be kept locked at all times.

Special permission may be granted to a student to go to an automobile during school hours. Students with work privileges should leave the school grounds immediately upon dismissal.

**As of the 2022-2023 school year, any student who drives to a co-op placement or off campus worksite must complete a GMTCC Travel Permission Form and submit it to the main office *before* driving to a worksite.

*** Student vehicles that display inappropriate, derogatory, or offensive language or images will not be allowed to be used as transportation to GMTCC related jobs or worksites. **This includes vehicles displaying the confederate flag.**

Emergency School Cancellations: In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting delayed. The same conditions may also necessitate early dismissal. Emergency school closing will be announced via automated phone notification through the contact information you have provided your school and on local television and radio stations, between 6:30 am and 7:15 am. If no report is heard, school will be in session.

Field Trips: Structured study trips enhance classroom learning. In order to participate, the student must return a completed parent permission form before the deadline set by the instructor and complete all other requirements set by that teacher. All rules and standards of conduct of the school apply to field trips. Attendance at sending school functions is considered a field trip.

Free and Reduced Lunch Procedures: All eligible students must submit new forms each school year. Forms will be distributed on the first day of school. All school meals for students are no charge for the 22-23 school year.

Medication Policy:

Inhalers and epi-pens: No student is permitted to carry medication with them of any kind during the school day, with the exception of asthma inhalers or epipens for severe allergic reactions.

Prescription Medications: Medications prescribed by a licenses healthcare provider may be administered to students by the school nurse in Lamoille Union High School under the following conditions:

- * Prescription medication order and permission form to be completed by physician and parent/guardian.

- * Medication must be brought to school in the original container that is properly labeled with the student's name, the licensed health care provider's name, the dosage, how and when it is to be administered, the name and phone number of the pharmacy and the current date of the prescription.
- * Any allergies are noted.
- * All controlled substances are co united and reconciled at least once a month and kept under double lock.
- * The prescription and the medication shall be current and long terms prescriptions shall be reauthorized at least once a year.
- * A daily log shall be kept which shows the student's name, time and date of administration.

Over the counter medications: The nurse's office routinely stocks acetaminophen, ibuprofen, tums and throat lozenges. Students must have a written permission each year on the emergency treatment form granting permission for the school nurse to administer the medications listed above if needed. Non-prescription medications may be given by the school nurse, after the nurse assesses the complaint and the symptoms to determine if other interventions can be used before medication is administered. If a student needs any other type of over the counter medications during the school day, that medication needs to be brought into the nurse's office in the original, unopened container with a note from the parent/guardian stating the dosage, time and reason for medication.

Asthma inhalers and epipens: Students are permitted to have discretionary use and possession of an asthmatic quick relief inhaler or auto-injectable epinephrine with individual prescription labels. Students must have a note from their doctor on file with the school nurse. It is highly recommended that students keep backup inhalers and epipens in the nurse's office.

Senior Privileges: GMTCC does not offer senior privileges and does not recognize sending school senior privileges.

Suspension: In-school or out-of-school suspension may be assigned for a period of one (1) to ten (10) school days. Parents will be notified of suspensions, as will sending school authorities. If a student is suspended from his/her home school, the student is reciprocally suspended at GMTCC. If a student is suspended from the Center, she/he is reciprocally suspended from the home school. Suspension may be either in-school or out-of-school at the discretion of the Director. Any suspension is classified at GMTCC as an (unexcused absence) with make-up work allowed. Please note suspensions will impact grades/proficiencies.

Transgender and gender Non-Conforming Students: It is the mission of Green Mountain Technology and Career Center to foster and promote a welcoming environment for all learners, staff, and members of the community. In doing so, the school follows the "[Vermont Agency of Education Continuing Best Practices Regarding Transgender and Gender Nonconforming Students](#)," which are not dependent upon actions at the Federal level. Among these practices, bathroom choice throughout the school is determined by a student's self-designated gender identity. The school has also established gender neutral bathroom spaces throughout our building. In doing so, GMTCC ensures all learners feel safe and welcome in a school environment that fosters equity, diversity, and inclusion as core values.

Translation Services: All parents and guardians, including non-native speakers, are entitled to meaningful communication in a language they can understand. GMTCC will provide translation services for families in order to support access to their child's educational program, including parent conferences, special education meetings, truancy hearings, open house events, field trip permission forms, report cards/progress reports and other critical school events and documents. Translation services provided by GMTCC are limited to school-related events and materials. Please contact the GMTCC offices for more information on accessing services.

Valuables: Students are cautioned not to bring large amounts of money or other valuables to school. GMTCC is not responsible for lost or stolen items.

Visitors: All visitors **must** stop at the GMTCC office upon arrival, to obtain a visitors pass. Please be sure to make an appointment with instructors/administrators prior to arriving on campus.

SAFETY

APPLYING GOOD SAFETY PRACTICES EVERY DAY, IS A CONDITION REQUIRED OF ALL STUDENTS IN ORDER TO MAINTAIN CONTINUED ENROLLMENT IN ANY TECHNICAL CAREER PROGRAM.

Any student who is determined by the GMTCC Director to be unsafe to themselves, or to others, will be removed from their technical program.

General Safety Rules:

1. REMEMBER! WHAT YOU DO MAY VERY WELL AFFECT THE WELL BEING OF YOURSELF AND OTHERS!!
2. When you attend your technical program, make sure your clothing is appropriate for safe participation in that program. See dress code.
3. Rings, watches, necklaces, and loose or torn clothing are all potentially dangerous and should not be worn where restricted. Check with your instructor.
4. Labs are not playgrounds. Activities such as running, shoving, and horse playing are STRICTLY PROHIBITED in all labs.
5. Students enrolled for the first time in any program where safety glasses are needed will be provided a pair of industrial rated safety glasses. Students are required to use them at appropriate times. NOTE: If you lose them or destroy them, you must replace them. Industrial rated safety glasses can be ordered through your program instructor.
6. You should never attempt to operate any machine or piece of equipment unless you have been properly instructed.
7. NO STUDENT is to operate power machinery, equipment, or work in shops unsupervised.
8. Hearing protection should be worn when students are subject to loud noise.
9. All machines and/or equipment must be operated with all guard covers and safety guards in place.
10. Poor safety habits can endanger your life. BE SENSIBLE AND BE SAFE!!
11. Students are not allowed in classrooms unless the instructor is present.

SPECIFIC PROGRAM SAFETY ISSUES WILL BE ADDRESSED BY YOUR INSTRUCTOR

ATTENDANCE

GMTCC Attendance Policy: Employers expect employees to report to work during their scheduled work time; we expect students to attend GMTCC each day that school is in session- ***as long as the student is healthy.*** For instance, a student who exhibits flu-like symptoms should remain home as a matter of social responsibility. A student who is tired or sore after an evening basketball game should come to school.

- Students can accrue 4 absences per year without it impacting their GMTCC Employability Skills Performance grades and proficiencies. Students who accrue more than 4 absences, will be assigned point reductions on their GMTCC Employability Skills Performance Rubric, as outlined in the [GMTCC Employability Skills Rubric](#).
- **Any COVID related absences will be addressed by the director on a case by case basis.**
- 3 tardies are equivalent to 1 absence. Students who arrive after 10:15 a.m. are considered absent for the day.
- 3 early dismissals are equivalent to 1 absence. Students who leave before 12 noon are counted absent for a full day. Students who leave after 12 noon are given an early dismissal.
- Both in-school and out of school suspensions are counted as absences.
- Students may have the ability to make-up missed work due to absences. Make up work must be arranged by the student and must be approved by the instructor. Makeup occurs either before class (8:15 a.m.) or after class (2:00 p.m.).
- In accordance with LNMUUSD policy, students will receive a letter home for each interval of 5 absences they accrue (5 days, 10 days, 15 days). After 20 absences, students will be referred to the LNMUUSD Superintendent, Lamoille Valley Truancy Project and Department of Children & Families who will determine if a referral to the State's Attorney is also warranted. Please refer to the student handbook for more information.
- Students who accrue 15 or more absences will receive **ONLY** a participation certificate; **NOT** a completion certificate. In addition, they will not be eligible to receive any awards and/or scholarships or gain acceptance in any other program at GMTCC.
- Students who accrue 20 absences may be removed from their program. Long term absences due to illness will be reviewed on a case by case basis with GMTCC staff and administration.

ATTENDANCE RESPONSIBILITIES

Parents/Guardians: Vermont law states that it is the responsibility of a child's parent or guardian to cause their children to attend and participate in school on a regular basis. It is also their responsibility to provide written notification of a child's absence. **Absences must be reported to GMTCC's registrar (851-1570) prior to 8:00 am, by a parent or guardian.**

Students: Students and parents may request a planned absence for a variety of reasons. Planned absence forms are available from the GMTCC registrar. Any student requesting time off, must fill out a planned absence form and coordinate make-up work with the instructor, in advance of the absence. Please note that planned absences count in the same manner that all other absences do.

Makeup Work: It is the responsibility of the student to make up work missed during absences. In most cases, make-up work should be satisfactorily completed before the close of each quarter. When a student satisfactorily makes up work in a timely fashion, he or she may apply to the teacher for credit to offset unexcused absences.

Tardiness & Early Dismissals: Any student who is tardy (after 8:15 am), must get a pass from the GMTCC office before entering the technical program. Passes for early release should be obtained before 8:30am from the GMTCC Office. **No teacher will approve an early dismissal without a pass from the GMTCC Office.**

Students 18 Years and Older: Parent/Guardian permission is required for early dismissal unless the student is 18 **and** has a valid Age of Majority form on file in the office (**available at the GMTCC main office**). In the event of a sending school function, a written document or confirmation from the school must be available.

School and District: Vermont law states that the Principal or designee will make reasonable effort to contact and work with parents/guardians to implement necessary supports to have children attend school on a regular basis. The Principal or designee will document all student absences and will determine the thresholds for interventions. The Superintendent shall seek corroboration of mental or physical unfitness to attend school when appropriate.

GRADE REPORTING AND GRADING SYSTEM

GMTCC Report Cards:

Parents may access their student grades online. Parents should call the GMTCC offices for parental PowerSchool access.

NOTE: A Progress Report and/or letter may be mailed out at other times when a student's achievement level warrants attention. A meeting with the program/course instructor and a GMTCC administrator may be requested.

Report Cards are issued quarterly. Students and home schools will receive report cards approximately one week after the end of each marking period.

Grading:

- Students will receive scores on assignments, assessments, and employability skills based on a 100 point scale.
- Formative assessment (homework, classwork, quizzes) will contribute 40% to the total grade.
- Summative assessments (tests, projects, essays) will contribute 40% to the total grade.
- Employability skills will contribute 20% to the total grade.
- At the end of each quarter each student's score will be averaged based on the above categories. The average score will be converted to a 1-4 proficiency score.
- A proficiency score of **2.6** is considered "passing."

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Emerging proficiency	Developing Proficiency	Proficient	Exceeds Proficiency

WORKPLACE LEARNING EDUCATION: COOPERATIVE OPPORTUNITIES

Workplace learning comes under the direction of the Co-op Coordinator at GMTCC. Workplace learning education can be shadowing experiences, unpaid co-ops and clinicals, and paid co-op training. In some cases, these placements lead to apprenticeships. Students in the Workplace Learning Program are typically referred to as “Co-op Students.” Workplace Learning Education is an extension of the instruction given at the Technical Center. It is a structured program, where students combine their technical studies with a job in a field which is typically related to their program and career objectives. The Co-op Coordinator, and the participating employer, develop written agreements and training plans for the student’s instruction during the placement experiences.

Eligibility to participate in the Co-op Program is based upon technical skills, grades, demonstrated work ethic, behavior, and attendance patterns. Eligible students are placed with an area employer in supervised experiences. Many employers offer Co-op students full-time positions upon graduation from school.

Cooperative Student Admission:

1. All co-op experiences are set up through the GMTCC Co-op coordinator and are subject to employment conditions.
2. Students seeking a cooperative experience must be enrolled in a program and have the approval of the program instructor and the Co-op coordinator. Criteria includes:
 - a) Attendance
 - b) Proficiency level in academics and program
 - c) Lab and field performance
 - d) Maturity level
 - e) General attitude and respectful behavior
 - f) Student’s ability to work independently
 - g) Student’s willingness to accept supervision and follow directions
3. All co-operative experiences depend on an appropriate work site, a supervising mentor, adherence to applicable laws, an approved training agreement, an approved training plan, and periodic employer evaluations. Reliable student transportation is a must as GMTCC does not provide transportation.
4. Co-op experiences and the connected proficiencies cannot be guaranteed due to economic conditions and the employment conditions of cooperating employers. Credits gained in co-op experiences should never be part of a student’s plan to accumulate credits for high school graduation.
5. If a co-op ends prematurely and a student is in good standing with the employer, another plan will be developed, if possible. Otherwise, the student will likely need to be reassigned to his/her sending high school.
6. Generally, no embedded credits are granted for students in the second year of the same program when a co-op experience is the basis for the program.
7. Co-op experiences, alone, carry no embedded credits.
8. Co-op experiences cannot conflict with academic classes.

CAREER & TECHNICAL STUDENT ORGANIZATIONS

All career and technical students should consider belonging to a career and technical student organization. Active student organizations provide excellent opportunities for leadership training and development. The plans, activities, and functions of each student organization are selected and carried out by the members and the elected officers under the guidance of a faculty advisor. The success of each activity depends upon the loyalty and work put forth by each of the members and leadership of the chosen officers. Students that participate are more heavily considered for scholarships and other awards.

Guidelines for Meetings:

- A. All meetings must be approved and supervised by one or more faculty advisors.
- B. Fundraising activities must be approved in advance by the Director.
- C. Announcements should be prepared well in advance of the meeting or event.
- D. Activities must be scheduled by the advisor for inclusion on the school calendar by Monday afternoon of the previous week.

Guidelines for Social Events:

- A. The Director's signature is required for contracts.
- B. All arrangements must be completed two weeks in advance & paperwork turned in to the GMTCC Office.
- C. A minimum of 5 staff chaperones and 1 administrator are required for dances and other events with a large number of students attending.
- D. Expenditure of class or club money must be voted by the class or club.
- E. A clean-up squad is required for all events.
- F. All functions end at 10:30 p.m. unless approved by the Director.
- G. Guests at dances will have to be approved in advance by the administration.
- H. All school rules apply for social events.

FBLA (Future Business Leaders of America): This career and technical student organization is open to students enrolled in Business Administration. The group strives to enhance the business learning experience through participation in seminars and state and national competitions.

FFA: FFA is a career and technical student organization providing opportunities for the Forestry and Land Management and Sustainable Agriculture & Food Systems Programs to improve skills and compete with students from other state programs. Leadership and teamwork are stressed.

National Technical Honor Society: GMTCC's NTHS chapter is nationally affiliated and provides special benefits and group activities for students elected to the NTHS. To be chosen for membership by Center staff, a student must have an 85% average in their technical program, 80% overall in their high school, achieve 96% attendance, and demonstrate leadership and service in their local/school community.

SkillsUSA: SkillsUSA is the Center's largest career and technical student organization with representatives from ten of the GMTCC programs participating. Programs participating are: Automotive Technology, Business Administration, Culinary Arts, Computer Networking Technologies, Allied Health, Construction Technology, Pre-Tech Technology, Electrical Technology, HVAC and Creative Media Art & Design. State and national competitions in several areas are available to qualified students who demonstrate technical excellence.

CRITERIA FOR SECOND YEAR STUDENT ADMISSION

Admission to a Different Program:

The criteria outlined in the First Year Student Admission rules apply.

Additional criteria for admission as a second year student in a different program include:

- Recommendation by current program instructor
- Adherence to the GMTCC Attendance Policy
- Demonstrate a clear and reasonable path to graduation by meeting proficiencies in all course indicators or learning targets as expected and verified by GMTCC and partner school
- Positive disciplinary record
- Proven proficiency in GMTCC Employability Skills (3.0 or higher)

Admission to the Same Program:

- Students may be accepted to the same program for a second year if that program offers a distinct and separate second year curriculum where students have the opportunity to earn **new proficiencies, new college credits, and/ or new Industry Recognized Credentials**.
- All first year student enrollments take priority over second year enrollments in a given program. If all of the seats are taken by first year students then no second year students will be admitted.
- There is no guarantee that programs who offer a second year curriculum will offer second year enrollments from year to year.

The procedures for acceptance and enrollment as outlined in the First Year Student Admission criteria will apply except:

- IEP, 504, EST team meeting is not mandatory
- Full day student program visit is not mandatory

Additional criteria for admission as a second year student in the same program include:

- Recommendation by current program instructor
- Adherence to the GMTCC Attendance Policy
- Demonstrate a clear and reasonable path to graduation by meeting proficiencies in all course indicators or learning targets as expected and verified by GMTCC and partner school
- Positive disciplinary record
- Proven proficiency in GMTCC Employability Skills (3.0 or higher)
- A written and approved second year curriculum plan and a co-op educational component OR an individualized plan approved by the director.

Second year students applying for the following programs: Allied Health, Automotive Technology, Business Administration, Computer Networking Technology, Construction Technology, Creative Media Art & Design, Culinary Arts, Electrical Technology and Forestry & Land Management must have a written and approved second year curriculum plan that includes courses needed for graduation, Second Year curriculum, the competencies to be mastered, embedded credit, if applicable and a co-op (see Student Cooperative Admission Policy) component. Each program may have specific criteria for Second Year Student Admission. Individualized plans may be presented to and approved by the director.

LEGAL REQUIREMENTS

Animal Dissection:

In compliance with 16 VSA, §912 “Pupil Right to Refusal: Animal Dissection Law,” any GMTCC student has the right to be excused from participating in any lesson, exercise, or assessment requiring the student to dissect, vivisection, or otherwise harm or destroy an animal or any part of an animal to observe any of these activities, as part of a course or instruction. Any GMTCC student and parent/guardian may exercise this right by completing the Opt-Out Form at the school’s main office. GMTCC will provide alternative education methods for those students who choose to opt out of these activities so they may learn and be assessed upon the curriculum material.

Alternative Education Method: A student who is excused under this policy shall be provided with alternative methods through which they can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.

Discrimination: No student shall be discriminated against based on their decision to exercise the right to be excused afforded by this policy.

Asbestos Hazard Emergency Response (AHERA):

The Asbestos Hazard Emergency Response Act (AHERA) requires written notice be given to workers and building occupants, or their legal guardians, that all schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the GMTCC main office. The LNSU Facilities Director is the LNSU designated person for AHERA requirements. This notification is required per 40 CFR §763.93(g)(4).

Equal Access and Public Access:

GMTCC will not discriminate against any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, gender identity, marital status, or any other legally protected status under federal or state law. Appropriate measures will be taken within the context of per Vermont’s Public Accommodation Act, 9 V.S.A. 4500 et seq., Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973 guidelines and regulations to insure such compliance.

GMTCC, in compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act, affirms:

1. The right of all students to equal treatment (including aid, benefits, services, and application of rules and regulations) without regard to gender.
2. The right of every student to access all courses with regard to gender.
3. That no student will be excluded on the basis of gender from participation in, be denied the benefits of, or be subject to discrimination in Health and Physical Education programs.
4. That no student will be excluded on the basis of gender from participation in, be denied the benefits of, or be subjected to discrimination in athletics, intramural, or co-curricular activities.
5. That no student shall be excluded on the basis of gender from participation in, be denied the benefits of, or be subjected to discrimination in vocational programs and activities.
6. The rights of all students to equal treatment without regard to marital or parental status.

7. The right of every student to counseling without regard to gender, and with non-discriminatory counseling instruments/materials.

Grievance Procedure: In the event a student, parent/guardian, or employee believes there is a basis for a grievance regarding equal educational opportunities, that person shall follow the procedures outlined below:

- **Step 1:** The person who believes there is a basis for a grievance regarding equal educational opportunities will present the alleged grievance in writing on a standard form supplied by the LNSU office to the building principal or immediate supervisor. The principal or immediate supervisor will attempt to resolve the grievance, and will respond within five (5) work days following receipt of the completed form.
- **Step 2:** If the action of Step 1 fails to resolve the grievance to the satisfaction of the affected party, the aggrieved will, within five (5) workdays, submit such grievance in writing to the Superintendent or designee. The Superintendent or designee will reply in writing within five (5) workdays after the initial presentation of the grievance.
- **Step 3:** If the action of Step 2 fails to resolve the grievance to the satisfaction of the aggrieved party, the aggrieved part will, within five (5) workdays after receiving the written reply from the Superintendent or designee, submit such grievance to the member District School Board for resolution. The member District School Board will review the grievance and hold a hearing, if necessary, within twenty (20) workdays after receipt of the Step 2 response. The member District School Board will reply to the grievance in writing within five (5) workdays thereafter, and the decision of the School Board will be final. Reprisals taken by the member District School Board or any of its members as a result of a grievance decision will be grievable.
- **Step 4:** The aggrieved party has the right to bypass the grievance procedure and make the complaint directly with federal officials. However, it is suggested the aggrieved parties follow the procedure as outlined above. If the aggrieved party follows the grievance procedure and the grievance is not resolved, the party may then direct their complaint to the Office of Civil Rights or Equal Employment Opportunity Commission (EEOC).

English Language Learner Program (ELL):

The Lamoille North Supervisory Union is committed to supporting the academic and social needs of all English Language Learners (ELL) attending our schools and ensuring that ELL students can participate meaningfully and equally in educational programs. An ELL student is a student with a home language other than English and who has limited English language proficiency based on results from an English language proficiency assessment approved by the state of Vermont. Historically terms have been used to describe the ELL students, including English as a Second Language (ESL), Limited English Proficiency (LEP), English Learner (EL) and English Language Program (ELP). LNSU ELL programming is inclusive of students who fall into all of these categories. Students are determined to be eligible for ELL Services through a screening and identification process and outlined by specific exit and entry requirements established by the Vermont Agency of Education. For more information about LNSU's ELL support programs, please contact the GMTCC main offices.

Family Educational Rights Privacy Act (FERPA):

Policy C1 Student Records - FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. LNSU will assume that either parent has the right to inspect, review, and

release the student's records unless evidence is provided demonstrating there is a legally binding instrument or court order providing the basis for specifically excluding a parent from such areas.

2. The right to request the amendment of the student's education records the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. The school will also release student records without prior consent or authorization under certain other exceptions, including: government officials and authorities as required by law, in health and safety emergencies, in connection with the application and receipt of financial aid, and (if required by state law) to accrediting organizations carrying out their official functions and to comply with a judicial order or lawfully issued subpoena after having made a reasonable effort to notify the parent or eligible student of the order or subpoena. Student information is provided to the State of Vermont concerning certain incidences of discipline and student behavior, including: bullying, harassment, physical restraint, suspension, and long-term suspension.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office administering FERPA is Family Policy Compliance Office Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605.
5. The District has determined that student directory information is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parent consent or prior authorization. The purpose of releasing such information is to enable the District to publish newsletters, yearbooks, directories, and similar publications, and to release information to media outlets concerning student academic and athletic achievements. The following directory information may be released or posted online (via the District website or LNSU social media accounts), or used in District publications, as stated above, without obtaining parental/guardian consent: student's name, parent's/guardian's names, address, telephone number, email address, date and place of birth, grade level, field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visibly activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photographs (including video) of regular school activities that do not disclose specific academic information about the student and/or would not be considered harmful or an invasion of privacy.
6. If a parent/guardian, person acting as a student's parent/guardian, or the student (if 18 or older) does not want the District to release the directory information listed below, they must notify the District in writing within 10 days of receiving this document that they don't want directory information released. A non-disclosure form is part of each student's Biographical Verification Form (BVD) at the beginning of the school year. If no written request is received in a timely manner, the school will disclose directory information without prior consent. Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless parents/guardians object to such release. If your parents/guardians notify the school principal in writing

of their wish to not release their student's name, address and telephone number to recruiters and institutions of higher education, the school will honor the request at that time.

7. Lists of student names and other directory information will not be made available except to school-related organizations, such as the PTO, at the discretion of the principal. Lists of such directory information are also provided to military recruiters and institutions of higher education.

Homelessness:

Students and families can become homeless for a number of reasons. The U.S. Department of Education defines homeless youth as youth who “lack a fixed, regular, and nighttime residence” or an “individual who has a primary nighttime residence that is a) a supervised or publicly operated shelter designed to provide temporary living accommodations; b) an institution that provides a temporary residence for individuals intended to be institutionalized including welfare hotels, congregate shelters, and transitional housing for the mentally ill; or c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.”

Students and families experiencing homelessness can find support and have their questions answered by calling Director of Student Services, Jennifer Hulse at 802-851-1178 or contact the principal of the school.

Students experiencing homelessness are eligible for free and reduced lunch, academic intervention (if needed) and support with school supplies or other needs associated with school participation.

Students have the ability to maintain enrollment in the school of attendance during their period of homelessness as outlined in federal law. Students can also enroll in the school District where they are staying during their period of homelessness. The homeless liaison will review each case, consider the student's needs, discuss the need for transportation to and from school in order to maintain attendance and school participation.

Homelessness is not a barrier to school attendance and we have support in place to help students and families who are experiencing this circumstance. We are here to help!

Mandatory Reporting:

We are committed to the safety and welfare of each student under our care. Under State law and LNSU policy, school personnel are mandatory reporters and are required to report suspected abuse or neglect to the Department of Children and Families (DCF) within 24 hours. School personnel are mandated to report all suspected cases of abuse or neglect to DCF.

Schools work with Child Protection Teams (which include the school nurse, principal, guidance counselor, classroom teacher, and other designated school personnel). These teams meet routinely to review the safety and well-being of students.

Annual Public Notice of Nondiscrimination:

[As required by the 1979 Guidelines for Eliminating Discrimination in Vocational Education Programs (34 CFR part 100, App. B, IVO)]

Lamoille North Modified Unified Union School District/Green Mountain Technology & Career Center
738 VT Route 15 West
Hyde Park, Vermont 05655

Green Mountain Technology and Career Center is pleased to announce that it is offering, among other programs, the following Career and Technical Education Programs of Study for the school year 2022/2023:

- Allied Health
- Automotive Technology
- Business Administration
- Computer Networking Technology
- Construction Technology
- Creative Media Art & Design
- Culinary Arts
- Electrical Technology
- Forestry & Land Management
- Heating, Ventilation & Air Conditioning
- Pre-Technology
- Sustainable Agriculture & Food Systems

Admission to these programs is open to all students enrolled in Lamoille Union High School, Stowe High School, Hazen Union School, Peoples Academy, and Craftsbury Academy. Enrollment in higher level courses often requires a pass in lower level courses in the same pathway.

The Lamoille North Modified Unified Union School District/Green Mountain Technology and Career Center does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age, and marital/civil union status in admission or access to, or treatment or employment in, its programs and activities. The Lamoille North Modified Unified Union School District/Green Mountain Technology and Career Center provides equal access to the Boy Scouts and other designated youth groups.

The Lamoille North Modified Unified Union School District/Green Mountain Technology and Career Center offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. Individuals wishing to obtain information about the existence and location of accessible services, activities, and facilities should contact the 504 Coordinator (information below).

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Name and Title

Meaghan Parker, Title IX Coordinator
738 VT Route 15 West
Hyde Park, Vermont 05655
(802) 851-1573

Name and Title

James Chartrand, 504 Coordinator
738 VT Route 15 West
Hyde Park, Vermont 05655
(802) 851-1574

Release of Directory Information:

GMTCC has the right to disclose certain Directory Information on students without the prior consent of the parent or the eligible student. In addition, no records of any disclosure is required. The GMTCC Directory Information may vary from the Directory Information published in area

sending schools. The following types of personally identifiable information has been designated as Directory Information at GMTCC and can be disclosed:

- Student's name, address, date of birth, enrollment dates
- Parent or legal guardian's name and address
- Student's grade and program classification
- Student's participation in recognized school activities
- Student's diplomas, certificates, awards, and honors received
- Student's photograph, video and voice as it may appear in GMTCC advertising, GMTCC web page, and other student's work

If parents or eligible students wish to have this information exempted from disclosure, you must file a written request with the Green Mountain Technology and Career Center Director annually, indicating which items you wish to have exempt. The written request should be received before September 9, 2022, if you do not want any disclosure. Written requests received after that date will only affect any disclosures that might occur after the date of receipt.

The Family Educational Rights and Privacy Act (FERPA) allows school officials and school employees with a legitimate educational interest and who are involved in the evaluation of federal or state programs, to have access to student assessment information. The FERPA Office defines legitimate educational interest as, "could not carry out their duties without the information". School boards are able to carry out their duties by having access to student information in disaggregated groups and individual specific student identifiable information is not necessary. Information disaggregated by group will be discussed in executive session so that confidentiality is in place for the discussion if the group size is smaller than 10. This is consistent with State reporting practices.

Restraint/ Seclusion:

It is the practice at GMTCC that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the intent of GMTCC to create a positive and safe learning environment, and promote positive behavioral interventions and support.

Green Mountain Technology and Career Center
GMTCC TRAVEL PERMISSION FORM
2022-2023

Due to the unique nature of the _____ program, I understand that my child will attend work-based learning experiences at an off-campus location. Students will be responsible for their own transportation, and the parent/guardian agrees to assume liability for travel to and from the facility. Students understand he/she will be responsible for getting to an off-campus class on time and any infraction of the district's attendance/tardy policy will be in violation per the Student Rights and Responsibility handbook.

Home School _____

If driving, the following information is required:

Vehicle: Make _____ Model: _____ Year: _____

Drivers License Number: _____ Expiration: _____

Insurance Carrier: _____ Policy Number: _____

VT Inspection Expiration Date: _____

My child may transport other students: YES NO

My child may carpool with other students: YES NO

_____ ID Number

Student's Name (Please print)

Home Address _____

Home Phone _____ Cell Phone _____

_____ Date

Parent or Guardian (Signature)

Work Phone _____ Cell Phone _____