

RANDOLPH UNION 2023-2024 STUDENT HANDBOOK



The world is before you
and you need not take it or leave it
as it was when you came in.

- James Baldwin

This book belongs to: _____

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Note to Students & Families

During the 2023-2024 school year, RU will continue to follow state guidance and regulations relative to the COVID-19 pandemic.

If changes are made during the year to the information in this handbook, families and students will be alerted.

Also, readers can always contact the main office with questions or for the most current information.

Main office: 802-728-3397

Website: Orangesouthwest.org

OSSD Policy Type: Ends

MISSION STATEMENT

Students have the knowledge, skills, and tools to be prepared for the next stage of their lives, which justify the resources invested by the community.

Further, our core focus is on the following:

1.1 Critical Thinking: Students creatively apply experiences and critical analysis to solve problems and make informed decisions.

1.2 Foundational Knowledge: Students possess comprehensive knowledge of a core curriculum in the following areas:

1.2.1 Reading, writing and communication

1.2.2 Mathematics

1.2.3 Science

1.2.4 Social Studies

1.2.5 Life Skills

1.2.6 The Arts

1.3 Ability to Adapt: Students are adaptable, resilient and can manage change.

1.4 Information Technology: Students use and apply information and technology appropriately, effectively and objectively.

Randolph Union
15 Forest Street
Randolph, VT 05060
Main Office Telephone: 802-728-3397
Fax: 802-728-6703
www.orangesouthwest.org/RU

Lisa Floyd, Principal Jason Finley, Associate Principal

WELCOME TO RU

Welcome to RU!

At Randolph Union, we are guided by the vision of our citizenry and school board, which charge us to achieve an important mission:

To foster in young people *the knowledge, skills and tools they will need to be prepared for the next stage of their lives* – whether that be the next grade level, the next stage of personal development, or the next phase of life beyond high school.

We look forward to working with you, the students and families of RU, to achieve these goals and fulfill the mission of our public school.

For the Faculty and Staff,

Lisa Floyd, Principal

Jason Finley, Associate Principal

CALENDAR OF SCHOOL YEAR

Agreement Calendar 4.15.23

ORANGE SOUTHWEST SCHOOL DISTRICT 2023 - 2024 SCHOOL CALENDAR												
SUPERINTENDENT OF SCHOOLS OFFICE 24 Central Street Randolph, Vermont 05060												
					MONTH SDNT DAYS	SDNT CUM. DAYS	TOTAL CUM. DAYS					
AUGUST												
M	T	W	T	F								
14	15	16	17	18								
21	22	23	24	25								
28	29	30	31		0	0	4	Aug. 21-25 New Teacher Boot Camp Aug. 28 - Sept. 1 Inservice Days No School				
SEPTEMBER												
				1								
4	5	6	7	8				Sept. 1 Inservice Day - No School				
11	12	13	14	16				Sept. 4 Labor Day Holiday - No School				
18	19	20	21	22				Sept. 5 First Day of School All Students				
25	26	27	28	29	19	19	24					
OCTOBER												
2	3	4	5	6								
9	10	11	12	13				Oct. 9 - Indigenous Peoples Day - No School				
16	17	18	19	20				Oct. 11 Early Release at 11:30 for Parent Conferences including RTCC				
23	24	25	26	27								
30	31				21	40	45					
NOVEMBER												
		1	2	3								
6	7	8	9	10				Nov. 10 - Veterans Day Holiday - No School				
13	14	15	16	17				Nov. 22,23,24 Thanksgiving Holiday - No School				
20	21	22	23	24								
27	28	29	30		18	58	63					
DECEMBER												
				1								
4	5	6	7	8								
11	12	13	14	15								
18	19	20	21	22								
25	26	27	28	29	16	74	79	Dec. 25 - Jan. 2 Holiday Break				
JANUARY												
1	2	3	4	5				Jan. 1 New Year's Holiday				
8	9	10	11	12				Jan. 3 Students return from Holiday Break				
15	16	17	18	19				Jan. 15 Martin Luther King Day - No School				
22	23	24	25	26				Jan. 16 In Service, Early Release for Students at 11:30				
29	30	31			20	94	99					
FEBRUARY												
			1	2								
5	6	7	8	9				Feb. 19 - 23 Winter Vacation				
12	13	14	15	16								
19	20	21	22	23	16	110	115					
26	27	28	29									
MARCH												
				1				March 4 In Service - No School				
4	5	6	7	8				March 5 Town Meeting & Budget Vote No School				
11	12	13	14	15								
18	19	20	21	22				March 20 Early Release for Parent Conferences at 11:30 including RTCC				
25	26	27	28	29	19	129	135					
APRIL												
1	2	3	4	5				Apr. 22 - 26 Spring Vacation				
8	9	10	11	12								
15	16	17	18	19				Apr. 29 In Service, Early Release for Students at 11:30				
22	23	24	25	26	17	146	152					
29	30											
MAY												
		1	2	3				May 24 Senior Projects in P.M.				
6	7	8	9	10				May 27 Memorial Day Holiday				
13	14	15	16	17								
20	21	22	23	24								
27	28	29	30	31	22	168	174					
JUNE												
3	4	5	6	7				June 17 Last Day if no Snow Days				
10	11	12	13	14				June 24 Last Day if Five Snow Days				
17	18	19	20	21								
24	25	26	27	28	11	178	185					

Marking Periods End Grades 7-12	
October	TBD
January	TBD
April	TBD
June	TBD
District Offices Closed	
September 4th	
November 10th	
November 23rd & 24th	
December 25th	
January 1st	
March 5th	
May 27th	
July 4th	
	Inservice Day (bold/italic)
	School holidays/vacations (bold)
	Early Release @ 11:30 am
	Parent Conference Day
179 Student Days *Includes Conferences 6 Inservice Days	
185 Total Teacher Days	

PHONE EXTENSIONS

To reach the voicemail extensions of faculty and staff after hours please call 728-3397 and enter the extension number.

NAME	EXT	NAME	EXT
• Abadi, Michael	1205	Lake, Diane	1321 VM
• Abdel-Fatah, Nasser	1148	Lary, Deb	1155
• Albandia, Kelsey	1227	Lyford, Sadie	1116
• Amidon, David	1223	Manning-French, Kayla	1146
Andrzejczyk, Colin	1221	Martin, Patrick	1103
Aridgides, Shannon	1169	Matz, Alyssa	1108
Baker, Betsy	1183	McCord, Megan	1120
Bartlett, Bob	1147	McGalliard, Becky	1131
Bauer, Angela	1128	McKeon, Lauren	1144
Bent, Nick	1102	Merrill, Kara	1143
Brett, Wilson	1149	Moynihan, Timothy	1208
Castellano, Rebecca	1225	Parsons, Paul	1200
Christiano, Anthony	1204	Quevedo, Flora	1206
Couture, Emily	1231	Quinones, Hayley	1100
Curley, Gary	1222	Robinson, Sean	1135
Danforth, Jazmyne	1328	Schaner, Deb	1212
Doyle, Jen	1320 VM	Schwartz, Heidi	1110
Drown, Jane	1112	Shands, Betsy	1218
Drury, Kristel	1319 VM	Sievert, Erik	1126
Dussault, Matthew	1125	Stratton-Jacobs, Kelsey	1122
Finley, Jason	1106	Taft, Beverly	1105
Floyd, Lisa	1132	Tucker, Kelly	1104
Forman, Steve	1216	Vincent-Roller, Katie	1152
Gibbs, Wes	1180	Walker, Willy	1109
Glynn, Andrew	1323 VM	Wenz, Mitchell	1124
Gold, Martha	1114	West, Janet	1308 VM
Hance, Greg	1220	Wheeler, Lindsay	1167
Holder, Michelle	1165	Worley, Robert	1179
Hunt, Jacqueline	1169	Young, Betty	1322
Jarvis, Chesne	1130	Zani, Tom	1150
Johnson, Karen	1140		
Johnson, Vickie	1213		
Kelman, Tevye	1133		
Kennedy, Brian	1229		
Kuhn, Nick	1202		
Lafreniere, Kathie	1315 VM		

DAILY SCHEDULE - GRADES 7-12

Day	Mon	Tues	Wed	Thurs	Fri	Total Minutes
FIRST BLOCK - Static 7:55 – 8:41 (46 Min)	1	1	1	1	1	230 min/wk
SECOND BLOCK - Static 8:44 - 9:41 (57 Mins)	2	2	2	Call Back	2	228 min/wk
THIRD BLOCK 9:44 - 10:40 (56 Mins)	3	7	6	5	4	224 min/wk
FOURTH BLOCK 10:43 – 11:39 (56 Mins)	4	3	7	6	5	224 min/wk
MS Lunch HS Advisory 11:42 – 12:02	MS Lunch HS Advisory	MS Lunch HS Advisory	MS Lunch HS Advisory	MS Lunch HS Advisory	MS Lunch HS Advisory	0
MS Advisory HS Lunch 12:05-12:25	MS Advisory HS Lunch	MS Advisory HS Lunch	MS Advisory HS Lunch	MS Advisory HS Lunch	MS Advisory HS Lunch	0
FIFTH BLOCK 12:28 – 1:24 (56 Mins)	5	4	3	7	6	224 min/wk
SIXTH BLOCK 1:27 - 2:23 (56 Mins)	6	5	4	3	7	224 min/wk
						224 min/wk
Total Minutes of Instructional Time	327 min/day	327 min/day	327 min/day	270 min/day	327 min/day	1578 min/wk

PARENTAL CONCERN PROCEDURE

We strongly encourage parents to be involved in your child's education. As such, we welcome you to communicate with us on a regular basis. Please use the following as a guide.

When you have a concern about some aspect of your child's school life you should follow this procedure:

- Have a discussion with your child so you plainly understand what the concern is,
- Contact the teacher involved for a discussion of the problem; teacher contact numbers are listed in this handbook. If no solution can be reached,
- Contact the appropriate school administrator at 728-3397. If no solution can be reached,
- Contact Superintendent Layne Millington by calling Sue Smith at the OSSD office, 728-5052. If no solution can be reached,
- Contact School Board chair Anne Kaplan by calling Sue Smith at the OSSD office, 728-5052.

NON-DISCRIMINATION STATEMENT

Randolph Union will adhere to the procedure of non-discrimination on the basis of race, sex, age, religion, sexual orientation, national origin, and/or handicaps related to the operation of and the programs offered at Randolph Union. The Middle School adheres to this and all policies as written. Any person who feels that their rights or those of their minor child have been violated under this policy of non-discrimination may request from the school administration a copy of the procedure to follow and resolve the complaint.

The Orange Southwest School District has policies that outline an individual's rights. Those policies are available through the Superintendent of Schools.

WRITING ACROSS THE CURRICULUM

Randolph Union requires and supports consistent writing practices in all content areas. Handouts that explain RU accepted formats are available in the Media Center and from the English/ Humanities staff. The Middle School adheres to these practices as well.

GRADUATION INFORMATION:

CLASS RANKING

Students attending Randolph Union will be ranked according to their comparative Grade Point Averages (GPA) earned while completing courses at RU.

Definitions

Student: A student defined in this policy is: an enrolled undergraduate member of an RU class, carrying at least the minimum required course/credit load per semester, and/or meeting the particular requirements of the student's Individual Education Plan (IEP), or alternate educational program approved by the administration. RU students attending RTCC (including Co-op students) must meet all RU/RTCC program requirements. Students are considered enrolled when they are included in town residence lists for billing purposes and/or RU receives state aid and/or tuition for that student. **Class Ranking:** Beginning in the student's freshman year, the student's cumulative GPA will be the earned GPA, which will determine class rank. Class rank will be calculated at the end of each semester. As needed, a transcript can be issued that reflects the numerical class rank achieved at the date of the student's exit from Randolph Union.

Graduation Honors Groups: Students having earned a cumulative GPA of 3.67-4.00 will be placed in the Highest Honors group at graduation. Students having earned a GPA of 3.34-3.66 will be placed in the Honors group at graduation. To be eligible for class ranking for those top two honors groups, a student must meet the following guidelines:

1. Attend a minimum of two full semesters at RU, including the student's entire senior year, prior to graduation.
2. Meet the standards defined in the definition of a RU student in this policy.
3. Students in the following categories are not included in the class ranking for Honors groups at graduation:
 - a) Exchange students (foreign and domestic)
 - b) Adult Education Diploma students
 - c) Early graduates from RU (students graduating prior to the second semester, senior year).
 - d) Students not meeting the eligibility requirements stated in items 1 and 2 above, or students not meeting the standards identified under the definitions of this policy.

Honor Seniors

Seniors having earned a GPA of 3.34-3.66 will be the Honor Seniors. They will be determined by an examination of the student's cumulative academic records at the end of the second semester of the senior year. A silver seal attesting to this accomplishment will be affixed to the student's diploma and academic transcript.

High Honor Seniors

Seniors having earned a GPA of 3.67-4.00 will be so designated. They shall be determined in the same manner as the Honor Seniors and shall have a gold seal affixed to their diplomas and academic transcripts.

Transfer Students: Students transferring to RU will attain a GPA, based upon averaging their earned GPA from their previously attended school, with the GPA earned as a student at RU. Transcripts from RU will reflect this GPA and ranking as stated previously in this policy. Transfer students are only eligible for the top two graduating honors (groups) if they meet the criteria defined previously in this policy for those honors. In the case of an incoming transfer student's grade system differing from the RU grading criteria, the RU Student Services Department will use the RU Grading System to interpret and calculate the GPA value, based on RU grading criteria.

Exceptions: the administration and the RU School Board must approve any exceptions to this policy, due to unusual or unforeseen conditions or circumstances.

GRADUATION REQUIREMENTS

Earning a diploma from RU means that students have demonstrated proficiency in our graduation standards. Pathways toward proficiency typically involve a blend of common/required experiences and personalized programs of study that align to individual student interests, goals and needs. One common expectation is that all students, other than seniors who are given additional time throughout the day to work on Senior Project, are expected to carry a **minimum of 7 courses** each semester. Any exception must be approved by the administration. This coursework includes the pathway requirements listed below.

Common Graduation Pathway Requirements

English 4 full years	
Mathematics 3 full years	
Science 3 full years	
US History 1 full year	
Social Studies 2 full years	Grade Level, Advisory Group, Etc.
Phys-Ed 1.5 years	Standards are addressed through multiple pathways.
Health 0.5 years	See detailed information on next page
Fine Arts 1 full year	
World Languages	
Senior Project	

PROMOTION REQUIREMENTS

A student's grade level standing is used to determine Advisory placement and class activities. (A student in an 11th grade Advisory, for example, will be eligible to hold office in the junior class.) At the end of the first semester, Student Services will update grade level and class standings, awarding credit for all semester courses. **To be promoted from one grade/class to another, a student must have successfully completed the following, or equivalent:**

4 full year courses at the end of the freshman year, including 1 full English course.

9 full year courses at the end of the sophomore year, including 2 English courses.

14 full year courses at the end of the junior year, including 3 English courses.

20 full year courses at the end of the senior year, including 4 English courses.

SENIOR PROJECT

The Senior Project consists of six parts, all of which must be completed in a satisfactory manner and in strict compliance with the deadlines on the Senior Project Timeline. In May, a review panel will evaluate the entire year's work. The six parts of the Senior Project are as follows:

1. **PROPOSAL** In the spring of their junior year, each student presents a proposal for an area of study that challenges the student and holds the student's interest during the yearlong process. The proposal includes a letter of intent, a work consulted with three entries, a research question web, a signed mentor agreement and a parent permission and medical/ liability form. The senior presents a proposal to a panel of community members and staff. The senior and the student's panel reach an agreement about what the Senior Project will be. (See Sr. Project Handbook for more information.)
2. **PAPER** Each senior writes a 7-to-12-page research paper on a topic related to the Senior Project.
3. **PRODUCT** Each senior creates a learning experience that requires spending at least thirty (30) hours using knowledge gained from research and from working with a mentor.
4. **PORTFOLIO** The portfolio documents the process and journey the student used to complete the student's Senior Project. It will include the following:
 - a. **documents** pertaining to Senior Project
 - b. **time sheet** that records the time spent working on the product and a summary of what was accomplished during that time
 - c. **journal** reflecting on the work, the process and personal growth
5. **DISPLAY** The Open House in May will include the entire portfolio and product. The product might not be tangible; for example, the student might spend time tutoring or working at a service agency, but the portfolio will document what was done. Documentation might include photographs, videotape, or a slide show. Some students wish to participate in a performance as part of the documentation of their product. This usually takes place during the *Night of the Arts* in May. The Senior Project Open House in May is open for viewing by parents, students, panel members and the public.
6. **DEFENSE** Each senior will present an eight-to-ten-minute oral defense of the student's entire Senior Project to the panel in May. The oral defense is followed by a five- to eight-minute question and answer period.

If a senior does not complete any one of the five parts in a satisfactory manner or does not meet one of the published deadlines, the student and the student's parent(s) will be notified that the senior is ineligible to graduate in June. At that point the senior may appeal to continue in the Senior Project process. (See Sr. Project Handbook for more information.)

GRADUATION POLICY

Any student expecting to participate in the RU graduation exercises will have met all of the requirements for one of the following:

- I. Graduate with a high school diploma.
 - A. Student will fulfill the RU graduation requirements.
 - B. Student will successfully complete Senior Project requirements.
- II. Graduate with a high school diploma through a Multi-Year Plan.
 - A. Student will fulfill RU requirements as prescribed in an approved Multi-Year Plan.
 - B. Student will successfully complete Senior Project requirements.
- III. Receive a Certificate of Recognition.
 - A. Student will satisfactorily complete all of the requirements of a special class program and be recommended for graduation by the student's educational team.
- IV. Seniors must settle all accounts prior to graduation. This includes class dues if applicable.
- V. All seniors must attend both marching practices in order to participate in the graduation ceremony. Only exceptional circumstances, approved by the administration beforehand, will be accepted for absences. Practice doesn't start until all expected seniors are in attendance.

GRADES/GRADING

At the beginning of the year, teachers will let students know, in writing, how they will be graded in courses. It is important that students keep this information and share it with parents. A special "Personalized and Proficiency Based Learning at RU" https://docs.google.com/document/d/1eySH_DblEZq100seTVbljn4EV-8xnPBHdpegVvOCzr4/ for students and families is where to go for more detailed information about grading and reporting.

HONOR ROLL

See the "Personalized and Proficiency Based Learning at RU" https://docs.google.com/document/d/1eySH_DblEZq100seTVbljn4EV-8xnPBHdpegVvOCzr4/ for more information on earning Honors and High Honors in courses, as well as how academic recognition is publicized during the school year.

CHEATING

The consequence for cheating on any assignment, quiz, test, or exam will be to receive no credit for the assignment. A letter or discipline referral will be sent to parents explaining additional disciplinary action to be taken and the student will be required to complete an alternative assessment.

EXAMS/SUMMATIVE ASSESSMENTS

Most courses will include culminating summative assessments prior to completion. Course grading criteria will include how the assessment is used in determining the grade. Summative assessments may take the form of traditional exams, projects, interviews, oral defenses, etc.

MULTIPLE PATHWAYS TO GRADUATION

Multiple Pathways *Early College, ILOs, and More*

As noted above, pathways toward proficiency in our graduation standards are a blend of required courses and personalized options via "multiple pathways." Below are descriptions of the multiple pathways that are open to students at Randolph Union. Some of these options are available only to students in the upper grades - but not all of them. Students, if you are not sure what options are open to you - or whether we might be able to make an exception to the general rule - just ask!

ILO: INDEPENDENT LEARNING OPPORTUNITY

An ILO or Independent Study is a way of pursuing learning outside of the offerings that might fit into a particular student's schedule in a particular semester. It is also an option for students who want to push their learning in settings and domains outside of what we offer as typical courses. Strong Habits of Work are a must, and the plan of study must be approved by a teacher certified to assess the content standards in which proficiency is being pursued. Students interested in this option should speak to a subject area teacher who can approve the plan and assess the learning. Past areas of study have included: Comparative Religion, Technical Theater, History of the Middle East Conflict, Advanced Drawing and Painting, Architectural Drawing, Metal Casting, Goat Farming. See a school counselor for more information.

Independent Learning Opportunity (ILO) Important Dates:

ILOs are overseen by the Director Applied Learning and Flexible Pathways. The ILO Process typically runs like this: students decide that they want to pursue an ILO, often with input from the school counselors in Student Services, and then there is a meeting and the Director Applied Learning and Flexible Pathways will share an electronic document with them, the **ILO Proposal**, which needs to be filled out and signed by:

- The Student
- The Advisor
- School Counselor
- The Teacher of Record

- The Director Applied Learning and Flexible Pathways

The form needs to be turned in to the Director of Applied Learning by the Student Services scheduling deadline each semester. With the Director of Applied Learning and Flexible Pathways and the teacher of record (especially for a core content class such as English), the student will agree to a timeline and a project / presentation. This will be formalized in a contract. The contract will require that students produce work & evidence of progress for each of the 8 marking periods. Single semester ILOs will fall under the same requirements for reporting, regarding incompletes, as traditional classes. Questions: see the school counselors or the Applied Learning and Flexible Pathways.

Planning a Technical Program

Students may choose a program in which to participate at the Randolph Technical Career Center. The programs are available to all students who have obtained junior or senior status at their high school. Prior to attending RTCC, students are expected to have completed most of their graduation requirements.

Admission Process

Grade 10 or 11 students should meet with their School Counselor after determining general career interest areas. The School Counselor will provide the student with an application for the student and their parents to complete. The School Counselor will forward this application, along with a student's transcript, to RTCC for consideration.

Grade 9 or 10 students may apply to be a part of the Pre-Tech partial day program and will need to continue to earn credits toward graduation at RUMHS, in order to be eligible for full day programs as 11th and 12th grade students.

Entrance Requirements

Those students attending RTCC will fulfill graduation requirements for the Senior Project by completing the RTCC Project. The Technical Center will make companion courses at RUHS available to students enrolled in a technical program. Any exceptions to the above requirements must be reviewed by the student's counselor and the RUHS Director of Student Services. The admission procedure would include a formal application submitted for review by the RTCC Admission Committee. All students are required to take English. Some students may also be required to complete their remainder Academic Requirements at Randolph Union High School. .

See next page for more on specific requirements for Seniors and Juniors.

Requirements for joining RTCC as a Senior:

Students must have successfully completed the following courses prior to the senior year.

English	3	full years
Math	3	full years
Science	3	full years
Social Studies	2	full years
US History	1	full year
P.E.	1.5	years
Health	.5	years
Fine Arts	1	full year

If admitted to RTCC as a junior, companion courses will be taken to meet senior year requirements while enrolled in the center.

Requirements for joining RTCC as a Junior:

Students must have successfully completed the following courses prior to the junior year:

English	2	full years
Math	2	full years
Science	2	full years
Social Studies	2	full years
P.E.	1.5	years
Health	.5	years

Early College at Vermont State Colleges

With the 2013 passage of the Flexible Pathways bill (Act 77), Vermont's Early College Program has expanded with funds being made available to students for programs that are operated or overseen by one of the Vermont State Colleges, the University of Vermont, or by an accredited private postsecondary school located in Vermont. See your counselor to learn about these early college opportunities.

Early College at Dartmouth College

The Special Community Student High School Program at Dartmouth College allows eligible seniors to take one course per term during the fall, winter and spring terms. Juniors may enroll during winter and spring terms only. Students must be recommended by a high school principal, counselor or school official. The tuition for this program is free to the student. Students are responsible for their books and transportation.

Early College at VTC

VAST: Vermont Academy of Science & Technology is an accelerated program for high school seniors at Vermont Technical College. This is an exciting chance for students to complete their final year of high school and first year of college at the same time. Randolph students may opt to receive a Randolph diploma and still attend the program. Some students have chosen to attend the VAST Program full time and receive a VAST diploma. For more information, students should see their high school counselor.

CBL: Community-Based Learning

RU is proud to be continually expanding CBL opportunities for students. CBLs or “Deployed Classrooms” allow students to leave the confines of the school while continuing to meet RU graduation standards in various content areas. Our current CBL, at Nolato GW, explores these questions: How does manufacturing fit into the fabric of Vermont, and how has technology changed the manufacturing workplace? How can any person with a great idea for a product turn that idea into a solid business? See the Director Applied Learning and Flexible Pathways or the Course Catalog for more information.

VT Virtual Learning Consortium

In an effort to offer expanded course offerings to students, RU utilizes the online educational organization called the Vermont Virtual Learning Consortium (VTVLC). VTVLC courses are available to a limited number of students each semester with preference given to seniors and juniors. Sophomores will be considered on a space-available basis. Learn more about VTVLC by visiting vtvlc.org. Interested students should speak with their school counselor about this opportunity.

AP: Advanced Placement Courses

AP classes follow a national curriculum and learning is assessed by taking a national exam. High marks on the exam can earn a student credit at certain colleges. This is a unique learning opportunity that allows students to take college-level courses and exams here at RU. AP courses are available in biology, calculus, physics, literature and composition, US history, world history, language and composition, and Spanish.

- **Taking the exam:** It is expected that students enrolled in AP courses will take the corresponding AP exam. The exam cost will be paid by the school.
- **End of Year:** AP courses are year-long courses, just like other classes at RU. Once the exam is completed, the course continues with additional learning opportunities, projects, etc. See teacher/syllabus.

COURSE SELECTION

Students will register for next year’s courses during the months of January through March. When selecting courses, students’ interest, ability, teacher and parent recommendations, counselor recommendation and graduation requirements are considered. Throughout middle and high school, students will be maintaining a personal learning plan to inform course selection decisions.

SCHEDULE CHANGE PROCEDURES

Each semester begins with a drop/add period when students, families, teachers, counselors can propose changes to a student's schedule. Once this period is over, schedule change requests should be made via student services, using the “schedule change request form,” which asks for student input, advisor input, counselor input (including parent/guardian perspective), and admin approval.

POWERSCHOOL PORTAL

All students and parents/guardians have access to their student’s current demographic and attendance information via the PowerSchool parent portal. Students and parents/guardians will be given a username and password at the beginning of the academic year. If this information is lost, please contact the Registrar in Student Services.

PROGRESS REPORTS & MARKING PERIODS

For years, RU has had 8 marking periods: two semesters, divided into quarters, with each quarter having a “Report Card” and an “Interim” progress report. We will continue to have 8 dates when we will generate a **progress report**: a snapshot of how the student is doing in each class. (However, these progress reports will not be averaged to generate a final course grade. Grades will be a running calculation over the duration of the course. They don’t reset after each progress report.)

	School Year			
Semester	First Semester		Second Semester	
Quarter	First Quarter	Second Quarter	Third Quarter	Fourth Quarter

Anticipated dates for the end of each marking period (MP):

Quarter 1: November 3, 2023

Quarter 2/Semester 1: January 19, 2024

Quarter 3: March 29, 2024

Quarter 4/Semester 2: (to be confirmed based on snow day adjustments)

STUDENT RECORDS

- Parents, guardians or eligible students have a right to:
- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the act authorizes disclosure without consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with requirements of the act; and
- Obtain a copy of the school's policy and written procedures or protocols related to student records.

The federal *No Child Left Behind Act* requires the release of a student's name, address and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the district not release this information, and the district will comply with the request.

HEALTH SERVICES

It is the intention to have a full-time nurse in the school to oversee the care of ill and injured students as well as to dispense authorized medications. The nurse keeps track of immunizations and will send reminders to parents of 7th graders and transfer students if their child does not meet the recommendations of the Vermont Department of Health (VDH). Exemptions are not advised but are always an option. The nurse is required to do vision screenings as mandated by the VDH for 7th, 9th and 12th graders. Parents will be notified if the student is unable to meet the criteria. The nurse is the custodian of the student health records, which are kept in the Health Office until the student graduates, at which time the record is transferred to Student Services.

1. For students with a significant health concern or allergy, please contact the Health Office to ensure that a health/safety plan is put into place.
2. Return the emergency health form, given to students on the first day of school, as soon as possible, and inform the school **throughout the year** of any changes in contact numbers or medical information.

3. Dismissal from school

If your child becomes ill or injured during the school day, it is the school's procedure for students to see the nurse before they can leave school. The nurse will call a parent/guardian, or emergency contact if the parent/ guardian is not reached, to discuss the condition of the student. ***No student, with the exception of those who have obtained "Adult Status" may leave without a school official making direct contact with a parent or emergency contact.**

MEDICATION IN SCHOOL

No student is allowed to carry and/or self-administer medication, with the exception of authorized emergency medications. (See below) **No student is allowed to give another student any medication.** This act is considered a serious offense. Please refer to our Drug and Alcohol Policy.

The first dose of any new medication needs to be given at home before it can be given at school.

All medications need to come in their original labeled bottle or box. Send only the number of pills that will be needed at school. For prescription medications, if asked, the pharmacy will make up a second labeled bottle for school.

Prescription medications must be accompanied by written permission from the provider. At the time of the visit, please request that a second prescription be written or copied for the school.

OVER THE COUNTER (OTC) MEDICATIONS

Over the counter medications must be accompanied by a note from a parent/guardian instructing the nurse or designee on how the medication is to be given. In the case of a temporary condition like a cold or cough, indicate when the medication was last given and your permission to give another dose according to the directions on the bottle or box.

Over the counter medications e.g., Excedrin or Pamprin, for recurring conditions, may be kept in the Health Office, and will be given to the student as needed. These medications must also be accompanied by instructions (give one (1) or two (2) tablets as needed for headache or pain) to extend for the entire school year.

Please include the full name of student, date and parent/guardian signature on all notes giving permission for medications. Emergency medications such as inhalers or EPI PENS are permitted to be carried by students. However, they need to be cleared first through the Health Office. In the case of an EPI PEN a health safety plan will need to be written and approved by the parent and physician.

INJURIES OR SIGNIFICANT ILLNESS

If your child is significantly injured at school, a parent/guardian will be contacted to inform and consult on a plan for the student. If a student needs to be seen by a doctor for an injury, whether or not the injury occurs at school, please have the doctor write a note indicating any limitations that will be needed at school. Request that the note include expected duration and date of follow up appointment. **All original MD notes are to come to the Health Office.** Copies will be given to PE, Student Services, as well as Athletic and Main Offices. Original will be placed in the student's Health Record.

If your child needs to be out of school for an extended period of time because of an illness or injury, the school will need a note from a doctor. Contact the Health Office if arrangements for any physical accommodations will need to be made and Student Services for any academic accommodations.

For any significant injury, illness such as mono, or surgery, a clearance note from a doctor must be received by the school before a student may return to full participation in PE or sports.

ENERGY DRINKS

Energy drinks have become more common in the past few years at RU. Energy drinks are not allowed in our school. The American Academy of Pediatrics (AAP) states that adolescents under 12 years old should consume no caffeine at all. 100mg of caffeine per day for ages 12-18 is considered a safe dose.

Common side effects of a toxic level of caffeine include:

- Nervousness, jitteriness, heart palpitations, increased blood pressure, and chest pain.
- Increased incidence of dehydration from caffeine consumption.

Please contact Lisa Floyd, or Sadie Lyford, RN with any questions.

MEDIA CENTER

Students may use media center books, periodicals and other media for assigned study and recreational reading. The loan period for books is ten school days. A fee based on replacement costs will be charged for lost or damaged materials. The center also provides audiovisual, electronic and Internet resources for faculty and students. (See: "RU Computer Network Use Guidelines" for information on computer and Internet access). The center is open for class, student and community use during the school day and until 4 p.m. Monday-Thursday and until 3:15 on Friday. A pass from a teacher is required. When in the media center, students are expected to be using media center resources and to show courtesy of others who wish to read and work in a quiet, orderly environment.

COMPUTER NETWORK USE GUIDELINES

This is the text of an agreement that students must sign to access the computer network:

Randolph Union's goal in providing computer network access is to support the OSSD Mission Statement: Students have the knowledge, skills and tools to be prepared for the next stage of their lives, which justify the resources invested by the community. We endorse the American Library Association's Library Bill of Rights, which discourages censorship and promotes collections of varied views.

We expect that students and staff who use the RU computer network will do so in a way that is consistent with, and related to, the educational mission of the school community.

1. No person shall deliberately damage school computers or software. This includes vandalism, "hacking," wasting resources, spreading computer viruses, attempting to by-pass Internet filters and **clearing Internet history**.
2. No person shall deliberately access educationally inappropriate materials or show others how to do so. This includes, but is not limited to, obscene and pornographic materials, sites promoting hate groups or violence, the use of illegal or controlled substances, or dangerous materials (such as bombs or weapons).
3. All persons shall respect and uphold copyright laws regarding copies of software, text, graphics, audio files, video files, and will not plagiarize work they find on the OSSD network or on the Internet.
4. Illegal activities are strictly forbidden.
5. No person shall participate in hate mail, harassment, discriminatory remarks and other antisocial behaviors, including, but not limited to profanity, obscenity, bigotry, 'flaming' and cyberbullying. Cyberbullying: The use of information and communication technology to bully, embarrass, threaten or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal and/or abusive.
6. Use of another user's device or login password, or allowing another user to use one's device or login password, is prohibited.
7. Social networking sites, such as Snapchat and Facebook, and the use of personal web-based email, such as Gmail, Hotmail, and Yahoo, are prohibited.
8. The following activities are permissible only under teacher directive AND administrative approval: Chat, OSSD Gmail, Weblogs, music or video downloads. All persons shall practice courtesy and respect for the rights of other users.
9. OSSD Gmail is the property of OSSD. Gmail accounts are open to communication outside the OSSD domain for students in grades 9-12. All OSSD Gmail accounts are for educational use only. Any inappropriate or uncomfortable interactions and communication should be printed out and reported to an adult immediately.
10. Streaming music, while working on academics, is permissible based on network capabilities. There may be periods of time when music streaming is not allowed.
11. All communication on the RU computer network, **including on a personal device**, can and may be monitored and observed by the system administrator and staff.
12. Users who have questions regarding appropriate use should **ASK** a teacher or the system administrator **BEFORE** accessing materials. Activities not noted in this document should not be assumed to be permissible.
13. **All students will follow the RU Chromebook 1-1 Guidelines to ensure safe and effective use of individual Chromebooks.**

The use of the RU computer network is a privilege, which may be revoked at any time for abusive conduct as outlined herein, as defined by school discipline policy, or as determined by the staff, system administrator or administration. Should a student user commit any violation, or engage in activities judged by system or school administrators to be inappropriate usage, access privileges may be revoked, school disciplinary action may occur and/or appropriate legal action may be taken.

NOTE: This Policy is subject to change.

CHROMEBOOK GUIDELINES

By accepting a Chromebook and its use you agree to the responsibilities of maintaining the equipment outlined below.

INTRODUCTION

1.0 General Information

The policies, procedures and information within this document apply to all student Chromebook computers used by students enrolled in Randolph Union, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1.1 Receiving the Chromebook

Parents/Guardians and students must review the Randolph Union Computer Network Acceptable Use Agreement and RU Chromebook 1-1 Guidelines before the Chromebook can be issued to the student. This Agreement summarizes rights and responsibilities with respect to the Chromebook.

1.2 Ownership of the Chromebook

A Chromebook and charger will be distributed to each student for use during the school day or at home while enrolled in RU. The Chromebook is school property. Students shall be financially responsible for safekeeping and maintenance of the Chromebook. **If the Chromebook is damaged or destroyed, the parents/students shall be financially responsible for its repair or replacement.** Use of the Chromebook at school or at home shall be subject to all applicable District policies, rules and procedures, including but not necessarily limited to the Randolph Union Computer Network Acceptable Use Agreement.

2.0 Care of the Chromebook

Students are responsible for the care and maintenance of the Chromebook. In that regard, students should follow the manufacturer's instructions for safe handling, transportation, storage, cleaning, and maintenance. The District is not responsible for any theft, loss, or other damage of any type to the Chromebook.

Insurance is offered to all students to help cover damage costs.

The following are additional general precautions:

- Avoid food or drink next to Chromebooks.
 - Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
 - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
 - Chromebooks can be decorated with removable, school-appropriate stickers. Writing or drawing on the Chromebook is not allowed. •
- Avoid placing heavy objects on top of Chromebooks (even inside a backpack)

Carrying Chromebooks

- Always transport the Chromebook with care in a protective case.
- Carry Chromebooks with the lids closed. Never lift Chromebooks by the screen.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Avoid putting pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g., paper, pens, pencils...)
- Open the screen from the middle rather than the corners.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Ask for assistance with cleaning and care.

3.0 Using the Chromebook at School

The Chromebook is intended for use in all classes, subject to direction and approval from the classroom teacher. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks fully charged to school each day. They should bring them to all classes unless specifically instructed not to do so by their teacher.

3.1 Using the Chromebook at Home

Once students have demonstrated an understanding of the proper care and handling of the Chromebook, they will be able to bring their Chromebooks home. It is expected that students will use Chromebooks at home for schoolwork and will follow the district policies, procedures and acceptable use agreement guidelines related to computer use.

3.2 Chromebook Undergoing Repair / Replacement

If the Chromebook is damaged or destroyed, the parents/students shall be financially responsible for its repair or replacement. The District does not guarantee that a loaner Chromebook will be available, however, we will do our best to support the students' electronic needs. The following are estimated costs of parts and replacements. Prices of full replacements will decrease according to the depreciation in value after every 6 months of use.

- Chromebook Replacement- \$380.00
- New Chromebook Screen - \$199.00
- Replacement Keyboard - \$99.00
- Replacement Trackpad - \$19.99
- Hinge Kit- 39.99
- Chromebook power cord- \$29.99
- Sleeve / Case - \$16.00

3.3 Charging the Chromebook Battery

Students must make sure their Chromebooks are charged so they are ready to use each day. Students should charge their Chromebooks at home every evening. While we will do our best to support students' electronic needs, students who forget to bring or charge their Chromebooks will not have access to loaner devices.

3.4 Wallpaper/Background photos

Inappropriate media may not be used as a wallpaper or background photo. Inappropriate media includes, but is not limited to the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures. If inappropriate media is used, (see RTCC/RU Student handbook for content information) it will result in disciplinary action.

3.5 Sound and Music Programs

As a courtesy, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the

Chromebook and can be used at the discretion of the teacher.

4.0 Managing Files and Saving to the Chromebook/OSSD Network Resources

It is recommended that students also save documents to their OSSD/RU Google Drive account. In addition, students are able to email documents to themselves and/or their teachers.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

4.1 Network Connectivity

OSSD/RU makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

4.2 Students who bring their own Device

Students may choose to use their own device with approval from a parent or guardian. The OSSD is not responsible for loss, theft, and/or damage if a student chooses to use their own electronic device. Students are still responsible for following the Randolph Union Computer Network and understand while a student uses the SD network, OSSD has the right to view the content of the device. OSSD staff reserve the right to ask a student to use their assigned OSSD equipment if the BYOD becomes disruptive to instruction/learning. Students forgo all privacy while on the SD network.

5.0 Software Originally Installed on Chromebooks

The software/apps/extensions installed by OSSD/RU must remain on the Chromebook in usable condition and be easily accessible at all times. Any District-provided software/apps may not be tampered with, altered, deleted, or otherwise removed without the express written permission of the District.

5.1 Additional Software

Students may not download apps to the Chromebooks unless it is part of the OSSD/RU Collection on the Chrome

Store. 5.2 Inspection

Chromebooks are the property of Randolph Union and as such may be collected and inspected at any time and by any OSSD/RU staff member.

5.3 Procedure for Re-loading Software

If technical difficulties occur, illegal software has been installed, "jailbreaking" (to modify a smartphone or other electronic device, to remove restrictions imposed by the manufacturer or operator, e.g. to allow the installation of unauthorized software) has been attempted, or apps are discovered that are inappropriate under District policies, rules, and procedures, the District reserves the right to restore the Chromebook to its factory state, with any software or apps installed by the manufacturer and the District. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format. Violations will be addressed as outlined in this handbook, including possible disciplinary action. **5.4**

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. The District may require students to update their Chromebooks as it deems appropriate. Students shall allow such updates to be installed when requested by the District.

6.0 Statement of Responsibility for Appropriate Use of the Chromebook

The use of OSSD/RU' technology equipment and network is a privilege, not a right.

The privilege of using the technology resources provided by Randolph Union is not transferable by a student to people or groups outside the district and terminates when a student is no longer enrolled in RU. This agreement is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the Chromebook. If a student violates any of the provisions in this agreement, or any District policies, rules, and procedures regarding the acceptable use of technology, privileges may be terminated, access to the District's technology resources may be denied, and the appropriate disciplinary action shall be applied.

In conjunction with the Randolph Union Computer Network Acceptable Use Agreement, **students are not allowed to use other student's Chromebooks, and there is no sharing of accounts and /or equipment.** The Randolph Union discipline policy shall be applied to student infractions.

The act of "jailbreaking" the Chromebook (including accessing Developer Mode) voids any warranty and is in strict violation of appropriate use of the Chromebook, the guidelines in this agreement, and District policies, rules, and procedures. Chromebook privileges will be terminated and appropriate disciplinary action shall be applied if a student engages in such misconduct.

Use appropriate language in all communications and refrain from use of profanity, obscenity and offensive or inflammatory speech. **Cyberbullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel.**

Student users should assume that **none of their data is private or confidential.** Any communication or data on the network may be subject to review by network or school administration and may be confiscated at any time, by any OSSD/RU Staff member.

6.1 Parent/Guardian Responsibilities

Review the Randolph Union Computer Network Acceptable Use Agreement.

Talk with their student about values and the standards that their student should follow on the use of the Internet, just as they would on the use of all media information sources such as television, telephones, movies, and radio.

Support them in digital citizenship.

6.2 School Responsibilities

Provide Internet and email access.

Provide staff with professional development to guide, prepare, and inspire students in their pursuit of academic success. Support and instruct students on the use of information technology and digital citizenship.

6.3 Student Responsibilities

Comply with general school rules concerning behavior and communication that apply to the Chromebook as outlined in this document, the RU Chromebook 1-1 Guidelines, as well as all District policies, rules, and procedures governing the use of technology. Use all technology resources in an appropriate manner so as not to damage school equipment. This damage includes, but is not limited to, "jailbreaking" the Chromebook or service interruptions caused by the student's own negligence, errors, or omissions. Help RU protect the computer network and devices by contacting a teacher or technology staff about any security problems that may be encountered. Monitor all activity on their account(s) and keep passwords private and uncompromised (except for disclosure to school officials as required or allowed by District policies, rules and procedures).

Use computers/devices in a responsible and ethical manner and follow guidelines for digital citizenship.

Always put the Chromebook to sleep after use and secure the Chromebook to protect all work and information.

If a student should receive email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, the student should turn it in to a teacher or principal or show the teacher or principal the Chromebook.

6.4 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Chromebooks can be decorated with removable, school-appropriate stickers. Writing or drawing on the Chromebook or charger is not allowed. Any damage to Chromebooks must be reported immediately. A student with a Chromebook in need of repair may be issued a loaner Chromebook from the Technology Department for temporary use at school as long as such loaner devices are available.

Chromebooks that are damaged, lost or stolen must be reported immediately to the technology department.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Out of respect for our educational mission, classmates, and staff, we will not tolerate use of electronic devices except before or after school and at lunch. Families should plan to contact the Main Office to get messages to students or for students to have phone access before school, mid-day, and after school. Please plan accordingly.

- Photographing or videotaping students and staff without permission is not permitted
- The school is not responsible for lost or stolen cell phones.

Cell phones are not permitted in any classroom, including during Advisory. Students may keep their cell phones in their backpack, locker, or put it in the lockbox at the start of class. The cell phone may not be on their person, for example, in a pants pocket. If a student is misusing any technology (ie. a smartwatch, bluetooth device, etc) they will be asked not to bring that to school.

If a cell phone is seen or heard in a classroom:

1st Offense - the student receives a warning and documentation - the family receives a phone call or email alerting them to our concern

2nd Offense - the student places the phone in an envelope with their name on it, which they may pick up at the end of the day. Offense is documented and the family is notified.

3rd Offense - the student places the phone in an envelope with their name on it, which is stored in the Main Office, device may be picked up by a family member. The offense is documented and the family is notified and met with.

If the student refuses to put the phone in an envelope and give the teacher the phone they will be sent to the office and/or the office of the SEL Coordinator until they turn it over. In some cases, students will be asked to refrain from possession of phones on school grounds, or the phone may need to be held in the office during the day. If a student refuses to give the phone to administration, the student may be asked to go home.

Questions you may have and how we will respond:

What do you mean by personal technology? Cell phones, earbuds/Airpods, and non-school issued tablets and chromebooks. Smartwatches are a growing area of concern. For now, we allow smartwatches. If any allowable device becomes a distraction we will follow a similar process to the one outlined for cell phones.

What are the expectations for personal technology? Personal devices may be stored (turned off) in a student's locker, the lock box in their teacher or Advisor's room, a backpack, or the Main Office from arrival through dismissal.

How will my student be able to contact me? There is a phone in every classroom as well as the Main Office. Students may ask their teacher to use the phone. In the event of an emergency the needed technology is available to us in order to communicate with the appropriate local agencies.

How can I contact my student? We are more than happy to deliver a message to your student. Please call the office (802-728-3397) or email rustudentmessages@orangesouthwest.org.

What about in an emergency? The most helpful information in an emergency comes directly from the school. During an emergency we will use our SchoolMessenger system to keep everyone informed with the most timely, accurate information possible.

What about field trips or exceptions? There may be times or circumstances (medical) where it is appropriate for students to have personal technology with them. We will communicate clearly with all involved parties, in advance, what the expectations are.

Resources: *the following resources informed the decisions listed above.*

[Surgeon General's Report on Social Media and its Impact on Youth](#)

[National School Safety and Security Services: Cell Phones and Text Messaging in Schools](#)

STUDENT ACTIVITIES

FUNDRAISING PROTOCOL

When a class or group raises funds for an activity and then an individual fundraiser of the group is unable to participate in the activity there shall be no expected reimbursement of the funds raised by that individual.

CAPTAINS' COUNCIL

Captains' Council has been created to help better prepare the designated leaders on RU athletic teams. We feel that leadership is something that is both innate and must be fostered through experience. We meet every 2-3 weeks to review different aspects of leadership. The membership is made up of the 1-2 captains who are chosen by each sport's varsity coach. A captain at RU not only leads by example, but also displays the characteristics of humility, passion for the sport, sound communication skills, and consistency when engaging with their teammates.

COOKING CLUB

The cooking club is open to all grade levels. Meeting times vary according to who joins the club, what special events we are cooking for. We don't always cook for special events, though: often we cook what we want to enjoy together or take home to our families and friends.

DRAMA

One becomes a member by taking an active part in school productions. This includes not only actors, but also all those students who work behind the scenes making costumes and working on the tech crew.

ENCORE THEATRE COMPANY (ETC)

Membership is open to all active theatre students whose involvement extends over at least two shows and 100 hours of time spent.

GLOW

RU GLOW is a student group dedicated to creating a welcoming space within the school for LGBTQ+ students and their allies. Students participate in Outright VT events throughout the year, including a Fall Conference, Leadership Day at the State House, and the Summit gathering at the end of the year. GLOW is responsible for hosting Ally Week at RU, typically in the spring, and planning events to engage the community in LGBTQ+ related issues and activities. GLOW typically meets every other week throughout the school year, and all students are welcome.

GRADE-LEVEL COMMUNITY MEETINGS

Community building happens best when people gather together in person. Like many Vermont towns that still have town meetings, classes at RU are small enough to gather in one place to have discussions, share information, appreciations, and announcements. Each week, each grade level will spend one advisory period in a grade-level community meeting. The faculty cohort leader for that advisory grade level will facilitate meetings at the start of the year and then, once norms and routines are established, pass the facilitation responsibility on to students.

NATIONAL HONOR SOCIETY

Selection to NHS is a privilege, not a right.

Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specific level of academic performance. **The Selection Process**

The chapter advisor reviews student academic records to determine those students who are scholastically eligible for membership (i.e., those students with a 3.50 or higher cumulative GPA).

Students who are eligible scholastically will be notified and informed that for further consideration for selection, they must complete the Student Activity Information Form, outlining their accomplishments in the areas of Service and Leadership.

All faculty and staff will be invited to evaluate the candidates in the areas of character, service, and leadership, and pass those evaluations to the chapter advisor.

Five faculty members appointed by the administration as members of the Faculty Council will make the actual selections. The Faculty Council will review the Student Activity Information Form along with the faculty and staff evaluations and any other verifiable information about each candidate. Leadership, service, and character of all candidates will be reviewed carefully.

Candidates receiving a majority vote by the Faculty Council will be inducted into the chapter. Selected candidates and their parent(s) will be informed in writing of their acceptance and the date and time of the induction ceremony.

Students who are not selected will be informed in writing by the chapter advisor and invited to discuss the areas of growth they should work on during the following year.

RACIAL JUSTICE ALLIANCE

The RU RJA is dedicated to educating our community about issues related to race and social justice, and is a space for students of color and their allies to celebrate community. The RU RJA works closely with the Racial Justice PBL, but enrollment in the class is not required to be a member of the RJA. The RJA will organize several events throughout the year, and will continue to develop a regular meeting schedule.

STUDENT LEADERSHIP

Student Leadership at RU will be divided by middle and high school level leadership groups. These groups will focus on campus life, as well as student governance.

GENERAL INFORMATION

STUDENT PARKING

Student parking at Randolph Union is a privilege and is available to Juniors and Seniors who have parental approval and meet academic requirements. On a space-available basis, Sophomores with specific needs (jobs, internships, etc.) may apply for a parking permit after October 1.

Application forms and guidelines are available in the Main Office and must be completed by students and parents prior to the student driving a car to school.

We also want to remind families and students that a valid RU parking permit is needed for students to park on school property during the school day. Any vehicle without a permit may be towed at the cost to the owner. Having visible permits on vehicles in our parking lots helps us determine that everyone on campus is someone who should be here and is part of keeping our school community safe. Students can get a parking permit for free by filling out the application form, showing proof of driver's license and insurance, and agreeing to follow the school's parking rules.

Parking rules include but are not limited to:

- Student parking is only permitted in designated areas
 - RU students may not park in areas designated for staff, administration, IT, visitors, or at RTCC.
- Only spaces clearly marked as a parking space may be used for parking
 - To allow for school bus access and tractor-trailer deliveries, large areas of our lots are intentionally not marked and should not be used as parking spaces
- Permits must be hung and visible on the vehicle's rear-view mirror
- Driving safely and curiously of other drivers and pedestrians
- Refraining from accessing the vehicle during the school day unless permission is given by the front office or an administrator

Permits may be revoked and/or a vehicle may be towed for the following:

- Excessive speed or hazardous driving on campus
- Parking without a permit or a visible permit
- Parking in any area not designated as student parking or driving through any field or grass
- Parking in a fire or bus lane or that interferes with traffic flow
- Any infraction deemed to be in violation of the Student Code of Conduct

OPEN CAMPUS

Grade 11 and 12 students at Randolph Union who are in good standing have the opportunity to participate in Open Campus privileges. Grade 12 students are allowed to sign out in the main office during non-class times. Grade 11 students are allowed to sign out in the main office during lunch times. Any exceptions to the below guidelines must have administrative approval. To enjoy Open Campus privileges, grade 11 and 12 students must observe the following guidelines:

Be in good academic standing:

- Students who earn Habits scores less than “Meets Proficiency” in more than one class will not be eligible:
 - Habit of Work (HoW): Organization
 - Habit of Work (HoW): Productivity
 - Habit of Heart (HoH): Personal Responsibility
 - Habit of Heart (HoH): Respect for Others
- Students who earn a Habits score of “Insufficient Evidence” (the lowest score) in any of their classes will not be eligible

Be in good Senior Project standing:

• The Senior Project Coordinator will review a student’s progress in meeting deadlines and other expectations of Senior Project. If a student is not in good standing, Open Campus privileges will be revoked until the Senior Project Coordinator approves resuming them. **Be in good**

attendance standing:

- Excessive absences will result in a suspension of privileges
- Excessive tardiness to classes will result in a suspension of privileges
- Excessive absences to **Junior or Senior Academy** will result in a suspension of privileges (Junior and Senior Academy advisors will need to approve resuming privileges related to Junior or Senior Academy)

In addition, students must agree to the following:

- If a teacher schedules a grade 11 or 12 student for **Call Back**, or there is a **Junior or Senior Class Meeting, including those related to Senior Project**, the Junior or Senior **must** attend, and may not invoke Open Campus privileges to not be present
- Grade 11 and 12 students must sign in at the RU main office upon arrival at RU if they arrive later than the regularly scheduled start to the school day, and sign out at the RU main office before leaving school grounds
- Grade 11 and 12 students must enter and exit the school through the RU main entrance

SENIOR LOUNGE

The Senior Lounge is a space for Seniors who have earned privileges to relax, socialize, study, eat breakfast or lunch, and enjoy their time on campus. Maintaining this privilege requires respect and responsibility from the students utilizing that space. Therefore, the following rules and expectations have been established for the Senior Lounge:

- The Senior Lounge is for Seniors with privileges only.
- The Senior Lounge is one of the first places visitors will see and hear as they enter our school. Please consider that in your language, how the space is maintained, and your behaviors while in there.

- Be considerate of others. Keep your noise level to a minimum, especially during class periods. Do not play loud music or videos without headphones.
- Do not engage in inappropriate behaviors in the Lounge that may result in losing access privileges for yourself or others based on your decisions.
- The Lounge is a place you can be in if you arrive early to school. If it is locked, please see Front Office Staff for assistance in contacting an administrator to open the space.
- Do not enter or stay in the Lounge after 2:30 p.m., as monitoring of that space will be limited.
- You should not be in the Lounge if you are scheduled for a class at that time.
- With respectful and appropriate use, cell phones are allowed in the Senior Lounge. Please do not use cell phones in hallway outside of the lounge.
- Keep the Lounge clean and tidy. Dispose of trash properly (especially food and drinks), return any furniture or equipment to its original place, and immediately clean any spills.
- The room must be Facilities-compliant regarding expectations of cleanliness. Space decoration must comply with fire and safety regulations.
- Respect the lounge property and equipment. Do not damage, vandalize, or borrow anything from the Lounge. Immediately report any problems or malfunctions to the administration or front office.
- Again, only Seniors with privileges may use the Lounge. If any other students are found to be using the room, they will be asked to leave. Repeated use by students other than Seniors with privileges will result in the temporary loss of access for those the space is intended for.
- A designated Senior should broom sweep the Lounge at the end of each day, bag and remove all trash, and tidy up any loose paperwork or books that may be present.

An administrator will check the room at the end of each day, leaving a note with any actions that need to be taken to ensure that the Lounge remains open and available for use. On Fridays, that administrator will do a more thorough inspection of the Lounge. If conditions indicate the Lounge is not being used as expected, access to the Lounge may be rescinded the following week.

LOCKERS

Each 7th grade student will be assigned a locker. Eighth grade and high school students wishing to have a locker should ask their advisor, and a locker will be assigned to them. Students will be held responsible for the locker and keeping it locked during the year. Students assume full responsibility for the loss of their valuables that have been left in lockers at the end of the school year. Failure of any locker to operate should be reported to the Main Office immediately. Hallway and gym lockers are considered school property and may be inspected at any time deemed necessary by the administration. We strongly urge students to lock personal items in their lockers during gym classes, as locker rooms are unsecured.

LOST AND FOUND

Students are asked to report all lost and found articles to the Main Office. There will be an area provided for such articles to be placed or claimed. All accumulated, unclaimed items will be donated to the local Thrift Shop at Gifford Medical Center.

SCHOOL BOOKS

Basic texts are loaned to students for their use during the school year. Some workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. PLEASE be sure your name and grade are written on the book labels in case the books are misplaced. A fee is charged based on the replacement cost for abused, misused, or lost books. Covers are required.

SCHOOL FUNCTIONS

The master school calendar is kept by the Main Office. All school-sponsored activities and events must be scheduled with the administration before making arrangements in order to avoid conflicts.

A FEW GOOD POINTS TO REMEMBER ARE:

1. Adequate supervision must be approved by the administration.
2. All social functions end at or before 10:00 p.m., except by special permission of the administration.
3. A checklist is available from the Main Office and is required to be submitted at least two weeks prior to the planned school function.
4. The school will not charge student groups except to cover costs for janitorial, police, or other services deemed necessary.

FACILITIES

- Everyone, especially the custodial staff, works hard to maintain the general appearance of the school. Consequently, it is extremely important that all students undertake the responsibility of keeping the facilities neat, clean, and in good condition. General points to keep in mind are:
1. All notices or posters must be approved by the administration prior to display. Never attach a notice or poster to a painted surface with scotch tape, putty tape, etc.
 2. Footwear should be such that it will not mar the floors and/or be considered a safety hazard.
 3. Students found defacing or destroying school property will be expected to pay for repair or replacement of items damaged, and may be suspended.
 4. Teachers and custodians only are authorized to operate thermostats, open and close windows, draw drapes, and use fire extinguishers (except in the case of an emergency).
 5. Please do not litter.
 6. Students and staff are responsible for keeping the building clean. Consuming food outside of the cafeteria is a privilege that may be restricted if individuals fail to clean up after themselves.

STUDENT CONDUCT

Statement of Respect

The goal of the Randolph Union Code of Conduct is to ensure that our common values form the foundation for all our interactions and behaviors. Two of our most important school values are Self-Respect and Respect for Others. With this in mind, the RU Code of Conduct is built upon two basic expectations:

1. **Respect all people, their feelings, their possessions, and their right to an education.**
2. **Respect that the purpose of this school is to educate.**

Any interaction or behavior that interferes with either of those expectations will result in corrective action. RU maintains that the primary purpose of discipline is to teach and guide behavior. While certain behaviors will warrant more severe responses than others, the common goal is to teach and model respectful, positive ways to interact and problem solve, while maintaining the integrity of our learning environment.

Code of Conduct

Students are expected to adhere to the principles outlined in the Statement of Respect in all their interactions while in school, traveling on a school trip, or participating in a school-sponsored activity. The following list of behaviors has been identified as interfering with the Statement of Respect. The behaviors have been categorized into different groups by level of severity. The following list is meant as a guideline and may not include all behaviors that may warrant disciplinary action. The consequences for each infraction are outlined in the following section. Please note that the severity of the consequence increases if there are multiple infractions.

Level 1

- 1.1 Dress code violation
- 1.2 In hallways without a pass/permission during class time
- 1.3 Tardiness to school or class
- 1.4 Unauthorized use of electronic devices
- 1.5 Inappropriate public display of affection
- 1.6 Other

Level 2

- 2.1 Cheating / Plagiarism
- 2.2 Computer or Internet misuse (Loss of privileges and Level 2)
- 2.3 Cutting class / Leaving class without permission
- 2.4 Disruption of class, cafeteria, media center or other school environment
- 2.5 Failure to follow a reasonable request from a staff member (acts or verbal exchanges that indicate a lack of basic respect and courtesy. Examples: refusal to do homework, not removing hats when asked, not showing a pass when requested.)
- 2.6 Inappropriate language (swearing or other conversation that is not appropriate for the school environment.)
- 2.7 Leaving school building without permission
- 2.8 Lying / willful giving of misinformation
- 2.9 Cut detention
- 2.10 Other
- 2.11 Chromebook Damage

Level 3

- 3.1 Disrespect / Undermining authority of a staff member (Any act or verbal abuse by a student that is directed toward a staff member and indicates hostility, disdain, disgrace, shame or scorn.)
- 3.2 Fighting
- 3.3 Verbal abuse (comments directed to a student, a teacher or an adult by another student that are hurtful, degrading, or disrespectful.)
- 3.4 Stealing / Wrongful appropriation
- 3.5 Threats
- 3.6 Leaving school grounds w/o permission
- 3.7 Vandalism (Level 3 plus cost of repair)
- 3.8 Bullying
- 3.9 Other

Level 4 - Consequences determined by State and Federal Law and Local Policy

1. Substance use or possession
2. Tobacco use or possession
3. Weapons possession
4. Hazing
5. Harassment
6. Truancy
7. Assault

DISCIPLINARY PROCEDURE/PROTOCOL

Consequences for violations of the Code of Conduct are outlined below. Faculty and staff will handle level 1 offenses. Chronic Level 1 offenders, as well as Level 2 and 3 offenders will be referred to the administration. More severe violations will be referred to the school board. Please note that the severity of the consequence increases if there are recurring offenses.

Students have a right to due process. During any disciplinary procedure, the student has the right to know what offense they are being disciplined for, and the time and date of its occurrence. Students also have the right to be heard by the administration.

Level 1 (Faculty, Staff and/or Administration)

Consequence: up to Warning/Detention

Level 2* (Faculty, Administration)

Consequence: up to Suspension/Expulsion and Restorative Justice

*In the case of class disruption, if the student is expelled from the same class three times, they also risk loss of credit for the course.

*Restorative Justice may be suggested as part of the process and, if successfully completed, may lead to modified disciplinary consequences.

Level 3* (Administration: Possible School Board Intervention)

Consequence: up to Suspension/Expulsion and Restorative Justice.

*Restorative Justice may be suggested as part of the process and, if successfully completed, may lead to modified disciplinary consequences.

Level 4 (Consequence: Determined by Policy/Law)

Administrators' Role:

By state law and School Board Policy, the administrators have the final responsibility for all supervision and control of both staff and students in any and all activities identified as approved school programs, including co-curricular ones. The administrators' responsibility includes reviewing any disciplinary action taken by advisors and initiating disciplinary measures when circumstances call for it. If an administrator decides that there are extenuating circumstances, the administrator may use discretion in regard to disciplinary action.

In cases of theft, vandalism, possession and/or consumption of alcohol or drugs, assault, and other criminal acts, the administration must notify the local police, who will determine the appropriate course of legal action.

DEFINITIONS:

DETENTION

Detention is the consequence for many violations of the Code of Conduct. Students may be assigned a detention by a teacher to be served with the teacher and the teacher will handle contacting family, and scheduling the detention. Students may also be assigned a detention by administration, in which case students and families will be contacted by either our Behavior Interventionist, our Restorative Practice Coordinator or one of our Co-Principals to confirm the date and time of the detention.

Students and families will be given at least 24 hours prior notice if a detention is required. Students are expected to serve the detention on the date it is assigned and will not be excused to attend after school activities. Transportation concerns and appointments, such as pre-existing medical appointments, are considered valid reasons to reschedule a detention.

RESTORATIVE JUSTICE

The goal of restorative practice is to repair relationships, restore community, and hold each other accountable for addressing needs that arise when harm has occurred. Restorative practice at RU has a long history. Over the years, many faculty and students have been trained in the work. More recently, a few years ago, one of our Project Based Learning (PBL) electives focused on bringing more Restorative Justice interventions into the school as part of our disciplinary process. Restorative Justice is now included on our discipline referral forms as an important element of our menu of behavioral interventions and supports. Here are some of the common ways restorative practice is used at RU; all of which are organized, facilitated or supervised by experienced faculty or staff:

- **Mediation:** Mediation is used to address a concern between two people who are struggling to feel mutually heard or respected. A facilitator runs the meeting and ensures that each person is fully heard, has their experience understood by the other. This is an attempt to build empathy, which makes it easier for people to respect each other. By the end of the mediation, the participants agree to strategies to maintain peaceful and respectful interactions. Mediations can be facilitated by faculty, staff or by trained peers. A mediation typically results in commitments that each person agrees to uphold.
- **Circle process:** A circle gathers together people who are needed or are interested in helping to repair harm and address needs that have arisen from harm. Circles can also be used to discuss any number of challenging, personal, or emotional topics that may arise in our work and interactions together. Circles can be small or large and the way that they are facilitated depends on the identified needs. Circles can involve family members, peers, faculty and staff. A circle that is used as a behavioral intervention or support typically results in commitments that each person agrees to uphold.
- **Re-entry meeting:** After being asked to leave a classroom, or after a suspension from school, mediations, circles and other conversations are used to bring together a student with school faculty and others to reflect on what has happened, and commit to agreements about how to repair and improve.

Any student or faculty member can request a restorative process at any time. For more information, see Ms. Floyd, Ms. Bauer, or your school counselor.

Advisory is one way that the foundation for restorative work is put in place at RU. In advisory, all faculty and students become skilled at using the circle process for active listening and discussion of important topics, both personal and communal.

Resources: Two useful books are *The Little Book of Restorative Practice*, and *Circle Forward*. See Ms. Floyd or Ms. Holder to borrow a copy.

SUSPENSION

The two types of suspension are outlined below. In either case, students are responsible for completing all work missed and turning it in upon their return to school. In addition, students who are suspended are barred from participating in school-sponsored activities for the duration of their suspension.

In-school suspension (ISS): ISS is designed to have a student remain in school under close supervision. The student will not be allowed to attend classes and will be isolated from the rest of the school population. Students are expected to be completing schoolwork while they are in suspension. For most offenses, ISS will be the preferred type of suspension issued by administrators.

Out-of-school suspension (OSS): OSS is the result of behavior that warrants a student being barred from the school campus for the duration of their suspension. This type of suspension will be reserved for repeat offenders, or the more severe types of violations, especially those behaviors that pose a safety risk to the school community.

EXPULSION

Expulsion from school will be the usual and customary result of a student's having been suspended from school for repeated incidents during the course of a school year exceeding 10 days or engaging in behaviors which put student or school safety at risk, and will require a hearing.

Procedures for a hearing on expulsion shall be as follows:

1. When long-term suspension or expulsion from school is recommended, the school board will meet and conduct a hearing no more than 10 days from the date of notice of suspension or expulsion.
2. The administration shall present the following to the board:
 - The reason for the proposed long-term suspension or expulsion
 - History of previous suspensions and other disciplinary actions
 - Student's attendance history
 - A copy of student's official academic record
 - Student's most recent report card grades
 - Current teacher comments
 - History of special intervening efforts, such as counseling, referrals to EST, or other attempts to help the student change inappropriate behavior
 - Any additional information relevant to the matter

The administration will recommend a course of action which may include assigned community service, short or long-term in-school suspension, short or long-term out-of-school suspension, conditional attendance at school, expulsion, tutoring off-campus, or an off-campus program. The administration and the student shall have the opportunity to be represented and present witnesses in support of their cases. The board may question the administration, students, parents, and support witnesses. At the conclusion of the hearing, the board will take action. Any student expelled from RU/Randolph Technical Career Center will have such action recorded on their permanent record and transcript. If the student is later readmitted to RU or Randolph Technical Career Center, the student will be given academic status as close to that at the time of expulsion as is possible.

Any student who is disciplined pursuant to these policies will not be allowed to attend or participate in any activity sponsored by the school during the suspension (dances, theater, musical events, sports, clubs, etc.). For students involved in co-curricular activities, school suspension for the second time during a single season will result in the removal of the student from all activities, teams, clubs and school sponsored co-curricular groups for the remainder of the season/activity. A third suspension will result in the removal of the student from all activities for the remainder of the year.

SEARCH AND SEIZURE PROCEDURES

1. Desks, lockers, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of an emergency, they will be confiscated and a report will be made to the administration who will determine whether further investigation is warranted.
2. School property (as defined in #1) may also be searched by school employees upon reasonable suspicion on the part of the RU Administration, RTCC Director, professional staff member, or Superintendent that a law or school policy is being violated. Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.
3. Searches of students' persons or vehicles will be conducted if there is reasonable suspicion to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex, and whenever possible, in the presence of another school employee. If a search is required and does not take place, consequences will be determined as if there has been an admission of guilt.
4. School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the board's policy on interrogation by law enforcement officers has been complied with.
5. Once the administration has reasonable suspicion and therefore requests a search of the student's belongings, if that request is refused, the refusal will be seen as an admission of guilt and the administration will proceed with consequences accordingly.
6. If a search under this policy results in discovering a violation of school policy or state law, the appropriate RU/RTCC policy will be followed and law enforcement agencies notified.

WATER SAFETY/SWIMMING

Students are not allowed to swim during school events, or on school property (in the river), without the event being approved in writing by administration, supervised by faculty, and adequately staffed by lifeguards. Students will face suspension if they enter water, or walk on waterway ice, in a way that is not approved and adequately staffed, either during the school day or during school events. This would be the same if we had a pool on our campus, or some other access to water.

The bottom line is that student lives are lost every year due to inadequate precautions taken at school pools and at school trips to water sites. Adequate supervision in water is a matter of life and death.

CONDUCT AT SPECIAL FUNCTIONS

In order that conduct at school functions, such as dances, parties, conferences, and sports events, shall be a credit to the school and to the communities of the area, students are expected to abide by the following rules:

1. Students are to do all tasks necessary for planning, preparing and cleaning before and after the social function.
2. Once students have entered the building, they are not to leave and be readmitted.
3. All exit areas are to remain free in case of emergency. There should be no loitering in the lobby area.
4. Most school social functions are open only to RU students; however, a guest accompanied by a student of RU is welcome, if signed in and approved as a guest prior to the event. When a student brings a guest, the student is responsible for that guest. All school events will be designated as Senior High, Middle School, or both to ensure age appropriateness.
5. Any student who becomes a behavior problem may be asked to leave at the discretion of chaperones or police. Parents will be notified in this event and disciplinary action taken.
6. Once a student leaves a social function, the student must leave the school grounds and the general school area. Students are not permitted to be in parked automobiles at any time on school property.
7. There must be lights on in the dance area (as determined by chaperones) in addition to the exit lights.
8. Dance groups must keep their bands or music sound down to a level deemed reasonable by the chaperones, and must select music with lyrics that do not violate the guidelines of the school conduct expectations.

9. Students, spectators, & parents attending sporting events are required to show good sportsmanship and courtesy to players and coaches from opposing schools. We encourage students, spectators, & parents to support Ghost Nation athletes & teams. Cheering, general conduct on the field, and conduct on the sidelines should uphold & promote positive sportsmanship & respect for others. Poor sportsmanship, rude, or disrespectful behavior by the offender may result in being suspended from attending future events and/or suspension from school. Inappropriate behavior includes but is not limited to profanity, sexist/discriminating comments, & intimidating actions directed at student-athletes/officials/other spectators.

VISITORS' CONDUCT

Guests and visitors include all people who are not legally entitled to receive educational services at RU. For example, but not inclusive of, international students, parents, students' guests, students from other districts, and community members.

Guests and visitors must report to the Main Office and obtain an office pass. Guests and visitors planning on staying for more than one week must obtain written permission from the school administration before their visit commences. Students from other schools must have written permission from their school administration as well as parent permission. Guests and visitors are welcome at the discretion of the school administration and will be asked to leave school premises if they disturb school routines, activities, and/or functions. All guests and visitors will be expected to maintain appropriate behavior in and out of school. Any guest or visitor engaged in behavior which would result in discipline of a student or jeopardize the integrity of the district in any way will be asked to cease such behavior or leave school premises. Failure to appropriately respond to such requests will result in police contact and legal action when appropriate.

Students must complete a guest request/shadowing form that must be turned in 24 hours in advance.

EXPECTATIONS FOR DRESS AT RU

RU expects students to dress in a manner that prepares them for the world of work and academia beyond RU. To that end, student dress expectations are as follows:

Dress for Safety

1. No student shall be allowed to wear clothing that poses a safety risk. This includes exceptionally sharp, loose articles or potentially dangerous jewelry.
2. Students may be asked to wear specific items if they are going on a field trip or working in a space that has specific safety and health requirements (such as the kitchen classroom or Innovation Center) and should comply with those reasonable requests. **Dress for**

Professionalism and Respect

1. Wear clothing that is school or career ready. Refrain from wearing overly revealing clothing or clothing that was intended for a different purpose. All members of the RU community are expected to wear a shirt and bottom outerwear (skirt/shorts/pants/dress).
2. No student shall be allowed to wear clothing that implicitly or explicitly:
 - a. includes reference to illegal drugs, nicotine, or alcohol;
 - b. includes reference to use of weapons;
 - c. denotes comments of a sexual nature;
 - d. includes vulgar language; and/or includes language, images or messaging that are offensive, potentially disruptive, or disruptive to the learning environment

If a student arrives at school wearing an item that is not allowed, s/he/they will be asked to cover or otherwise adapt it, change the clothing, or be directed to the administration for remedy. Refusal to comply with reasonable requests may result in disciplinary action.

SCHOOL NUTRITION PROGRAM

The Vermont Department of Child Nutrition, in partnership with the United States Department of Agriculture (USDA), administers federal school nutrition programs – which include the National School Lunch Program and School Breakfast Program that your school participates in. There are strict government guidelines that the OSSD CNP must comply with. Each meal is compliant with the standards set forth by the USDA.

We are dedicated to ensuring that all children have access to nutritious meals that support their well-being and readiness for learning.

A well-planned and implemented National School Nutrition Program positively influences students' eating habits. Consuming a variety of nutritious foods, promotes healthy growth and development, and provides the necessary energy for learning.

We are committed to supporting **Vermont grown products** such as grass-fed beef, maple syrup, apples, yogurt, milk, vegetables, and cream cheese, just to name a few.

School Breakfast and Lunch are **FREE** to **all students** in the OSSD District this school year. With that being said, we encourage all families to fill out a **Free & Reduced Applications**. By completing the application it supports the district to supply the state with accurate data. It will increase our eligibility for vital grants, state and federal funding which in turn supports our students. If your family receives *SNAP benefits* you **do not need to** submit an application. To ensure that you are receiving the proper benefits please feel free to call Sarah Natvig at the phone number listed below or email.

Applications are available on our web-site [Child Nutrition - Orange Southwest Supervisory Union](#), and in the main office, or call the school and one can be mailed to you.

It is important that you return your application as soon as possible to the main office. All of the information on your application is completely *confidential*. You will receive a letter via email or mail indicating what your benefit is once the application has been processed.

Students will be entering a **PIN** (Personal Identification Number) for breakfast and lunch this year. For new students, a PIN will be provided to you through the main office. Others, your PIN remains the same. PIN student rosters will be posted in the Cafe for students to access. Our cashier can search PIN numbers for students if needed.

Menus are posted on our website [Child Nutrition - Orange Southwest Supervisory Union](#).

Ala Carte is available through the vending machines only. Students will have to bring money if they wish to purchase snacks or beverages other than milk or juice which is part of their breakfast and/or lunch.

At any time, please feel free to contact Willy Walker, Food Service Director, if you have any questions or concerns at 802-728-3397 x 1109, wwalker@orangesouthwest.org

BUS TRANSPORTATION POLICY

The daily transportation of the district pupils is a privilege accorded by the school system in compliance with statutory requirements. To provide maximum safety each eligible pupil riding a school bus shall conform to the rules as set forth in the Conduct Rules and Disciplinary Procedures. Failure to do so may result in loss of privileges. Transportation will normally be from designated pick-up points to school and vice versa. Upon

written request, transportation to childcare may be provided if the childcare is located on a regular school bus route. The Transportation Supervisor will examine bus routes and schedules yearly. According to 16 V.S.A. 1222, the following factors will be considered when determining routes and stops:

1. Age and health of students.
2. Distance to be traveled, length of time spent on a bus by any given student.
3. Width, condition and class of highways including curves, hills, intersections, turn-around, and seasonal road conditions.

Randolph:

RU students living in the village area are ineligible for busing.

Braintree/Brookfield:

A. RU students will receive bus services.

B. Walking distance is one mile and is the same for all ages. The School Board of Directors is solely responsible for all exceptions to the walking distance.

C. The school district may enter into agreements with neighboring districts to transport non-resident children whenever practical and economically feasible.

The Superintendent prior to the submission to the school board shall review annual changes and adjustments proposed by the Transportation Supervisor. School buses will operate only on publicly owned and maintained roads. School buses will not operate on roads deemed by the Transportation Supervisor to be hazardous or unsafe for buses. If school bus transportation is to be discontinued in any area, affected families will be notified in advance in writing by the school administration. Bus routes will be submitted for publication in the newspaper during the week prior to the opening of school. Unexpected and exceptional circumstances may cause temporary rerouting of bus routes; an attempt will be made to notify impacted families as soon as possible. Exceptions made to established routes will be considered by the Board for exceptional physical impairment pursuant to 16 V.S.A. 1222.

The Transportation Supervisor and the appropriate district school administrator will consider parent complaints. If parents are not satisfied with the administrative decision, they may request a meeting with the superintendent. The decision of the superintendent may be appealed, in writing, to the appropriate district school board.

In exceptional cases, the parents in conjunction with the school may arrange other permanent means of transportation.

BUS CONDUCT RULES AND DISCIPLINARY PROCEDURES

PHILOSOPHY:

The daily transportation of the Randolph, Braintree, and Brookfield pupils is a privilege accorded by the school system in compliance with statutory requirements. The bus driver should be able to expect that the parents will have the children at the bus stop on time, that the students will be well behaved and will comply with the rules of conduct so that the driver can focus attention on driving the bus. To provide maximum safety, each eligible pupil riding the school bus shall conform to the rules listed below.

RULES:

1. Parents shall have their children at the school bus loading point at least five minutes prior to the arrival of the bus.
2. Bus drivers are not required to wait for a tardy child.
3. Students shall get on in an orderly manner.
4. Students shall take a seat immediately and remain seated.
5. Aisles shall be kept clear.
6. Students shall talk in low voices, using proper language.
7. Students shall keep hands, head and all other body parts inside the bus.
8. Students shall not eat on the bus. Students may drink water, but no other liquid, on the bus.
9. Students shall not be destructive.
10. Students shall keep the bus clean.
11. Students may be assigned seats.
12. There shall be no fighting and fooling around on the bus or while waiting for the bus.
13. Students shall not have trinkets hanging off their backpacks which could accidentally hit another student or get caught on the bus doors.

DISCIPLINARY PROCEDURES:

In the event students fail to comply with the rules listed above, a three-step policy will normally be followed. However, for serious offenses such as vandalism, fighting, smoking, insubordination, use of drugs or other serious violation, the administration can go directly to step 2 & 3 of the policy.

1. Upon receipt of a written report from the bus driver, the OSSD Director of Transportation and RU administration will discuss the incident with the student involved.
2. The student will be warned, and family will be notified in writing that a second report will mean bus suspension for up to five days. Upon issuance of a second report, the student will be suspended from riding the bus for up to five days.
3. Should a third report be issued, the bus riding privilege may be lost for the remainder of the year.
4. Further disciplinary action will be referred to the administration.

BOARDING/EXITING SCHOOL BUSES

BEFORE BOARDING A BUS:

1. Sick individuals must not enter or approach the bus.
2. Students will not be allowed to board a school bus while wearing or carrying clothing or other items that could pose a risk of being caught in a school bus door when exiting a bus. If wearing clothing or carrying items that pose such a risk, the students will be asked to remove the clothing or wear that clothing in such a way as to remove the risk of the clothing being caught in a school bus door. The same procedures will be followed in cases where a student is wearing a backpack in a manner that poses a safety risk. Dangling attachments to backpacks are considered to pose a safety risk for the reasons stated above. Students using backpacks with such attachments will be asked to remove them before boarding the school bus. If carrying an item that poses a safety risk, the students will be shown how to carry the item safely. If this cannot be done, the student will be asked to

leave the item at home or at school.

ATTENDANCE INFORMATION

Philosophy:

Vermont State Law requires school attendance. We believe that attendance to all classes and class activities (including field trips, concerts, and musical performances) is important to complete a successful high school program. We also believe it is the students' responsibility to attend school except in special circumstances for which they have a valid excuse. Students not having a valid excuse for missing class and class activities will be disciplined and academic penalties may be imposed under unusual and specified circumstances. It is the responsibility of the administration to determine whether or not an excuse is valid. However, parent and teacher input will be considered. Valid causes for absences typically include illness, observance of a religious holiday, death in the family, and family emergency.

NOTE: ABSENCES THAT ARE APPROVED BY THE PARENT/GUARDIAN, BUT NOT BY THE ADMINISTRATION, WILL BE UNEXCUSED ABSENCES.

It is considered an absence if a student misses any class for reasons other than school-sponsored events (such as field trips, class trips). AN ABSENCE IS CONSIDERED UNEXCUSED UNTIL A VALID EXCUSE IS RECEIVED. A school official will attempt to contact a student's parent/guardian any time that student is absent to find out why the student is absent. If the absence is due to illness, emergency or other reason accepted by the administration, the absence will be considered "excused." Any other absence is "unexcused." Loss of academic credit is more likely if absences are unexcused rather than excused. The administration may decide that unexcused absences are class cuts (see below). If a student is to receive credit for a course offered by the school, the student may not miss more than ten days for a semester course. Upon the eleventh day of absence, a student faces potential loss of credit for the course. In cases involving yearlong courses, a student may not miss more than twenty days; upon the twenty-first day missed, the student faces potential loss of credit. (See "Attendance Review Process.")

PLANNED ABSENCES

DEFINITION-any absence from school for reasons other than illness, emergencies or field trips. Examples of appropriate reasons for planned absences include weddings, conferences, funerals, club activities, or extended family vacations.

Planned absences are applied for by completing the planned absence form available in the Main Office. Students submit the form to every teacher for comments and signatures. **Students are responsible to collect homework and assignments for the period of time during the planned absence.**

The form is brought home and signed by parents after teacher input has been provided (parents/guardians may wish to comment on the form.) The administration will review forms and contact parents/guardians if necessary. The administration will approve or disapprove an absence using teacher and parent input. **This form MUST be turned into the Main Office 24 hours prior to the planned absence.**

Total days missed should be monitored by the student and parents/guardians as well as the administration. Planned absences should be planned and submitted for review 24 hours in advance.

Individual teachers who have not approved the absence, as stated in their course grading criteria, may assign academic penalties.

PLANNED ABSENCE RESULTING IN EXCEEDED ABSENCE LIMITS

When a planned absence results in a student exceeding the limit of absences, an Attendance Review meeting may be requested.

ATTENDANCE REVIEW PROCESS

In the event of potential loss of credit, the student and parent/guardian will be scheduled for an attendance review. During the attendance review, the Attendance Review Committee will consider any extenuating circumstances leading to excessive absences and determine if credit should be denied and under what conditions the reinstatement of credit will be subjected. **NOTE:** During the review process the student is considered enrolled and attends all classes. Teachers may not remove students from their class lists until told to do so by the administration. The Attendance Review Committee will be comprised of a classroom teacher, a student services counselor, and an administrator. Students, parents/guardians, teachers, or other interested parties may attend these meetings to present evidence of extenuating circumstances that may have affected the student's attendance. It will be the committee's responsibility to evaluate the information and recommend to the administration the student's continuing status in class.

NOTIFICATION:

1. After five (5) days absence, and each subsequent five (5) absences, parents/guardians will be notified in writing and will be informed of the attendance policy as printed in the Student Handbook.
2. Excessive absences, ten (10) or more, may result in requiring a doctor's note for any additional absences.
3. A student cutting class periods, or receiving an unexcused absence from school because of truancy will be notified through the disciplinary process.
4. When eleven (11) days of absences for semester courses and when twenty-one (21) days for year-long courses have been reached, or four (4) unexcused absences and/or periods of class cut, the following action will occur:
 - a. Potential loss of credit for the course(s).
 - b. An attendance review will be scheduled by the administration.
 - c. Any other action deemed appropriate by the administration, including referral to the school board.
 - d. Transcripts/grade reports will be adjusted, with loss of credit and failure noted, to reflect the action of the review and administration's decision.
5. Any student who is carrying three (3) credits or less as a result of absence problems may be referred to the school board for expulsion for the rest of the year.
6. Exceptions to the above policy will be made at the discretion of the administration to cover extenuating circumstances. **TRANSFER STUDENTS'** attendance limits will be prorated as of the date of the enrollment (in a 180-day school year). For example, a student who transfers here after sixty (60) days (in a 180-day school year) will have 2/3 of the absences allowed for a full year course, fourteen (14) days.
7. Truant students, (students with ten (10) or more unexcused absences) and parents will be reported to the appropriate authorities based on Orange County truancy procedures. Continued unexcused absence will result in the students being removed from school rolls.

PARTICIPATION IN SCHOOL ACTIVITIES ON DAY OF ABSENCE

In order to participate in any after-school activity, the student must attend school all day on the day of the activity. Activities include athletics, dances, drama events, musical events, and other club or student meetings after school. Exceptions must be approved by the administration.

TARDINESS TO SCHOOL

Students who are tardy to school will report to the main office. A phone call or written excuse from parents is necessary in most situations for the tardy to be excused.

Tardiness procedures are:

If a student is tardy for more than half a period, the tardiness shall count as an unexcused absence for that period. Unexcused absences may be considered a cut period from class. If the problem persists, the parents will be requested to attend a conference with the appropriate administrator. If the tardiness continues after the parent conference, then the suspension procedure or other consequences will be invoked.

Tardiness to Class

If a student is late to class, the student will be expected to bring a pass to class. (For instance, if a student stays after class to talk with a teacher, ask that teacher for a pass.) **The office will not issue passes for tardiness between classes.** If a student is unable to get a pass, the teacher will consider the tardiness as unexcused. Teacher/School detention is a normal consequence for unexcused tardiness.

TRUANCY: ORANGE COUNTY POLICY

It is the policy of the school district to set high expectations for consistent student school attendance with Vermont law in order to facilitate and enhance student learning.

In accordance with 16 V.S.A. § 1121, Act 44, Section 46 (Truancy), and Vermont Agency of Education guidelines (March 23rd, 2010 Memorandum), Truancy is defined as a student who is subject to compulsory attendance and who is absent without valid cause or excuse for ten (consecutive) days. Valid causes for absences include illness, observance of a religious holiday, death in the family, family emergency, situations beyond the student's control as determined by the superintendent (or designee), or other circumstances which cause reasonable concern to the parent or guardian for the health or safety of the student and are confirmed in writing or verbally by the parent or guardian to the student.

The school districts of Orange County shall follow the procedures as shown on the District website. The Administration is responsible for maintaining accurate and up-to-date records of student attendance. The Administration is also responsible for assuring the school has the appropriate family information that allows the school to contact parent(s) or guardian(s) of all students whenever necessary.

STUDENTS WITH DISABILITIES

Before long term suspension or expulsion can be imposed upon students with disabilities who meet the eligibility criteria of IDEA, section 504 state statutes and regulations:

The student's team will meet and determine the relationship between the behavior and the disability.

If there is no connection, these discipline policies will be applied as to any other student with the exception that the student's IEP will be provided (probably at an alternative site) during the disciplinary period.

In cases where the student's behavior and the disability are connected, the student's team will:

1. Determine whether imposition of regular disciplinary measures may be appropriate.
2. Conduct a Supplemental Evaluation pursuant to DOE Rule 2362.2.8(2) to determine if a change of placement should be considered.
3. Meet to revise the student's IEP or multidisciplinary plan for the period of suspension.
4. Develop a behavior plan if none exists or revise an existing one.

In no case shall this meeting occur more than 10 days
10 days unless it has been considered and documented
Multidisciplinary plan, and not a change of placement.

A significant change of placement shall not be made without:

1) A supplemental evaluation to determine an interim placement and serve as the basis for a subsequent change of placement; or 2) The District obtains a court injunction based upon a showing of serious harm to school students or the individual student if allowed to remain in the current placement.

Section 504 eligible students who use drugs or alcohol in violation of alcohol and drug policies will be treated as regular education students.

If a student is suspected of having a disability at the time major discipline is considered, an evaluation will be planned and completed before imposition of disciplinary measures.

NEW AMERICANS

Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (Plyler vs. Doe, 457 U.S. 202 (1982)). And, under state law, all Vermont children, including undocumented children are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported and welcomed.

Public schools may not:

1. Deny or terminate a student's enrollment on the basis of actual or perceived immigration status.
2. Treat a student differently to verify legal residency in the United States.
3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status.
4. Require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status.
5. Deny or terminate a student's enrollment due to the student's or parent's failure to provide a social security number.

ACT 158

In 2006, the legislature passed Act 158 to address safe and supportive environments for students with life-threatening allergies or chronic illnesses.

Act 158 also requires the school districts to annually inform parents of students with life-threatening allergies or chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal/state statutes and regulations and state rules. Other students may not only be protected by Section 504, but may also be eligible for special education.

If your student has a life-threatening chronic illness, please notify either the school nurse or school administration at your earliest convenience.

Section 504 protects students from discrimination due to a disability that substantially limits a major life activity. Not all students with life threatening allergies and chronic illnesses may be protected under Section 504. The school district may also be able to meet a student's needs through the Educational Support System with an individualized health plan.

SERVICE ANIMALS

Consistent with the ADA and applicable state and federal laws, a service animal is a dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals are working animals, not pets. The work or tasks an animal has been trained to provide must be directly related to the person's disability. Therapy and emotional support animals for emotional support, comfort, therapeutic benefit, or companionship are not covered under the ADA.

Safety, Care, and Control of Service Animals

The owner of a service animal is at all times responsible for the care and behavior of the animal, including abiding by state and local requirements regarding applicable licensure and vaccination, management of animal health, and ensuring control of the animal. The owner of the service animal must ensure the safety and wellbeing of the animal, as well as the safety of others with regard to the animal's presence. The owner is responsible for ensuring that the animal is secured with a leash and under effective control at all times. The owner is responsible for any damages or injuries caused by the service animal. The service animal must be clean, housebroken, and in good health. The owner of a service animal must ensure that the animal has adequate food and water. Service animals may not be left unattended or in the care of others. Owners of service animals are responsible to clean up after and properly dispose of their animal's waste.

Exclusions of Service Animals

A person with a disability may be asked to remove a service animal if the animal is out of control and they do not take effective action to control the animal, or if the animal is not housebroken. A service animal may be excluded from a facility, including a classroom, if the animal poses a direct threat to the health or safety of others. A service animal may be excluded from a facility, including a classroom, if that animal's behavior, such as barking, is disruptive to the other participants within the facility. When there is a legitimate reason to ask that a service animal be removed, staff will offer the person with the disability the opportunity to return to the classroom or activity without the animal's presence. A service animal may be excluded from the school temporarily or permanently if it is found to be in violation of the above requirements.

Service Animal Certification:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform? Please be specific:

CHEMICAL FREE/NON-SMOKING PROCEDURES

The chemical health policy for the student body and student athletes recognizes that participation in co-curricular, and non-curricular school sponsored events and student athletics, is not a right, and students must adhere to these policies as a condition of their eligibility to participate. The primary focus of this policy is educational; it is designed to develop the skills and habits of mind necessary for students to make better decisions when it comes to drugs and alcohol.

Chemical Health Policy

A student shall not, regardless of quantity, illegally consume possess, buy/sell, or give away any beverage containing alcohol, including products such as non-alcoholic or near beer; any tobacco product, marijuana, steroids or any other controlled substance, or any substance hereafter called chemicals that alter perception or behavior, reducing that individual's ability to function appropriately at any time. It is the policy of this District to prohibit the use of substances including marijuana, tobacco or tobacco substitutes (e.g., e-cigarettes and vaporizers) and all chemicals on school grounds in accordance with state law (Act 135). This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing these products at all times while under the supervision of school staff or at school sponsored activities. **The OSSD school public school system reserves the right to impose stringent penalties in an effort to ensure the welfare of the student body.** RU is a chemical/tobacco-free environment. Smoking of tobacco, using e cigarettes and vaping, is not allowed in RU buildings or on RU property or during RU sponsored events. Violations include: **Sale and distribution** of chemicals including tobacco products, will result in:

- local law enforcement will be contacted
 - minimum, automatic 5-day suspension
 - continued infractions will lead to limitations placed on attendance at school events
 - student may be brought before the school board for expulsion; all expulsions must be approved by the board.
- Purchase and/or possession/use** of chemicals, tobacco products or e-cigarette/vaping products, the following will occur:
- students who are visibly under the influence will be suspended for the remainder of the school day
 - students who are not visibly under the influence will stay in school
 - all prohibited materials will be permanently confiscated and may be handed over to law enforcement.

-First referral: Students will not be permitted to take part in any school activities or co-curriculars until they have met with an SAP counselor, School Based Clinician, School Counselor or School Nurse, and determined a treatment path, including 2 sessions with a cessation counselor. After those sessions have occurred students may resume engagement in all school activities and extracurriculars.

- Continued referrals will result in students being required to work with a counselor or on-site clinician and write a treatment plan regarding substance control. This will include a referral to and participation in a cessation program. Programs are available in partnership with Gifford Healthcare and may include independent work, online work, or in person work guided by a counselor or medical professional. The students and

parents, not the school district, will assume all costs of referrals and treatment.

-students will not be permitted to attend after school activities including extracurriculars until documentation of counseling and treatment programming in progress will occur.

- Refusal to participate will result in the student being suspended from all school-based activities and events, as well as extracurriculars until they participate in an approved treatment process.

At the beginning of the school year, the school must receive a signed acknowledgement form, which indicates that the student and family have signed attesting to their knowledge of this policy. Students will not be permitted to participate in school sponsored events or extracurricular activities until it is signed and in the possession of the administration.

ACT 1 - VERMONT'S SEXUAL ABUSE RESPONSE SYSTEM

In response to Act 1 (Vermont's Sexual Abuse Response System), all OSSD schools have increased their efforts to ensure students, staff, and parents help keep our schools safe from sexual abuse and violence. Three primary requirements of school districts are:

- (1) provide instruction to students on how to recognize and prevent sexual abuse and sexual violence;
- (2) ensure adults employed in schools receive orientation on the prevention, identification, and reporting of a child sexual abuse and sexual violence; and
- (3) provide parents, guardians, and other interested persons the opportunity to receive orientation, identification, and reporting information on sexual abuse and sexual violence.

To that end, should you wish to receive additional information on sexual abuse and violence, please contact your school at your earliest convenience.

Protection of Student Privacy

No student shall be required, without parental consent, to take part in a survey, analysis, or evaluation funded by the U.S. Department of Education that reveals information concerning:

- political affiliations or beliefs of a student or a student's parents;
- mental or psychological problems of a student or student's family;
- sexual behavior or attitudes;
- illegal, anti-social; self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom student respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians or members of the clergy; - income (other than that required by law) to determine eligibility for participation in a program for receiving financial assistance under such program; or
- religious practices, affiliations, or beliefs of the student or the student's parents.

Parents shall have the right to inspect any survey created by a third party before the survey is administered or distributed to a student. Requests for inspection shall be in writing, and shall be made in sufficient time to allow a response at least two weeks in advance of any survey to be given.

Parents/guardians or students 18 years of age or older, have the right to "opt out" of the following activities:

the collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational services for, or to students such as:

college or other postsecondary education recruitment, or military recruitment;

Parents shall be notified, through U.S. Mail, email or other direct means, at least annually at the start of each school year of the specific or approximate dates of any activities described in this policy, and shall be provided an opportunity to opt out of participation in those activities.

Parents shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

POLICIES: FEDERAL, STATE AND LOCAL

The School Board adopts policies to meet state and federal legal requirements as well as specific local needs. Many policies are designed to ensure a safe, orderly, civil and positive learning environment in which all members of the school community are treated with respect. Full policy texts, as well as additional district policies, can be obtained by contacting the school office or viewed online at

<https://orangesouthwest.org/policies-procedures>

RANDOLPH UNION CO-CURRICULAR HANDBOOK

This handbook is intended to familiarize all coaches, advisors, students, and parents with the purposes, goals and objectives of the Randolph Union athletic and co-curricular programs, and to alert each coach and advisor to the responsibilities the coach/advisor has as an integral part of the athletic and co-curricular staff.

CO-CURRICULAR INTERSCHOLASTIC ACTIVITIES

PHILOSOPHY

Randolph Union is concerned with the health habits of the students of this community.

We believe that participation in co-curricular activities is a vital part of a student's educational experience. Since participation in co-curricular activities at Randolph Union is a privilege, it is important that students, parents/guardians, and coaches/advisors be aware of the necessary policies, rules, and regulations.

It is our goal that when students and parents sign the co-curricular participation agreement (via Form ReLeaf), they recognize the importance of fulfilling their commitment to upholding the standards of behavior, sportsmanship, team dedication, and commitment to participation outlined herein. When students or spectators violate policies that are outlined and sanctioned by the school, they learn a difficult but valuable lesson about the consequences of making poor choices.

RULES AND STANDARDS

A. The democratic ideal is that each person makes decisions for themselves. However, we must also be aware of the decisions we make as a part of a larger school community. Students should realize that any aspect of their appearance or behavior that constitutes a hazard to the health and safety to themselves, to others, or to the school is unacceptable as an expression of personal taste. If the activity advisor thinks a student's dress or behavior is unacceptable for an activity, the advisor will advise the student. If it becomes necessary to speak to the student about it a second time, disciplinary action will be taken.

B. In view of this philosophy, the following school rules apply, whether the activity takes place in Randolph or in another town; whether it occurs during school hours or afterwards or during overnight trips; and for all participants regardless of age or marital status. The following are not permitted:

1. Obscene language and gestures
2. Racial and/or sexual remarks, slurs, or gestures
3. Smoking
4. Use of alcohol or drugs or associated products & paraphernalia including tobacco substitutes (ex: e-cigarettes, vaping devices)
5. Fighting
6. Destruction of school or other student property
7. Stealing
8. Hazing/Harassment
9. Other behavior not representative of Randolph Union ideals and values

C. Each advisor/coach sets the tone for the group. However, a requirement all advisors must follow is to inform group members *in writing* of the policies, rules, and eligibility requirements for that specific group. Individual group rules must conform to the RU co-curricular policy; additional group specific rules may also be administered & be applied. There is flexibility in how each advisor and group functions. By signing the co-curricular agreement (via Form ReLeaf), students indicate their understanding that they are to abide by RU co-curricular policies outlined herein as well as activity-specific rules.

D. Students participating in activities involving an absence from class must use the correct planned absence form(s) from the office. The advisor and the administrators will determine deadlines for the return of these forms.

E. Any student who is suspended from school will not be allowed to participate in any school activity during the period of the suspension (refer to "suspension policy").

F. If a student violates any one of the rules in Part B under Rules and Standards, or if the student receives a second school suspension during a single season, the student will be removed from the group(s) in which the student participates. For seasonal activities, removal will be for the remainder of the season. For year-long activities, removal will be for a period of time determined by the advisor and administration (removal for the remainder of the quarter *or* a nine-week period of time will serve as the general guideline, unless the severity of the offense is justified by removal for the remainder of the school year).

G. A third school suspension will result in the removal of the student from all activities for the remainder of that academic year.

H. Due process procedures will be followed when implementing any disciplinary action.

ADMINISTRATORS' ROLES

By state law and by school board policy, school administrators have final responsibility for all supervision and control of staff and students in any and all activities identified as “approved school programs,” including co-curriculars. The administrators’ responsibilities include reviewing any disciplinary action taken by advisors and initiating disciplinary measures when circumstances arise. If an administrator decides that there are extenuating circumstances, they may use discretion with regard to the level and type of disciplinary action taken.

ELIGIBILITY STANDARDS

Students are deemed eligible to represent the school in co-curriculars or interscholastic activities if the student meets the following specific requirements:

1. The student is a bona fide undergraduate member of the school
2. The student is in good academic standing.
3. In the judgment of school administrators, the student is representative of the school’s ideals in matters of participatory conduct and sportsmanship.

Specific High School and VPA eligibility requirements, specific for student-athletes:

1. A transfer student athlete is eligible at once if the transfer is a result of change of address of the student’s parent/guardian or is a personal change of residence for a student 18 years old, provided that the student was a bona fide student at the school from which the student transferred and has earned grades that meet RU eligibility standards.

- 1.1 An athlete is ineligible for a period of 87 days if transferring from another school without a change of residence of parents or guardian or without a personal change of residence in the case of 18-year-olds. The administrators may rule in the case of extenuating circumstances.

2. An athlete who competes in any VPA sanctioned activity must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after August 1st is eligible for all activities in the ensuing school year. Students who have attained the age of nineteen (19) prior to August 1st shall be ineligible for all VPA sanctioned activities. Waivers of eligibility rules regarding age may be granted only by the VPA as a matter of discretion under extraordinary circumstances of undue hardship, as defined in these rules, and if the waiver will not have an adverse impact on other athletes or the fairness of competition.

3. An athlete is ineligible for further participation upon graduating from any course of study at the end of their 12th grade year.

3.1 Student athletes have four (4) consecutive years or eight (8) consecutive semesters of eligibility for participation in school activities. Attendance of thirty (30) school days shall be regarded as a semester. Attendance is defined as being included in the official roll and attendance records of the school and not just physical presence in the class. A student that is enrolled for the eighth (8th) and final semester of eligibility, during the fall-winter term, may complete the winter sports season as long as the student is an eligible student and has not yet graduated.

3.2 Students are ineligible to compete if they have graduated from any course of study in a secondary school comparable to the Vermont system. The school’s administrators shall make the initial determination of whether the secondary school is comparable. If there is a question concerning the eligibility of a student under this rule, the Executive Director of the VPA may review the administrators’ ruling.

4. A contestant is ineligible if the contestant has accepted remuneration, gift, or donation for participation in an athletic contest, or if the contestant has participated under an assumed name, or if she/he has entered into a playing contract with a professional club or agent. A medal or pin of small intrinsic value is not illegal if presented by the sponsoring organization.

4.1 No player shall compete with an organized group once the player participates in practice/competition with another school athletic group in a particular activity. Violation of this rule will be handled as follows:

- a. For the first infraction, a warning will be given to the student outlining that the choice to participate in one or the other teams must be followed.
- b. For the second infraction, the student will be dropped from the school team and not eligible to participate.

5. The student must adhere to following a seven (7) day rest period before starting practice for the second of any two (2) successive sports.

6. Students enrolling in Vermont high schools under the auspices of recognized foreign and domestic exchange programs will be evaluated by the administrators under existing local school and PCSA eligibility standards. It is the policy of the VPA and Randolph Union to provide foreign exchange and domestic exchange students with equal access to all activities. Students in recognized foreign and domestic exchange programs who are bona fide, full-time students attending school for credit toward a high school diploma (or comparable certificate) shall be eligible to compete, provided that they meet the same eligibility standards as all other students, defined above.

7. No student may participate in any VPA-sanctioned activity without providing evidence of an up to date, recognized insurance program for the medical care of injuries that may be incurred due to activity. Receipt of insurance program evidence, namely a completed Form ReLeaf online registration, must be received prior to the first date of participation by school administration or the AD.

TEAM/ORGANIZATION RULES
SCHOOL RULES - TRAINING RULES
VPA RULES

HIGH SCHOOL ATHLETES AND PARTICIPANTS OF CO-CURRICULAR ACTIVITIES

AS A PARTICIPANT IN A CO-CURRICULAR OR INTERSCHOLASTIC ACTIVITY YOU REPRESENT YOURSELF, TEAM, SCHOOL, COMMUNITY, ADVISOR and COACH, BOTH AT RANDOLPH UNION and WHEN AT AWAY CONTESTS. PARTICIPATION IS VOLUNTARY. PARTICIPATION IS ALSO A PRIVILEGE. SCHOOL RULES, TEAM RULES, AND TRAINING RULES CONFORM TO ALL RANDOLPH UNION POLICIES, AND THE VPA RULES and REGULATIONS REGARDING INTERSCHOLASTIC SPORTS.

EVENT-DAY DRESS POLICY

1. The coach/advisor will advise students of proper grooming, dress, and behavior requirements for in-school before the event & at/during the event.
1.1 If the coach/advisor thinks a student's dress or behavior is unacceptable/unsafe for an activity, the coach/advisor will advise the student of it. If a second explanation is necessary, the student will be removed from the group.

1.2 A student athlete is expected to exhibit high standards of conduct and character both in and out of school, including dress code. Instances of misconduct in or out of school may result in a hearing with the Athletic Director to determine the appropriateness of the athlete's continued participation as a team member or co-curricular activity participant.

CO-CURRICULAR DRUG, ALCOHOL, AND TOBACCO POLICY

A student participating in co-curricular activities must refrain from the use or possession of drugs, alcohol, and/or tobacco products as well as associated products and paraphernalia including tobacco substitutes (ex. e-cigarettes, vaping products) beginning with the first official activity/practice/meeting of any team or group. Athletes of-age (18+) who are permitted by law to purchase drugs are NOT permitted to use substances during their co-curricular season. Signing the co-curricular agreement (via Form ReLeaf) signifies a student's and the student's parent's understanding and compliance with this rule.

If a student is suspected of violating this agreement, the student's case will be brought to the attention of Randolph Union administrators and the Athletic Director/coach to hear the student's case; here, it will be determined if further inquiry is required or if the case is to be dropped. There are several consequences for a student who has broken the drug, alcohol, and tobacco policy, including varying levels of school-based community service. Violations are not cumulative through each of Randolph Union's programs. Middle school and high school are regarded as separate programs. Violations that occur in middle school do not carry over into high school (8th grade to 9th grade).

First Offense

- Student athletes will receive a suspension of 15% of the season length. A suspension in the fall would be 10 days for the first offense, a suspension in the winter season would be 12 days for the first offense, and a suspension in the spring would be 11 days for a first offense.
- During the suspension, the student athlete will be expected to attend all practices and games, but will not be permitted to practice or play during those games. The student athlete will also be expected to dress appropriately on game days as determined by the head coach.
- The student will undergo an initial substance abuse referral through the school counselor at no cost, or through an outside agency at the family's expense

Second Offense

- Removal from all co-curricular activities for the remainder of that season.
- The student must undergo a second substance abuse assessment & restorative justice process, to be determined by RU administration.

Third Offense

The student will be ineligible to participate in co-curricular activities for one (1) calendar year from the date of the offense.

AWARDS

Formal awards are bestowed to high school student-athletes who have competed at the JV or Varsity levels and who are in attendance at the end-of-year athletics banquet. Athletes are eligible to receive awards in the form of certificates of participation, varsity letters, varsity letter pins, special school specific awards, state & national athletic awards, and certificates of recognition by a sports' organized body of officials/coaches/media (i.e., All-League team selection, All-State team selection, Senior Game selection, etc.) A student found guilty of multiple violations of this agreement, however, will not be eligible for postseason awards, letters, and/or certifications for any sport or performance impacted during the season when the violation was committed. Students will also not be eligible for league or state recognition for that activity.

RELATED DISTRICT POLICIES AND RULES

All school groups and teams shall adhere to the OSSD Substance Abuse Policy (<https://orangesouthwest.org/policies-procedures/>). Most all co curricular and athletic programs/teams have developed rules and responsibilities with higher expectations for student behavior. Participation in these activities is voluntary, and, therefore, students are expected to follow individual program policies regarding drug and alcohol use. Any student in violation of the Substance Abuse Policy will be subject to the consequences outlined within the guidelines of the RU Substance Abuse Policy.

DUE PROCESS PROCEDURES FOR PARTICIPANTS

1. A violation of the school's and interscholastic/co-curricular substance abuse rules will result in immediate suspension of that individual from all teams/activities as explained under the co-curricular/Interscholastic Rules and Standards. The following individuals have the right and/or responsibility to report violations: administrators, athletic director, coaches, advisors, faculty, team captains and teammates, and parents.
2. Coaches/advisors are not to handle violations individually. All violations must be reported immediately to the Athletic Director.
3. A student athlete who violates the Substance Abuse Policy (SAP) will be considered guilty of a substance abuse violation and be subject to the rules outlined above.
 - 3.1 A student who is inside an establishment where alcoholic beverages are served is still required to adhere to the Substance Abuse Policy.
4. A student charged with a violation of the Substance Abuse Policy will have the right to a hearing that involves themselves and any or all of the following individuals: team captain(s), coaches, Athletic Director, individual(s) presenting the charge, parents or guardians, and administrators.
5. An individual who is charged with a violation of the Substance Abuse Policy should be:
 - 5.1 Confronted by the person making the charge at the time of the violation and be informed at that time of their intent to report the violation
 - 5.2 Formally notified by the Athletic Director at the earliest possible moment that a charge is being made against the individual
 - 5.3 Granted a hearing involving as many of the people listed in Part 4 above, as soon as practical

CUT POLICY

One of the most difficult and unpleasant tasks of coaching a team or directing a production is making "cuts." Before deciding to try out for a team or drama production at Randolph Union, students should be prepared to accept the possibility that they may not be selected for that team. Advisors/coaches do not enjoy informing student(s), who wish to participate, that the student does not possess the ability to play a role on the team/cast. In some activities, however, it is essential to select a manageable-sized squad/cast that takes into consideration the safety, group size, resources, facilities, and personnel for the group. An advisor's/coach's decision regarding cuts is final. *No candidate* (including seniors and/or students who have performed on the team/cast in the past) *is guaranteed a roster spot*. Students can improve their chances of "making a cut" by reporting to practice on time, in acceptable physical shape, with the necessary paperwork, and with a positive attitude. If extenuating circumstances do not allow a student to attend all or a part of tryouts, students must contact the coach or Athletic Director to make arrangements.

TWO-WEEK TEAM SIGNUP POLICY

Similarly, social strains inherent to the makeup of a team & the way in which a coach plans on approaching the season can be severely impacted when student-athletes attempt to join a team after the first scheduled practices. As a result, student-athletes will not be permitted to try out for or join a sports team after the first 2 weeks (14 calendar days) of the start to a season have passed. This does not include dual-sport athletes (see "Dual Sport Policy" below).

Athletes that are unable to be present for the first 2-weeks of a season must communicate with a coach (JV and Varsity coaches if trying out for a HS team, MS coach if joining a MS team) *in-person* to explain why they were unable to attend early-season practices. It is at the Varsity/program head coach's discretion to determine whether or not the athlete will be considered for placement on the team. Communicating with coaches about one's absence does not automatically guarantee them a spot on a team; there must be mutual agreement between a coaching staff & student-athlete before being considered for team placement.

HOME SCHOOL STUDENT-ATHLETE PARTICIPATION

Home-school students who live in the Orange Southwest School District who wish to participate in Randolph Union MS or HS co-curricular activities may do so as long as they have met the school's requirement to have a current 'VPA-approved home study program' letter for the present school year on-file with the Main Office as well as the Athletic Department's requirement to have all paperwork (Form ReLeaf registration, current wellness form) submitted *prior to participation*.

FAMILY VACATIONS/APPOINTMENTS/OFF-CAMPUS MEETINGS

One of the most important aspects of participation on a team is commitment. The Athletics and co-curricular Department respectfully requests that all participants who choose to try out for our groups, along with their parents, be prepared to commit to the team for all practices, contests, rehearsals, and performances for the duration of the season, *including school and holiday vacations when organized activities are scheduled*. Where possible, it is advised that meetings, appointments, etc. be scheduled outside of scheduled athletic practice/event times.

When parents and student-athletes choose to go on family vacations during a sport or co-curricular activity season, it is understood that the time missed can affect team performance and group chemistry. Playing time is typically and likely will be adjusted for participants who miss organized activities due to vacations, both during and upon return of a vacation.

SOCIAL MEDIA

User-generated content allows individuals to express their identity and opinions, influence conversations, have a voice with others around the globe, and share general information. This platform for communication allows for the creation of a unique personal brand via expressions of self, sharing of external content, posting messages, receiving instantaneous real-time updates, following others' posts/opinions, private messaging, & sharing photo/video 'stories' or general experiences.

Social media, when used responsibly, is a powerfully positive tool. It can be utilized to promote a personal/organizational brand, for networking, for maintaining online photo albums, as a screening process for employers/colleges/future coaches, and to promote events.

Social media platforms include but are not limited to Facebook, Twitter, Instagram, Snapchat, LinkedIn, Kik, Periscope, YikYak, and Vine. Some of these platforms predicate their appeal based on user-anonymity and disappearing messages, but beware – IP addresses are still unique and have been provided to persons of authority such as the police, school administration, and employers in the recent past.

It is not uncommon to trace ‘disappearing stories’ like those found on Snapchat. It is also not uncommon for high school students pursuing acceptance to post-secondary institutions, searching the job market and/or being recruited to play sports at the collegiate level to have their social media accounts reviewed during the application/recruitment process.

Students’ right to freedom of speech, expression and association including the use of online social networks is inherent. As mentioned previously, student-athletes should be reminded that participating on a RU co-curricular team/group is a privilege & not a right. The expectation for co-curricular participants is to portray themselves, their teammates, coaches, and the school as a whole in a positive manner at all times. All online postings must be consistent with federal and Vermont State laws and are expected to comply with the social media guidelines listed below:

Social Media Guidelines

When using social media or social networking sites, keep in mind the following to guide your online decisions:

- Everything you post becomes potentially public information – including text, photos, comments, etc. This is largely out of your control from the moment you post (even if posting on a private page, if you have heightened security preferences, if you’re using ‘disappearing content’ sites, etc.)
- Keep it clean. Think twice before posting. Social media, regardless of privacy settings, is not necessarily private – it can and will be accessed!
- Use caution when connecting with others online (friending, following, liking, etc.). Individuals have been known to take advantage of student athlete relationships and/or to gain sensitive information about you or your teammates.
- Avoid sharing information about your current location or your plans to be in certain locations in the near future.
- Others are always watching. Employers and college admissions offices review social networking activity often as part of their evaluation of applicants. Carefully consider how you wish to be perceived by others before they misinterpret who you are based on your online presence.

Randolph Union Athletics will not tolerate under any circumstances disrespectful comments or highly negative social media behavior such as but not limited to:

- Directly derogatory or defamatory language;
- Comments that create a serious danger to the safety of another person or which could be a credible threat of physical or emotional injury to others or which can be considered cyberbullying;
- Implied or referenced communication about emotional or physical harm, derogatory and/or lewd language, or inappropriate communication as deemed by school administration. This applies to communication about oneself, other students, athletes, teachers, coaches, or other school officials;
- Comments, videos, photos, etc. that depict or describe or imply unlawful assault, abuse, hazing, harassment or discrimination as well as the use of, sale of, or possession of drugs/alcohol/tobacco substances (refer to corresponding “Co-curricular Drug, Alcohol, and Tobacco Policy” section above)

Student-athletes who have information about another athlete, coach, official that may pose risk to others or which are in direct violation of the above guidelines are encouraged to alert their coach or Athletic Director or other school official immediately.

Violations of the above social media guidelines as evident through online content is subject to investigation and potential penalties by school administration or the Athletic Director. Penalties may include but are not limited to an initial notice to remove the post/photo/video; suspension from the team; immediate removal from the team; non-renewal of athletic eligibility for an extended period of time.

References

NFHS (2018). *Social media - elective course*. Retrieved from <https://nfhslearn.com/courses/61063/social-media>

The University of North Carolina at Chapel Hill (2011 September). Policy on student-athlete social networking and media use. Retrieved from https://grfx.cstv.com/photos/schools/unc/genrel/auto_pdf/2011-12/misc_non_event/SocialNetworkingPolicy.pdf

ATHLETICS/CO-CURRICULAR ACADEMIC ELIGIBILITY

Athletics are an important part of the RU activity program. The programs are designed to promote living a healthy social/emotional and physical lifestyle. We view this as an extension of the classroom and use it as an opportunity to teach character (perseverance, commitment, positive communication, integrity and pride) daily. Our athletic teams compete in the Northern Vermont Athletic Conference and Southern Vermont League (Soccer) at the Division I, II and III levels (determined by the VPA).

Co-curricular activities are an essential aspect of a healthy school community. These activities enrich our lives with athletics, the arts, community service, academic pursuits, academic support, and the building of strong and lasting relationships. It is important that during our involvement in co curricular activities, we maintain good standing in the following areas: academic achievement, attendance, citizenship.

MS Eligibility and Contract

RU middle school co-curricular eligibility is managed through academic contracts developed between teachers and students. We believe this process allows for more proactive academic support and will replace academic probation at the middle school level. The MS contract is outlined below.

More information is available with school principals. See attached Middle School Contract for clarification on the process in which Middle School

students must follow to determine eligibility for co-curricular/athletics participation.

HS Eligibility

As long as students can meet the below eligibility requirements, they may begin each academic year eligible for co-curricular participation. Academic eligibility will be reviewed throughout the academic year (in conjunction with when interim & quarter reports are distributed).

Students must maintain the following to be deemed 'eligible' for co-curricular participation:

1. **Good standing in terms of citizenship and discipline:** See the co-curricular Handbook section on Rules and Standards (p1-2).
2. **Good "Habits" standing:** Attains at least a 2.5 in Habits of Work (Organization, Productivity, & Technology) and Habits of Heart (Personal Responsibility, Respect for Others, and Citizenship) in all classes on the date in which interim and quarter grades are distributed to students during classes (typically Monday morning following the end of interims/quarters on Friday).
3. **Full enrollment:** A course-load of at least 5 credits or enrolled in an accredited homeschool program.
4. **Regular attendance:** In order to participate in any co-curricular activity at Randolph Union the student must be in attendance all day or have an excused absence from the administration on the day of the activity. This applies to athletics, dances, drama events, musical events, and other club or student meetings after school.

HS Ineligibility

The Athletic Director will communicate directly with all ineligible students on the school day that teachers distribute interim or marking period reports. If a student earns a score of less than 2.5 in any of the above-listed Habits – in more than one class – the student will be ineligible for the rest of the academic quarter. However, students are permitted to complete a Co-Curricular Probation application form (see below) that identifies a plan for improvement.

A. Student-athletes only taking RTCC classes - co-curricular eligibility will be determined by RTCC administration based on pass/fail status. A student is considered 'passing' if they have earned grades of 70 or higher in all of their RTCC courses; a student will be considered 'failing' if they have earned grades of 69 or less in any single RTCC course.

B. Student-athletes taking RTCC + RU classes: co-curricular eligibility will be determined by both RU and RTCC administration. For RTCC classes, a student must be considered 'passing' based on earning grades of 70 or higher in all of their RTCC courses. For RU courses, student eligibility will also be assessed based on a student's habits of heart & habits of work scores in their RU courses.

HIGH SCHOOL CO-CURRICULAR PROBATION

Who can apply for co-curricular probation?

- A student who has received a Habits score that is below a 2.5 in more than one class
- A student who is already engaged in co-curricular probation (1st round)
- A student who is already engaged in co-curricular probation (2nd round) may **NOT** apply for co-curricular probation

Submission deadline: To be considered for co-curricular probation, a student MUST complete and return a parent-signed co-curricular probation form to the Athletic Director no later than three (3) school days following the notice of ineligibility by the Athletic Director. Failure to return a probation form will result in removal from the team for the rest of the season.

Eligibility Review: Students' Habit scores will be reviewed on the last day of the 10 school-day probation period. A student may resume full participation (performances, games, scrimmages) if the student has earned acceptable Habits scores at the end of the 10 school-day period. Students will have the opportunity to enter another 10 school-day probation period if they are unable to demonstrate acceptable Habits scores after the initial 10 school-day probation. A student will be declared ineligible for the remainder of the season if they are unable to demonstrate acceptable Habits scores after a second 10 school-day probationary period.

MIDDLE SCHOOL ACADEMIC CONTRACT

Senate adopted 9.23.15

Student Name: _____ Date: _____

Teacher Name: _____ Advisor Name: _____

Middle School Contract

Randolph Union believes that participation in school activities beyond the classroom provides students with opportunities to make positive connections with peers, supportive adults, and the overall school community. However, participation in Randolph Union activities is a privilege, not a right. Students earn this privilege by:

- maintaining regular attendance at school
- being a good citizen in school and during chosen activities
- meeting the standard for Habits of Work and Habits of Heart

At the middle school level, RU believes that students should be provided with the opportunity to **retain the privilege to participate** in activities by making a **contract** to get grades / behavior / attendance up to standard. If students do not follow through on the contract, the teacher has the right to consult with principals and athletic director to determine an appropriate consequence.

Teacher Name and Class	Date completed work must be turned in to the teacher	Assignments/projects that need to be completed and returned to teacher and/or improvement in habits of work or heart needed in this class.

Teacher Signature: _____

Student Signature: _____

Advisor Signature: _____

Parent Signature: _____

[Teacher, please make copies for all parties, and Administration]

HIGH SCHOOL CO-CURRICULAR PROBATION FORM

Randolph Union believes that participation in co-curricular activities outside of the classroom provides opportunities to make positive connections with teammates, coaches, and the greater RU school community. Participation in RU co-curricular activities is a privilege that students earn by maintaining good attendance at school and being in good academic and behavioral standing. One of the ways we determine this is by expecting students to earn acceptable scores in three Habits of Work and three Habits of Heart at each **progress report**. School-wide, the habits in focus are:

HoW: Productivity; Organization; Technology

HoH: Respect for Self; Respect for Others; Citizenship

Progress reports come out at each of **8 reporting periods** (in the past referred to as “interims” & “quarters”). Students are expected to earn scores that are 2.5 or higher, in these Habits of Work and Habits of Heart. If a student earns a score of less than 2.5 in any habits – in more than one class – the student will need a plan for improvement and be placed on Co-Curricular Probation. Probation offers an opportunity for a student to earn back the student’s full co-curricular eligibility for events/performances. The Athletic & Activities Director (AD) will review Habit scores for all of a co curricular

student's registered classes starting at the 1st reporting period in Quarter 1. A student's **ten (10) school days** of probation begins the afternoon that probation is assigned in a meeting with the A.D. (See other side for more detail on what it means to be on probation.)

NOTE: Teachers will be updating habits scores every two to three weeks, so that students and families can track them effectively. However, it is only at the reporting periods, when progress reports are generated, that the Athletic Director will review scores to determine eligibility.

** Probation form to be completed by AD, reviewed with student, & sent home for parent/guardian & advisor signatures. A signed copy of this probation form must be **returned within 3 days of meeting with the AD**. Failure to return form within 3 days will result in removal from the team. **

Course	Habit requiring improvement	Strategies / structures / development plans to improve Habit scores (Student to develop in consultation with their advisor)

1st Date of Probation: ____/____/____ 10th Date of Probation: ____/____/____

Student Signature: _____ Date: _____

____/____/____ AD Signature: _____

Date: ____/____/____ Parent Signature: _____

____ Date: ____/____/____ Advisor

Signature: _____ Date: ____/____/____

CO-CURRICULAR PROBATION DEFINED

- A student will remain an active member of their team/group during probation.
 - A student is required to be a full participant at practice/rehearsal during probation.
 - Games/events/performance**:
 - During a first 10-day probation period, a student is NOT eligible to participate in - or dress for – **half of all scheduled events/performance**s. A student is still required to attend home & away events/performance
- Details** (total # events, # of events not eligible for, etc.) _____ **AD initials:** _____ -
- During the second 10-day probation period, a student is NOT eligible to participate in - or dress for –any scheduled events/performance

DETERMINING CO-CURRICULAR PROBATION

- Students who earn Habit scores less than 2.5 in more than 1 class will be placed on probation.
- Students who earn a Habit score of 1 (the lowest score) in any of their classes will be placed on probation.

- On a case-by-case basis, there may be additional reasons for administration to place a student on probation, should a student's academic or behavioral standing be of concern. This would happen in consultation with teachers & family.

STUDENT RESPONSIBILITIES

- The student is required to sign & receive signatures from their advisor and their parent/guardian signifying that all parties acknowledge & understand the Co-Curricular Probation process.
- The student is required to meet with their advisor and develop for immediate implementation a series of strategies/structures/plans meant to improve Habit scores.

ELIGIBILITY REVIEW TIMELINE

- The AD will review Habit scores at each of 8 reporting periods. Habit scores will be reviewed for all of a co-curricular student's registered classes starting at the 1st marking period.
- A student's 1st day of the 10 school-day probation begins the afternoon that probation is assigned. Probation ends when the student demonstrates acceptable Habits scores at the conclusion of the 10 school-day probation period.
- If a student is unable to demonstrate acceptable Habits scores after the 10 school-day probation period, the student will be placed on another 10 school-day probation period. If unable to demonstrate acceptable Habit scores after a second 10 school-day probation period, the student will be removed from the team for the remainder of that season.

CO-CURRICULAR GROUPS

Group 1: Athletic teams, Drama, ETC

May include all or some of the following characteristics:

1. Fully funded by the school;
 - a. Stipend for coach/advisor
 - b. Equipment/materials
 - c. Transportation
2. Requires full commitment during season from students/staff;
3. Admission may be charged for performances/events;
4. Public performances/events;
5. Current rosters must be on record with Athletics/Activities Director

Group 2: National Honor Society, Yearbook, Campus Life Committee, GSA/GLOW, Cooking Club, SHIZ Student Exchange, After-School Weight Room Group

May include all or some of the following characteristics:

1. Partially funded by the school;
 - a. Stipend for advisor and/or
 - b. Some materials/equipment supplied by the school and/or
 - c. May necessitate fund-raising and/or
 - d. Participants and families may incur some out-of-pocket costs
2. Requires strong commitment throughout school year from students/staff
3. Advisor is required to keep a record of attendance

Group 3: All other school-based groups

(These groups vary year to year and in the past have included - Anime Club, Art Club, Beading Club, Book/Poetry Club, Mountain Bike Club, Ski and Ride Club)

May include all or some of the following characteristics:

1. No funding from the school;
 - a. Minimal participatory costs associated
2. Little commitment of time (students are permitted to attend these groups as their schedule permits);
3. Advisor is required to keep a record of attendance

REQUIRED FORMS FOR INITIAL PARTICIPATION ELIGIBILITY

1. **Form ReLeaf pre-participation online registration:** This online registration must be completed by both the student and parent/guardian. A link to this registration can be found on the Athletics section of the OSSD website, by contacting the Athletics/Activities Director, or [HERE](#).

2. **Wellness Participation Clearance Form:** Signed by a licensed medical practitioner, this outlines that the participant has been cleared for sports/co curricular activity. Forms are kept on-file & are valid for a period of two (2) years from the date of exam. Students with an overdue form will not be permitted to participate. This form can be found on the school website, in the main office, with the school nurse, or with the Athletics/Activities Director.

NOTE: THE ONLINE FORM RELEAF REGISTRATION & THE WELLNESS PARTICIPATION CLEARANCE FORM MUST BE ON FILE WITH THE ATHLETIC/ACTIVITIES DIRECTOR PRIOR TO A STUDENT BEING PERMITTED TO PARTICIPATE. FAILURE TO HAVE THESE 2 REQUIREMENTS MET WILL RESULT IN THE STUDENT BEING INELIGIBLE FOR PRACTICE/EVENT

PARTICIPATION.

STUDENT ATHLETES FIGHTING

The VPA and Randolph Union does not permit fighting during athletic contests. A student athlete who violates this rule will face the following consequences:

1. First offense, the athlete will be suspended from the team for the next two contests.
2. Second and recurring offenses, the athlete will be suspended from the team. The Athletic Director and administrators will determine the duration of the suspension. Excessive or severe violations will result in a hearing in order to determine whether continued participation is appropriate.

The Athletic Director and/or administrators may proceed to Step 2 (above) in severe cases of fighting if it is the athlete's first offense.

HAZING/HARASSMENT

Hazing is a form of harassment and will not be tolerated in conjunction with the Randolph Union co-curricular or athletic programs. Hazing is defined as a "willful act, occurring on or off school grounds, directed against a player or prospective member of a school-sponsored activity that endangers the mental or physical health or safety of a participant for the purpose of initiation, admission into, or continued membership on any such activity."

Consequences for hazing/harassment violations may range from individual suspension from participation in the athletic or co-curricular program for a specified period of time to cancellation of an entire athletic or activity season schedule, depending upon the magnitude of the incident and number of students involved. Consequences for hazing/harassment violations brought to the attention of the administration after the season may be applied to and/or include subsequent co-curricular participation in upcoming seasons, denial of awarding athletic awards, and/or co-curricular probation for an extended period of time. The AD and administrators will determine what consequences will be issued to offending students. (See Student Handbook for RUHS Hazing and Harassment Policies.)

TAUNTING

Taunting is considered any action(s) or comment(s) by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. This includes conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

Taunting in any sports is deemed an unsportsmanlike foul, and results in a game ejection as outlined in the VPA student/coach ejection policy, below.

VPA STUDENT/COACH EJECTION POLICY

Any student ejected for unsportsmanlike conduct or a flagrant foul shall be suspended from the next two (2) contests (with the exception of football, skiing, and gymnastics, for which the suspension shall be one (1) contest), in the sport from which the student was ejected. If the ejection occurs in the last contest of the season, the student will be ineligible for the same period of time in the upcoming sport season that the student participates. The suspended student may not be in uniform during suspension. A student who is ejected a second time shall be suspended for the remainder of the season in that sport.

A coach ejected for unsportsmanlike conduct shall receive the same suspensions given to student-athletes. If suspended, a coach may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest. A suspended coach may not travel with the team to away contests.

A coach who has been ejected for unsportsmanlike conduct a second time in the same season shall be suspended for the remainder of the season in that sport.

DUAL SPORT POLICY

Students may participate in more than one sport during a single sports season, providing that they fulfill the following criteria:

1. The coaches of both teams involved agree to allow the student to participate in both activities.
2. The athlete must indicate in writing, with a copy going to both coaches and the Athletic Director, which team is considered their priority sport. Should a conflict arise, the student is to either participate in the "priority sport" or not compete at all. There will be no opportunity to change an athlete's priority for the duration of the season once an initial decision has been made. This decision is irreversible for that season. **NO exceptions.**
3. A student may not drop from one sport to try out for another sport during the same sport season.
4. A student must meet the VPA 10-practice minimum in each sport before being eligible to participate in an event/game.

TRAVEL

It is the general policy that all student transportation is by bus unless other arrangements are made in advance with the athletic director. 1. Students are expected to travel to and from events with their team/group. Only the Athletic Director is permitted to make exceptions. An exception may be granted if the student's parent/legal guardian is present at the contest and will be transporting the student themselves, or if the parent/guardian dictates another parent/guardian will be transporting them. **All exceptions must be outlined using the school's travel permission form.** This form is to be signed by parent(s) and provided to the Athletic Director or Main Office **1-day prior to departure of the trip.** Students will only be released to their parent or the designated parent/guardian (authorized adult outlined on travel form). This applies to all students, even if the student is 18 years of age or older.

2. All members traveling with a team/group are to follow the outlined guidelines on behavior, appearance and language while traveling in all realms of away events – including the contest venue, rest stops, food establishments, etc.
3. All students are expected to adhere to the guidelines outlined on the Bus Ridership form (within the Form ReLeaf registration). 4. With consideration for the length of weekend meets & invitationals (events that have different start-times), parents/guardians of student athletes who

participate on Cross Country or Track & Field teams may also complete a Travel Permission form that permits parents/guardians to transport their child TO these teams' weekend events.

OVERNIGHT TRIPS

The coach/advisor of an activity that is participating in an overnight trip or of a duration longer than anticipated must send a form letter to parents of the participants involved outlining the following information:

1. Purpose of the trip.
2. Date and time of departure.
3. Date and estimated time of arrival to Randolph Union.
4. Where students will be housed.
5. How parents may contact players/participants in case of emergency.
6. Method of travel. If transportation is by private cars, include the names of adult drivers and the students who will be riding in each car.
7. Generally, the school does not assume expenses for overnight trips. The student must assume costs. Transportation will be provided at school expense, in most cases.
8. Coaches/advisors are responsible for providing adequate adult supervision. This may require additional adult coverage and must be planned for well in advance. Advisors should not propose a trip until it meets all above-listed criteria for advance planning & after they have had a discussion with the Athletic and Activities Director.

SCHOOL ATTENDANCE FOR ATHLETES/PARTICIPANTS

In order to participate in any after-school activity, the student must attend school all day on the day of the activity. Activities include athletics, dances, drama events, musical events, and other club or student meetings after school. Exceptions will be approved by the administration.

Students attending a school-sponsored trip during the school day will still be permitted to participate in practices/events in the afternoon same-day.

COACH/ADVISOR RESPONSIBILITIES

Coach/Advisor Relationship to the Student

Coaches/advisors are expected to provide the best possible leadership for the students in their programs. The coach/advisor is required to carry out the general training rules and school rules, as established by the school board. It may also be necessary to develop additional rules specific to a particular sport/activity. These rules are not to conflict with school policy (school policy outweighs individual sport/activity rules). It is essential that disciplinary measures that violate particular sport/activity rules be carried out in a fair manner. The Athletic Director/administration is always available for assistance in these cases.

Coach/Advisor Responsibility to Parents

Parents are sincerely concerned with the activities in which their child is involved. With this in mind, it is suggested that each coach/advisor prepare a short briefing for parents explaining the purpose of the program. Coaches/advisors are urged to treat parental concerns with utmost care, patience and understanding. The Athletic Director/administration is always available for assistance.

Coach/Advisor Responsibility to School

Coaches/advisors are reminded that a student's primary responsibility is to their academic obligations. It is, however, understood that there are occasions when the fulfillment of a coaching obligation will necessitate absence from the classroom. At such times, it is incumbent upon the coach to inform an administrator of their absence.

Coach/Advisor Relationship to the Community

Athletics and co-curricular activities at Randolph Union are designed to support the educational advancement of our students. The greater Randolph community represents a large basis of support for our activities and programs. As such, we recognize a true responsibility to serving our community where possible. Community members share in our school's pride and feel very much a part of our co-curricular programs. However, inappropriate pressure from the public in any form is to be reported to the Athletic Director/administration immediately. We strive to make our community comfortable and welcome at all events and programs. Coaches/advisors are suggested to have public information materials available, as appropriate.

General Coaching Instructions

Coaches have the responsibility of regulating coaching strategy, technique and skills training. The following instructions are general in nature and intended only to serve as guidelines in carrying out these duties.

1. Coaches exert an overwhelming influence on their players and the community through their actions. Harassment of officials, excessive gesturing at the players and/or officials, and loud boisterous action during the course of a contest does not serve a useful purpose. Coaches are expected to display model citizenship and positive role-modeling at all times.
2. Coaches are responsible for the proper behavior of their players before, during and after all practices and contests. Locker room supervision is a part of the coaching task, and it must always be provided. A member of the coaching staff must be present at all times when students are in the facilities. If proper supervision is unavailable, coaches must coordinate supervision with the AD or cancel practice.
3. Sunday practices will be held only when absolutely necessary. Even then, Sunday practices will only be scheduled following traditional morning religious services hours & scheduled with the approval of the Athletic Director/administration.

COACHING PHILOSOPHY

The athletic experience can sometimes serve to be rather intensive educational settings. The coach should utilize these situations to instill values that will help athletes enter society as a well-adjusted, useful, emotionally and morally mature individual. To achieve this goal, a coach should treat all

individuals equally, while simultaneously realizing the potential abilities and limitations of each individual.

OVERVIEW OF ATHLETICS AT RANDOLPH UNION

The interscholastic athletic program will use competitive experiences to aid students in the development of favorable habits and attitudes that will prepare them for adult life in a democratic and pluralistic society. The program shall be conducted in accordance with VPA, School Board, RU, and team policies and regulations. At all times the co-curricular program will be conducted in such a way that justifies it as an educational and co-curricular activity.

Students will learn and grow to be effective citizens. Working successfully in our society requires students to learn teamwork, develop self-discipline, to have respect for authority, and to embrace hard work and personal sacrifice.

The RU interscholastic athletic program is highly competitive at most levels of participation. Student-athletes are expected to be at all practices, games and team functions. Playing time is not guaranteed and all members of a team may or may not see playing time during any/all contests.

Additionally, in some sports, the student-athlete will be responsible for the purchase and maintenance of part, or all, of the appropriate equipment (mouth guards, socks, practice shirts, etc.). All school-issued equipment must be returned cleaned & in a similar condition that it was issued at the beginning of a season (see below 'Equipment' section).

GOALS AND OBJECTIVES

Varsity Sports

1. To permit student participation during events/activities, as deemed appropriate in order to accomplish an individual sport's objectives, support a team's needs, & fit a team's game plan/tactics (determined by coaching staff).
2. To foster fair play and sportsmanship among all team members.
3. To represent the school in a manner that promotes respect for the school and pride in its teams.
4. To serve as the most competitive level of an RU sports program when competing against other NVAC and VT state schools. Decisions on playing time, athletes selected for Varsity, positions played, etc. will be determined by the varsity coach in order to support this objective.
5. To treat each participant as an individual and to help each participant develop positive citizenship & sportsmanship.
6. To help each participant cultivate a desire to excel/improve the participant's sport-specific abilities.
7. To offer a venue that permits the development of a student's maximum potential and to encourage positive health and safety habits.

Junior Varsity Sports

1. To permit as much student participation as possible while still meeting the objectives of an individual sports program.
 2. To prepare students for varsity-level competition by developing sport-specific skills, conditioning, strength, etc.
- The broad objectives relating to varsity athletics also apply on this level.

COACHING CODE OF ETHICS – NATIONAL HIGH SCHOOL COACHES' ASSOCIATION

As a Professional Educator I will:

- Exemplify the highest moral character, behavior and leadership.
 - Respect the integrity and personality of the individual athlete.
 - Abide by the rules of the game in letter and in spirit.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques, through professional improvement.
- Encourage a respect for all athletics and their value.
 - Display modesty in victory and graciousness in defeat.
 - Promote ethical relationships among coaches.
 - Fulfill responsibilities to provide health services and an environment free of safety hazards.
 - Encourage the highest standards of conduct and scholastic achievement among all athletes.
 - Seek to inculcate good health habits including the establishment of sound training rules.
 - Strive to develop in each athlete the qualities of leadership, initiative and good judgment.

STUDENT WELFARE GUIDELINES

1. There is always the possibility that a participant may sustain an injury during activity. Orange Southwest School District and its employees or representatives can assume no financial responsibility for medical treatment for injuries sustained by students while participating in co-curricular activities. The Vermont Principals' Association and OSSD require some form of health insurance before participation is allowed. If a student is not already covered by an accident policy or surgical or hospitalization plans, participation in the nominally priced state-sponsored health insurance program is required. These insurance forms are available from the Athletic Director, upon request.
2. Coaches have the responsibility of maintaining a roster of all players with appropriate physical and insurance information.
3. A copy of the Wellness Clearance Form will be on-file with the school nurse for record-keeping.
4. Injuries:
 - a. If an injured player is taken to the doctor's office or to the hospital, the parents should be notified and requested to meet the player there. If at all possible, an RU staff/coach/admin will accompany the athlete and remain on-site until the parent(s) arrive.
 - b. Any injury that keeps a participant from further competition or practice must be reported to the school nurse. An accident form will be completed by the coach and kept on file with the school nurse.
 - c. Any athlete who receives an injury that requires care from a doctor must obtain written permission from that doctor before the athlete is allowed to return to participation (practice or competition).

EQUIPMENT

All issued equipment and uniforms belong to Randolph Union, and it is only loaned for the duration of that season. Student-athletes are responsible for the care and return of issued uniforms and equipment and are to keep them clean and in good condition. Students may not alter their uniforms in any way. Students will be charged accordingly for any uniform loss/damage.

Student-athletes are responsible for returning uniforms and equipment within one (1) week of the end of the season or they will be obligated to pay the cost of replacing the equipment, at the rate of replacement. Future participation on another athletic team may be denied until all equipment obligations are met.

Equipment and uniforms are very costly (some uniforms are irreplaceable, while some uniforms cost upwards of twice the original cost). Students who keep uniforms create unfair situations for other student athletes participating in future seasons. Students may not keep uniforms/equipment as a “souvenir” at the end of their participation with a team.

APPENDIX A

DRESS AND GROOMING GUIDELINES FOR PARTICIPANTS IN CO-CURRICULAR ACTIVITIES

All participants in a co-curricular group, club, or team must realize that they represent RU (and the community) and that their actions while playing, traveling, and participating directly reflect on the school and on the group as well as on themselves.

Advisors and coaches for teams/clubs/activities will inform students of expectations regarding what to wear and/or not wear for a particular activity (including but not limited to practices, games, trips, tournaments, assemblies, concerts, team fundraisers or volunteering efforts, etc.). These expectations will be based upon considerations of safety, consistency, and general norms for the activity.

Grooming and dress for an activity must assure safety for all participants. This includes maintaining continuity in uniform dress among all members of the group. Rules for specific, individual sports (National Federation of High Schools rules) will also dictate rules and guidelines. In general, vision should not be restricted. Personal jewelry and hair and clothing accessories may be restricted in an activity for safety reasons, sport specific.

If your student plans to wear glasses during participation, be sure to communicate this with your child’s coach and/or the AD. Some sports require that the school receive a waiver from the VPA.

Once expectations are clearly defined by the coach/advisor, it is the participants’ responsibility to meet the expectations in a cooperative manner and contribute to the success of the group and activity. Any concerns or requests for exceptions should be voiced to the Athletic Director.

APPENDIX B



IMPORTANT ATHLETIC DATES

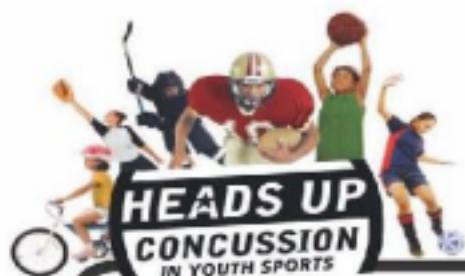
As of July 12, 2023

<i>FormRelease Registration opens</i>	<i>July 1</i>	
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<i>Fall Coaches Meeting</i>	<i>Aug 8th 4:30-5:30</i>	<i>Mandatory Attendance</i>
<i>Fall Sports Info Night</i>	<i>Aug 7th 5:30</i>	<i>TBA</i>
<i>Fall Sports- HS First Day of Practice</i> <i>Fall Sports- MS First Day of Practice</i>	<i>August 17</i> <i>September 5</i>	
<i>Fall Sports PaperWork Due</i>	<i>August 17- First Practice(HS)</i> <i>September 5- First Practice (MS)</i>	<i>Due Upon arrival at first practice</i>
<i>Fall Sports Day</i>	<i>October 7th All Day</i>	
<i>Fall Sports Awards Night</i>	<i>November 7</i>	
<i>Winter Coaches Meeting</i>	<i>November 15</i>	<i>Mandatory</i>
<i>Winter Sports Info Night</i>	<i>November 15</i>	<i>Sr high Gym</i>
<i>Captain's Council Pie Sale</i>	<i>November 22</i>	<i>Downtown Randolph</i>
<i>Winter Sports- HS & MS First Day of Practice</i>	<i>November 27</i>	
<i>Randolph Varsity Basketball Jamboree</i>	<i>December 2</i>	<i>Sr High Gym</i>
<i>Alumni Basketball Game</i>	<i>TBD</i>	<i>Sr High Gym</i>
<i>Sea Of Pink Games</i>	<i>January 20 - All Day</i>	<i>Sr High Gym/Jr High Gym/Valley bowl</i>
<i>Winter sports awards Night</i>	<i>March 4</i>	
<i>Spring Coaches Meeting</i>	<i>March 7</i>	<i>Mandatory</i>
<i>Spring Sports Info Night</i>	<i>March 7</i>	<i>Sr. High Gym</i>
<i>Pitchers and Catcher Practice</i>	<i>March 18</i>	<i>HS Baseball only</i>
<i>Spring sports First Day of Practice</i>	<i>March 25</i>	
<i>Spring sports Awards Night</i>	<i>TBD</i>	

APPENDIX C

RANDOLPH UNION ATHLETICS **CONCUSSION INFORMATION**



A Fact Sheet for **ATHLETES**

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.

- **Get a medical check up.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.

- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:

- The right equipment for the game, position, or activity
- Worn correctly and fit well
- Used every time you play

It's better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit:
www.cdc.gov/ConcussionInYouthSports

For more detailed information on concussion and traumatic brain injury, visit:
www.cdc.gov/injury

HEADS x UP CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall 	<ul style="list-style-type: none"> • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. **Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

If you think your teen has a concussion:

Don't assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It's better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION





A Parent's Guide to Concussion in Sports

What is a concussion?

- A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

Concussion Facts

- It is estimated that over 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System)
- Concussions occur most frequently in football, but girl's lacrosse, girl's soccer, boy's lacrosse, wrestling and girl's basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports while still having symptoms from a concussion as they are at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

What are the signs and symptoms of a concussion?

SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache
Is confused about what to do	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or fuzzy vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish
Loses consciousness	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit	Confusion
Can't recall events after hit	

What should I do if I think my child has had a concussion?

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion and if you are suspicious, then your child must stop playing:

When in doubt, sit them out!

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child's physician and explain what has happened and follow your physician's instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department immediately.

When can an athlete return to play following a concussion?

After suffering a concussion, **no athlete should return to play or practice on that same day.** Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns over athletes returning to play too quickly have led state lawmakers in both Oregon and Washington to pass laws stating that **no player shall return to play following a concussion on that same day and the athlete must be cleared by an appropriate health-care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete no longer has symptoms of a concussion and is cleared to return to play by health care professional knowledgeable in the care of sports concussions he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On average the athlete will complete a new step each day. The return to play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.

How can a concussion affect schoolwork?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases it is best to lessen the athlete's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

What can I do?

- Both you and your child should learn to recognize the “Signs and Symptoms” of concussion as listed above.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

Other Frequently Asked Questions

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other at-risk participation when symptoms of concussion are present and recovery is ongoing.

Is a “CAT scan” or MRI needed to diagnose a concussion?

Diagnostic testing, which includes CT (“CAT”) and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), they are not normally utilized, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms

lessen, you can allow increased use of computers, phone, video games, etc., but the access must be lessened if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as how the injury happened and length of symptoms following the concussion, are very important and must be considered when assessing an athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or shear force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each concussion.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

If you have any further questions regarding concussions in high school athletes or want to know how to find a concussion specialist in your area please contact Michael C. Koester, MD, ATC and Chair of the NFHS Sports Medicine Advisory Committee at michael.koester@slocumcenter.com.

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Concussion Information for STUDENTS:

The National Federation for High School Sports now offers a FREE online course reviewing the role that concussion can play in the lives of youth sport athletes.

The “[Concussion for Students](https://nfhslearn.com/courses/61059/concussion-for-students)” course, developed in partnership with the Barrow Neurological Institute, is designed specifically for students to inform them on how to identify, react to, and prevent concussions. This 100% optional and FREE course provides perspectives from current high school students and medical professionals alike. The goal of the course is to identify signs & symptoms of concussion and the importance of getting help **immediately** before further injury, short- & long-term, takes place.

<https://nfhslearn.com/courses/61059/concussion-for-students>

