

# 2024-2025 Student Handbook



## Lamoille Union High School

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"Building a Community Prepared for the Choices and Challenges of Life."

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<https://luhs.lnsd.org/>

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## MISSION

“Building a Community Prepared for the Choices and Challenges of Life.”

Lamoille Union is an innovative, restorative, inclusive and equitable community of scholars, families, teachers, community partners and staff. We work collaboratively as a community to foster relationships and connections. Lamoille believes that the school is the heart of a community and a hub to provide access to resources, support and build relationships with students, families and the Lamoille County community at large. We believe that these community connections foster the growth of lifelong learners who demonstrate self awareness, social responsibility and critical thinking skills to navigate and positively contribute to our world.

The LUHS curriculum supports our mission statement to prepare our students for the choices and challenges of life beyond high school. Within the classroom, our courses are designed to have multiple entry points for students to personalize their learning while engaging in a curriculum defined by clear and consistent standards. These standards have been a strong focus in our district since the Vermont legislature passed Act 77 in 2013, mandating that all Vermont public high schools transition to Proficiency-Based Learning (PBL). Moving away from traditional letter grading, PBL relies on establishing consistent curricular standards and learning targets. Students receive more chances to practice through formative assessments (homework, quizzes, etc.) before being assessed on summatives (tests, presentations, projects, etc.). They receive feedback throughout the learning process to help shape and personalize their path to understanding. This transition has led to many changes in our school, which are outlined below.

Our transition to PBL comes hand-in-hand with a shift to a skills-focused curriculum. Although the foundation of our students' education remains centered around the core curricula of our academic departments (English, Math, Science, Social Studies, World Language, Fine Arts, and Practical Arts), these content areas are being utilized more intentionally to build these lifelong transferable skills: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision-Making. We believe these skills will serve our students in whatever path they choose to pursue after high school.

In addition to rigorous learning inside the classroom, we also encourage all students to explore learning outside of the classroom as well. Our curriculum includes a strong emphasis on flexible pathways such as independent study, internships, dual enrollment at local colleges, and access to vocational education at the Green Mountain Technical and Career Center.

### **Personalized Learning & Flexible Pathways:**

The transition to PBL has enhanced and amplified our ability to provide many flexible pathways and opportunities for students to personalize their learning. Some of the options available to students include:

### **Diversity Equity & Inclusion**

The LNSU/LN MUUSD (District) is committed to the success of every student, regardless of race, ethnicity, religion, family economics, class, geography, ability, language, gender, sexual orientation, gender identity or initial proficiencies. Please use this link to review the [District's Equity Policy](#) in its entirety.

### **Policy Manual**

The Lamoille North Modified Unified School District policy manual may be found in the Principal's office and the superintendent's office and online at this [link](#).

## 2024-2025 LUHS SCHOOL CALENDAR

August 21-24	Professional Development Days
August 21	New Student Orientation 5:00-7:00pm
August 26	School Opens for All Students
August 30	No School
September 2	Labor Day - No School
October 10	Early Release Day (students dismissed at 12:35 pm)
October 11	No School
October 14	Indigenous Peoples' Day - No School
October 27	End of Quarter 1
October 30	Quarter 2 begins
November 11	Veterans Day - No School
November 25-29	Thanksgiving Recess - No School
December 5	Early Release Day (students dismissed at 12:35pm)
December 6	Professional Development - No School
December 23-January 1	December Recess - No School
January 20	MLK, Jr. Day - No School
January 19	End of Quarter 2 – Semester 1
January 22	Quarter 3 Begins – Semester 2 Classes Begin
February 6	Early Release Day (students dismissed at 12:35pm)
February 7	Professional Development Day - No School
February 24-March 4	Winter Recess - No School
March 4	Town Meeting Day - No School
March 28	Professional Development Day - No School
April 4	Early Release Day (students dismissed at 12:35pm)
April 5	End of Quarter 3
April 8	Quarter 4 Begins
April 21-25	Spring Recess - No School
May 16	Early Release Day (students dismissed at 12:35pm)
May 26	Memorial Day - No School
June 13	Last Student Day (pending snow days)
June 14	Graduation, Senior Awards, Athletic Department Celebration

## ATTENDANCE

It is the policy of Lamoille North Supervisory Union to set high expectations for consistent student school attendance in accordance with Vermont law (V.S.A. Title 16, Chapter 25) in order to facilitate and enhance student learning. Vermont law (Title 16, Section 1121) requires children between the ages of 6 and 16 to attend a public school. In addition to the legal responsibility, regular school attendance is important for a number of other reasons. First, it is critical to the academic and social/emotional growth of all children. Second, regular and punctual attendance fosters the development of responsible and effective work/study habits. Clear expectations regarding student attendance support this shared responsibility (exceptions to this statute as per Title 16, Sections 1121 & 1123). Finally, education is a responsibility shared by individual students, families, schools and communities.

### ATTENDANCE RESPONSIBILITIES

**Parents/Guardians:** Vermont law states that it is the responsibility of a child's parent or guardian to cause their children to attend and participate in school on a regular basis. It is also their responsibility to provide written notification of a child's absence.

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

### LUHS ATTENDANCE PROCEDURES

Student attendance will be recorded every period. Parents will receive an automated notification each day a student is not present for their first period class. Any student who does not have a first period class will be required to sign in with the attendance secretary upon arrival. Parents/guardians of students who do not sign in will receive an automated notification each day a student is determined to be absent from their first class.

LUHS uses the following codes in PowerSchool for attendance:

(Blank): Present

AU:	Absent Unexplained
LA:	Late Arrival to School
AE:	Absent Explained (e.g. a note from parent is sent in)
X:	School Activity (student is present but in some other activity e.g. an athletic event)
C:	Class Cut (student is known to be in the building but is not in scheduled class)
T:	Tardy to Class
D:	Student is dismissed from school early with permission
S:	Student is suspended from school and not allowed on school property
ISS:	Student is in an In-School Suspension room and is not to be in scheduled classes



## LAMOILLE VALLEY SCHOOL ENGAGEMENT PROGRAM

LUHS teams with the Lamoille Valley School Engagement Program (LVSEP) to ensure all students attend school and receive additional support as necessary to do so. The LVSEP referral and intervention chart below indicates how LUHS will respond when a student is absent from school.

**Referral and Intervention:** The Lamoille Union High School and LVSEP use a chronic absence approach to school attendance. This approach regards all missed school time, including disciplinary exclusion, whether recorded as excused or unexcused, as impactful on a student's academic and social/emotional learning. A student is chronically absent when they have missed 10% or more of the elapsed school days, for any reason. A chronic absence approach emphasizes early intervention when a student's absences interfere with their connection and engagement with their school community.

Absence Event	School Response
<p>If, for any reason, a student has missed a minimum of 10% of elapsed school days, and school staff believe the absences are impacting the student's academic and/or social emotional learning'</p> <p>OR</p> <p>If, for any reason, a student has missed 20% of elapsed school days</p>	<p>School staff will reach out to the parent/guardian by phone and by letter to advise them of available support including team meetings, CSP meetings, and Lamoille Valley School Engagement Program (LVSEP), and parent's/guardian's legal obligation to ensure their children attend school.</p> <p>When appropriate, school staff will consult with the LVSEP regarding the student's absences.</p> <p>When appropriate, school staff will make a referral to LVSEP when there is an apparent need for extra support to re-engage the student. The school will inform the parent/guardian of the referral to LVSEP by phone and document that call.</p>
<p>If a student 12 years old and under has been absent 20 or more days without a legal excuse* and the parent/guardian has not meaningfully engaged with services to address the chronic absences.</p> <p>*A legally excused absence per VT compulsory education law (Title 16, Chpt. 25) is an absence caused by a medical or mental health condition that prevents the students from attending school.</p>	<p>The school will make another documented attempt to communicate with the parent, offering them available support, and advising them of the school's obligation to report educational neglect to DCF.</p> <p>The School will make a report of educational neglect to the Department for Children and Families (1-800-649-5285). This report will include: the date the student was referred to LVSEP, dates of attempts to contact parents and how (phone, text, letter), what services (team meetings, CSP etc.) were offered and when.</p>

<p>If a student aged 6 to 16 has missed 20 or more days without a legal excuse*</p> <p>*a legally excused absence per VT compulsory education law (Title 16, Chpt. 25) is an absence caused by a medical or mental health condition that prevents the student from attending</p>	<p>The school, LVSEP and the Lamoille County State's Attorney will collaborate to decide whether a truancy petition is appropriate.</p> <p>Taken into consideration in making this determination: Actions taken by the school, LVSEP and level of parent's engagement with services; the student's age and attitude towards school attendance for example whether the student is of age to refuse to attend despite the parent's best efforts.</p>
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## ATTENDANCE MEETING

When the school believes that a student's absences are impacting the student's academic and/or social emotional learning, parents will receive a request to attend an attendance meeting with LUHS administration and an LVSEP representative with the purpose of reviewing reasons for absences and creating an Attendance Plan, if so determined. An attendance meeting can be held in person or over the phone, dependent on parent availability during the school work day.

There are certain instances when a student's absence cannot be avoided. It is the parent's responsibility to produce documentation supporting a student's absence at the attendance meeting:

- Illness – absences that exceed 10 days per year must be documented by a medical professional including LUHS Health Office, case manager or school counselor.
- Family emergency or death in the immediate family.
- Religious observance.
- Appointments with professional health care providers – including mental health providers which cannot be scheduled during non-school hours.
- Legal activities such as court appearance.
- Driving test.
- Pre-planned family commitments and activities which the school has been notified using the Pre-planned Absence Form.
- Other school or educationally related activities which have been approved by the administration using the Pre-planned Absence Form including career exploration and college/post secondary visits.

The superintendent of a public school may excuse, in writing, any student from attending the school for a definite time, but for not more than ten consecutive school days and only for emergencies or for absence from town.

Potential determinations for action made at the Attendance Meeting include:

- No action
- Referral to LVSEP
- Referral to DCF

## HAZING, HARASSMENT & BULLYING

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

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

[LNSU Policy on the Prevention of Harassment, Hazing and Bullying of Students](#)

[LNSU Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students](#)

LUHS has three Designated Employees who are charged with receiving reports of hazing, harassment and bullying. These individuals are **Ian Trombulak (School Counselor)**, **Noreen Hopkins (School Counselor)**, and **Brittany Bullard (School Counselor)**. Any person who believes they have been the victim of hazing, harassment and/or bullying or the victim of retaliation by making a complaint of such behavior, or any person with knowledge or evidence of conduct which may constitute hazing shall report the alleged acts immediately to a Designated Employee, a school administrator, or the superintendent's office.

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

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

## **BULLYING**

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

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

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

**Reporting Bullying:** If a student feels they are being bullied, and it is safe to do so, the student may tell that person to stop. Victims and witnesses are asked to report all incidents of bullying to a Designated Employee, teacher, or staff member. Parents/guardians may file written reports of suspected bullying with the school. Any student or parent/guardian of a student who believes they have been a victim of bullying should report the

matter immediately to the principal. All LUHS employees are required to advance reports of bullying to their respective administrator or supervisor immediately.

**Consequences:** Bullying will result in the bully being disciplined according to the full range of disciplinary consequences outlined in LUHS discipline procedures identified in this handbook.

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

## **HARASSMENT**

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

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

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

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

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

Harassment will not be tolerated at LUHS, and any student who participates in the harassment of another individual or group while at school or attending a school-sponsored activity will be subject to the full range of disciplinary actions utilized by the school. This includes, but is not limited to: detention, loss of co-curricular privileges, suspension, and/or long-term suspension. Please note that harassment is a behavior which can occur on and off school grounds. LUHS will take appropriate steps to respond to harassment that takes place off

school grounds, provided it has a nexus to the school environment, and where the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

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

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

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

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

**Consequences:** Documented acts of harassment will result in the perpetrator being disciplined. The disciplinary consequences include the full range of disciplinary consequences outlined in the LUHS student discipline procedures identified in this handbook. These include, but are not limited to: loss of privileges, loss of ability to participate in after-school and co-curricular activities, mandatory remedial classes, parent/guardian conferences, and suspension. Disciplinary consequences may also include a recommendation to the School Board for long-term suspension. The school will provide notice to the parents/guardians and complainant of the results of the investigation. The school will also provide clear notification to the parents/guardians of the student who commits a verified act of harassment of the school's response and consequences of any further harassment by their child. Law enforcement may be contacted upon verification of acts of harassment.

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

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

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

## **HAZING**

**Definition:** Hazing means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student in connection with pledging, being initiated

into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and (1) Which is intended to have the effect of, or should reasonably be expected to have the effect of endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, co-curricular, or military training program goals, provided that: (1) The goals are approved by the educational institution; and (2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

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

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

Students having knowledge of the planning or occurrence of a specific hazing activity, and who fail to report it to the required officials as noted previously may be subject to discipline including but not limited to loss of non-curricular privileges.

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

## STUDENT BEHAVIOR EXPECTATIONS AND RESPONSE

To ensure the safety, trust and respect for all of our Lamoille Union students, students are expected to adhere to basic rules that are meant to create a community that promotes learning, growth and a sense of belonging. Lamoille Union High School is committed to implementing restorative practices. Restorative practices seek to create a healthy positive school culture which allows for preventive measures including engaging in circles to create shared norms, common language and school values, these preventative measures will decrease the need for discipline. LUHS understands that behaviors often exist because there is an unmet need or a skill that needs to be developed; restorative practices lend to repairing harm when necessary and creating opportunities for students to meet needs and learn skills to decrease future behavioral referrals and increase time spent in the classroom.

Behaviors and actions that create unhealthy relationships, impairs safety, are disruptive to learning environments and do not show respect for self, others and the school environment have consequences. These consequences will be restorative in nature and ensure the safety, mutual respect and uphold positive school culture and community.

**School Comprehensive Plan for Responding to Student Misbehavior:** 16 V.S.A. §1161a(a) requires schools to adopt a comprehensive discipline plan. Among the requirements is that the plan must include “procedures for informing parents of the school’s discipline policies, for notifying parents of student misconduct, and for working with parents to improve student behavior.” 16 V.S.A. §1161a(a)(3).

## RESTORATIVE PRACTICES

Lamoille Union High School is committed to building a restorative culture within our school community. As an alternative or precursor to punitive consequences, we support giving students the opportunity to recognize and accept responsibility for their actions, and that they have the opportunity to restore any harm they have caused and return to the school community. The language used in the behavior rubrics below reflects our commitment to prioritizing restorative responses to harm done in our community.

At all times, the school’s responses will be respectful and constructive for the student and supportive of a safe and productive school environment. Responses and consequences may include apologies, restitution, school service and other activities that address the harm done and support personal growth and responsibility.

In addition to restorative actions, other actions in response to harmful behavior may include:

- Conferences/conversations with adults.
- Warnings – verbal or written
- Student / Teacher conferences
- Parent contact and/or conferences
- In-Class opportunities to reflect, reconsider and develop written plans to avoid repeating similar behaviors in the future
- Opportunity Room Referral- Students are assigned time out of class to develop a plan to address their classroom behavior.
- Educational opportunities
- Lunch Detention – Teachers will direct students to check into the planning room the next morning to arrange their lunch detentions.
- In-School Suspension (ISS) – Students assigned by an administrator to stay with an assigned teacher for ½ day or more.
- Out of School Suspension (OSS) – Student is not allowed on school property for a specified number of days by administrator.
- Expulsion – An action by the School Board that forbids the student’s attendance in school for a specified period up to one year.

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

## BEHAVIOR MANAGED BY TEACHERS AND STAFF

Actions which are unacceptable but not severe are to be handled by the teacher. If teachers attempt numerous responses without a change in behavior (including home contact), administration should be informed.

Blue Behaviors – <u>Addressed by Faculty</u>	
Examples:	Range of Consequences, interventions or preventative measures
Tardy to class Failure to follow directions Technology violation (i.e. using cell phone w/o permission) Use of profanity or vulgarity (not directed at adults) Cutting class or repeatedly truant Out of Bounds or Unaccounted for Hands-On (Minor) Disruption behavior in class Disrespectful Behavior or Language Cheating/dishonesty	<b>Preventative Measures</b> Classroom meetings/circles Clear classroom norms/rules/procedures Student recognition Parent contact  <b>Proactive Measures</b> Tactical Ignoring Proximity control Emotional support Brief signals Problem-solving conversations Assigning seats Redirection Parent contact  <b>Restorative Measures</b> One-on-one conversation Community conversation Mediation/Reflection Classroom Behavior Agreements/Norms  <b>Punitive Measures</b> In-class consequences Academic consequences After school detention

## HELPLINE

The primary goal of the HELPLine is to provide both teachers and students support by addressing harmful behaviors in the moment in a way that allows all students and adults appropriate access to the learning environment. This can include additional adult support in the classroom or brief break from the classroom (adult or student). If you are struggling to manage student behavior in your classroom, call the HELPLine for support.

## THE OPPORTUNITY ROOM

In some situations, a student may be unable to return to the classroom for an extended amount of time due to ongoing blue behavior that has not been impacted by classroom interventions (including parent/guardian contact) that harms other students in the classroom, OR yellow or red behaviors that need to be addressed by the administration. If this is the case, they may receive a referral to the Opportunity Room. The O.R. staff will



document the issue and determine appropriate next steps in order to return the student to the classroom as soon as possible. The Opportunity Room is designed to address student and teacher needs in a restorative manner as directed by the opportunity room supervisor. If a student receives an Opportunity Room referral, Opportunity Room staff will facilitate restorative conversations between students and adults involved in order to resolve conflict and encourage accountability for any intentional or unintentional harm done in our community.

### STUDENT SUPPORT CENTER

Students struggling to manage behaviors in the classroom may be eligible for a referral to the Student Support Center. This space provides scheduled opportunities for students to regulate during the school day. Referrals for the Student Support Center may come from a teacher, an administrator, or as a result of a Problem Solving Team decision.

### BEHAVIORS MANAGED BY ADMINISTRATION

The following charts serve as a guide to administrators as we determine what is appropriate and in the best interest of the student(s) and the school community.

Bus Incident			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Warning Parent Contact	Parent Contact 1-3 day loss of priv.	Parent Contact 3-5 day loss of priv.	Parent Contact 5-10 day loss

Unacceptable Behavior – <u>Addressed by Administration</u>	
Examples:	Consequences
Repeated “Blue” Behaviors 3x or more	Referral to the OR
3+ OR referrals per quarter	ISS

Disrespectful Behavior directed at adults, Refusal			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact Lunch Detention(s) Student Plan	Parent Contact Detention Student Plan	Parent Contact 1- 3 day ISS Student Plan	Parent Contact 3-5 day OSS Student Plan

Violent Pushing, Shoving, Hands-on, throwing things at others			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact Detention Safety Plan	Parent Contact 1-3 day ISS Safety Plan	Parent Contact 3-5 day ISS Safety Plan	Parent Contact 3-5 day OSS Safety Plan

Violations of Privileges; transporting others without permission, etc.		
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Parent Contact Loss of privilege 5 days	Parent Contact Loss of privilege 10 days	Parent Contact Total loss of privilege

Leaving campus without permission			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact Conference Student Plan	Parent Contact 1-3 day ISS Referral/Plan	Parent Contact 3-5 day ISS Referral/Plan	Parent Contact 3-5 day ISS Referral/Plan

Theft or intentional destruction of property			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact Restorative Conference Student Plan 0-3 days ISS	Parent Contact 1-3 day ISS Referral/Plan	Parent Contact 3-5 day ISS Referral/Plan	Parent Contact 3-5 day ISS Referral/Plan

### RED BEHAVIORS MANAGED BY ADMINISTRATION

The following charts serve as a guide to administrators as we determine what is appropriate and in the best interest of the student(s) and the school community.

Threatening comments or gestures; Retaliation; Intimidation; Verbal Aggression			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact 1-3 day ISS Safety Plan	Parent Contact 3-5 day ISS Referral/Plan	Parent Contact 3-5 day ISS Referral/Plan	Parent Contact 3-5 day OSS Referral/Plan

Extremely disrespectful language or actions, Disorderly Conduct, Insubordination			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact 1-3 day Susp. Student Plan	Parent Contact 3-5 day Susp. Referral/Plan	Parent Contact 5-7 day Susp. Referral/Plan	Parent Contact 7-10 day Susp. Student Plan

Hitting, Punching, Kicking; Intentional Injury			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact 3 day OSS Re-entry mtg. Safety Plan Restitution Ref. to SRO	Parent Contact 5 day OSS Re-entry mtg./Plan Restitution Ref. to SRO	Parent Contact 7 day OSS Re-entry mtg/Plan Restitution Ref. to SRO	Parent Contact 10 day OSS Re-entry mtg/Plan Restitution Ref. to SRO

Gross Insubordination			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact 3 day OSS Re-entry mtg. Safety Plan Restitution Ref. to SRO	Parent Contact 5 day OSS Re-entry mtg./Plan Restitution Ref. to SRO	Parent Contact 7 day OSS Re-entry mtg/Plan Restitution Ref. to SRO	Parent Contact 10 day OSS Re-entry mtg/Plan Restitution Ref. to SRO

Tobacco, Vaping, Other Substances			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Up to 3 day OSS Confiscation of related items Referral to SRO Parent Contact Counseling/Education Student Plan Up to 10 day OSS for distribution	Parent Contact Confiscation of related items Referral to SRO 3-5 day OSS Student Plan Up to 10 day OSS for distribution	Parent Contact Confiscation of related items Referral to SRO 3-5 day OSS Student Plan Re-entry mtg Up to 10 day OSS for distribution	Parent Contact Confiscation of related items Referral to SRO 3-5 day OSS Student Plan Re-entry mtg. Up to 10 day OSS for distribution

<b>Drugs/Alcohol</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact Confiscation of related items Referral to SRO 3-10 day OSS Re-entry mtg. Counseling/Education Up to 10 day OSS for distribution	Parent Contact 5-10 day OSS Confiscation of related items Referral to SRO Counseling/Education Re-entry mtg. Up to 10 day OSS for distribution	Parent Contact 7-10 day OSS Confiscation Referral to SRO Counseling/Education Re-entry mtg. Up to 10 day OSS for distribution	Parent Contact 10 day OSS Confiscation Referral to SRO Referral to community services Re-entry mtg. Up to 10 day OSS for distribution

<b>Weapons and dangerous devices</b> <b>Note: Knives of any length are not allowed</b>			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Refer to Policy (Page 36 of this handbook) Possible loss of privileges. Ref. to SRO Loss of bus privileges (if applicable), damage fees (if applicable) and 1 or more days of suspension. Possible referral to School Board for expulsion.	Additional consequences	Additional consequences	Additional consequences

<b>Harassment/Bullying** (See LNSU Policy C10)</b> Via verbal, written, visual, or physical conduct, including any incident conducted by electronic means.			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Contact Counseling Student Plan	Parent Contact 1/2-2 day ISS Referral/Plan Possible SRO Referral	Parent Contact 1- 3 day OSS SRO Referral	Parent Contact 3-5 day OSS SRO Referral

<b>Suspicion of Child Abuse/Neglect/Inappropriate Physical/Sexual Contact</b>
<b>Any Offense</b>
DCF Referral 800-649-5285, SRO Referral and Possible school consequences including suspension/alternative placement 33 V.S.A.-4912 and other appropriate school action depending on severity

The above matrix serves as a guide. Extreme situations can result in a more restrictive response. The Administration reserves the right to exercise its discretionary authority when circumstances warrant such action. Students who accept responsibility for their actions and take action to repair any harm they may have caused, may be assigned an alternate response. Unlawful offenses will be reported to the local law enforcement agencies. Whenever a student is suspended from school, they are not allowed on Lamoille Union property to include LUMS, GMTCC, parking areas, or athletic fields for the duration of the suspension. In addition, they should not engage with individuals attending school during school hours.

\*\*The school must comply with various Vermont and Federal reporting laws. If the SRO makes a referral to The Vermont Civil Program for Bullying and Harassment, students and families will need to comply. Typically, this will include a contract with the Lamoille Restorative Center including a fee of \$175. Contact Becky Penberthy at the Lamoille Restorative Center for more information 802-888-0657.

### **DISTRICT SMOKING/TOBACCO USE POLICY**

The [District Tobacco Prohibition Policy](#) can be found on our district website.

### **DISTRICT STUDENT ALCOHOL AND DRUGS POLICY**

The [District Alcohol and Drugs Policy](#) can be found on our district website.

### **SCHOOL DRESS PHILOSOPHY**

Lamoille Union requires that student's attire be school-appropriate, clean, safe, not revealing or cause an interference with the educational process in or outside the building. No references to alcohol, drugs, tobacco, sexually explicit references, hate symbols and vulgarities. Confederate symbols, such as the confederate flag or associated military apparel, are not allowed. Shoes should be worn in the school building at all times.

### **PERSONAL ELECTRONIC EQUIPMENT POLICY**

The LUHS personal device expectations balance the need to protect student learning and support the role cell phones and other devices play in the lives of our students and their families. While students are welcome to bring personal electronic devices on campus, their engagement in their academic and instructional blocks matter.

- Cell phones may be used on school grounds before school, throughout transitions, during lunch, and after school as long as it does not create a disruption.
- Cell phones will not be permitted during instructional periods, academic blocks and assemblies, unless otherwise permitted by supervising teachers or staff members.
- During the instructional periods, academic blocks, and assemblies, cell phones/listening devices must be placed in a secure location out of sight. If devices are visible during any blocks, students will be asked to place their device in the designated cell phone pocket charts provided in each classroom. Should the device continue to cause a disruption, the student will be referred to the high school office.
- Cell phone use is prohibited in restrooms.
- Unless explicitly allowed by a staff member, or part of an individualized plan, headphones and other listening devices may only be used outside of instructional periods, academic blocks, and assemblies.
- The school and staff assume no liability for missing, stolen, or damaged personal equipment. Students must properly secure and take care of their own personal devices.
- The use of camera functions, or any recording functions, are strictly prohibited to take photos or videos of any member of the school community without consent.
- If a student fails to follow the personal electronic equipment expectations, they will be asked to relinquish the device to school personnel. The device shall be returned to the student, parent, or

caregiver at the end of the school day. Any student who fails to relinquish an electronic device shall be considered insubordinate and disciplinary actions can occur.

\*\*The administration reserves the right to adjust the following consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students or staff.\*\*

If a personal electronic device becomes a disruption to the learning environment students can expect the following:

- A teacher or staff member will give the student a reminder. "Cell phones and other personal electronic devices are not to be out in class. Please put your device away."
- If the device continues to disrupt or distract, the teacher will have a private conversation with the student and provide a reminder of the expectations during academic and instructional blocks. The teacher or staff member will ask the student to place their device in the designated pocket chart. The staff member may make parent/guardian contact.
- If the issue continues, the teacher or staff member will contact the office and refer the student to the Opportunity Room.

If a student's personal electronic device continues to disrupt or interfere with academic and instructional periods, parent(s) or guardian(s) will be invited to attend a meeting with the student, classroom teacher, and administration to discuss next steps.

## SCHOOL ISSUED DEVICE PROCEDURES

### SCHOOL DEVICE CONDUCT RUBRIC

Rule	First Offense	Second Offense	Third Offense	Fourth Offense
<b>B.1</b> Case and/or screen protector is not in place. <b>B.2</b> Stored improperly/ not charged; left unattended in classroom <b>B.3</b> Cover is damaged	First Conversation	Second Conversation	Third Conversation	Go to: Yellow Behavior 1st offense
<b>Y.1</b> Left unattended outside of classroom <b>Y.2</b> Playing games or listening to music without permission in class <b>Y.3</b> Inappropriate social or other media during school and after school hours <b>Y.4</b> Inappropriate use of equipment including the camera or apps without permission <b>Y.5</b> Device not returned to school or taken home without permission	1 Day loss of use of device or restricted access	3 Day loss of use of device or restricted access and Move to Level 3 or lower for 1 week	5 Day loss of use of device and Move to Level 3 or lower for 4 weeks	10 Day loss of use of device and Move to Level 3 or lower for 8 weeks or longer
<b>R.1</b> Any Yellow Behavior: Fifth Offense	Office Referral Loss of device	Office Referral Loss of device	Office Referral Loss of device	Office Referral Loss of device

R.2 Violation of Acceptable Use Policy including-Cyberbullying, viewing inappropriate media, or violation of earlier conditions R.3 Purposeful Damage to Device				
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- Blue Behavior Strikes will be handled on a class-by-class basis.
- Yellow Behaviors will be documented by teacher
- Red Behaviors will result in an Office or Guidance Referral

#### Student Device Code of Conduct- Levels

- Level 4- Device can be taken home when school is in session
- Level 3- Device can move from class-to-class but not go home
- Level 2- Device has restricted access to apps
- Level 1- Device can be used only by request of a teacher (remains in cabinet)
- Level 0- Loss of Device privilege

#### **DISTRIBUTION AND RETURN**

Student devices will be distributed to individual students. Parents/Guardians and students must sign and return the Acceptable Use Form before the student device can be issued.

1. Use of the student device will be determined by the levels cited in the Student Device Code of Conduct documents for the Middle School and High School.
2. **Student Device Return** — devices will be returned during the final week of school so they can be inspected for serviceability and prepared for summer storage. If a student transfers out of LUSD # 18 during the school year, the device must be returned at that time.
3. **Fines** — The student is responsible for any damage to the student device, consistent with the student guidebook rules, and must return the device and accessories in satisfactory condition. This includes the device, protective case, charger and charger cable. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LUSD # 18 for any other reason must return their device on the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment at LUSD # 18, that student will be subject to criminal prosecution or civil liability. Failure to return the device will result in a theft report being filed with the Lamoille County Sheriff's Department. The student will pay the replacement cost of the device or, if applicable, any insurance deductible.

#### **TAKING CARE OF YOUR DEVICE**

Students are responsible for the general care of the student device issued by the school. Devices that are broken or fail to work properly must be taken to the Information Technology (IT) Department in A104 for an evaluation of the device.

### General Precautions

1. The device is school property. All users will follow the procedures and LUSD # 18 acceptable use guidelines, as outlined in the student handbook.
2. Only use a clean, soft cloth to clean the screen – no cleansers of any type.
3. Cords and cables must be inserted carefully into the device to prevent damage.
4. Devices and cases must remain free of any writing, drawing, stickers, skins or labels that are not the property of LUSD # 18.
5. Devices should never be left unattended, such as in an unlocked locker, unlocked car or any unsupervised area. Unsupervised areas include, but are not limited to the school grounds, cafeteria, gym, computer labs, hallways, locker rooms or unlocked classrooms. Student devices left in these areas are in danger of being stolen.
6. Students must not remove or deface the device with any stickers, engravings or identification.
7. It is required that students install a passcode on their individual devices. This helps avoid tampering and secures the device. Teachers and IT staff may require students to share the passcode in certain instances.

### Carrying Student Devices

The cases provided offer excellent protection from normal everyday use, and provide a suitable means for carrying the device. Devices that have a protective case should always remain in the protective case. Other devices must be handled with care.

### Screen Care

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the device.
2. Do not place anything near or on the device that could put pressure on the device (i.e., books in a backpack).
3. Do not place anything in the case that will press against the cover.
4. Clean the screen only with an anti-static or dry, soft cloth. NEVER use any liquids or chemicals.
5. Do not “bump” the device against lockers, walls, car doors, floors, etc., as it may break the screen.

### USING YOUR SCHOOL ISSUED DEVICE AT SCHOOL

1. **Student devices are intended for use at school each day** –In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students must bring their device to class each day, unless specifically instructed not to do so by their teacher.
2. **Student devices not in class** – If students do not bring their device to class, they are responsible for getting the coursework completed as if they had their device present. If a student repeatedly neglects to bring their device to class, they may be subject to disciplinary actions.
3. **Student Device Undergoing Repair** – Loaner or replacement devices will be issued to students when they leave their devices for repair with the IT Department (subject to availability).
4. **Charging Your Device**– Devices must be brought to school *charged each day*. Repeat violations may be subject to disciplinary action.
5. **Screensavers/Background photos** – Inappropriate media may not be used as a screensaver or background photo. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
6. **Sound** – Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.



7. **Apps and Storage** – Appropriate personal content (that can be downloaded from Self Service) is allowed on the device, provided sufficient storage space exists for academic purposes. If sufficient storage is not available, personal content must be removed.
8. **Printing** – Printing from devices on campus is available but will be limited. Students may print from the device off-campus if they have access to a compatible device and/or software.

## **USING YOUR SCHOOL ISSUED DEVICE AT HOME**

**Off-Campus Internet Access** — Students are allowed to connect to off-campus networks with their device. LUSD # 18 will not provide off-campus Internet connectivity. Students can access the school network after school, before school, and during the school day.

**Acceptable Use**-- Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) may only be filtered based on that network's capabilities.

## **SHARING STUDENT DEVICES**

1. DO NOT loan devices or equipment to other students.
2. DO NOT borrow a device from another student.
3. DO NOT share passwords, login information or usernames with others.
4. Access to another person's device without consent or knowledge is considered in violation of the Acceptable Use Guidelines.

## **MANAGING YOUR FILES & SAVING YOUR WORK**

1. Saving on the device — Students may save work on the device. Storage space will be available on the device— BUT it will NOT be backed up in case of erasing or restoring the device data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.
2. Saving to External Storage — It is recommended that students email files to themselves, or use commercial "cloud" service, such as Google Drive.
3. Network Connectivity — Lamoille Union will make every effort to guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

## **SOFTWARE ON STUDENT DEVICE**

1. **District Installed Apps** – The apps installed by LUSD # 18 will remain on the device and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Students should not delete or move any apps, folders, or files that they did not create or that they do not recognize. Deletion of certain files or apps will result in the student's inability to complete class work. If a device is found to be jailbroken, or if District installed apps are removed or modified, the student may be subject to disciplinary action.
2. **Additional Apps** – Students may request additional apps be added to Self Service through their advisory.
3. **Inspection** – Students may be selected at random to provide their student device for inspection.
4. **Procedure for re-loading data**– If technical difficulties occur, the device may be restored to its originally issued state. The school does not accept responsibility for the loss of apps or data deleted due device restoration.
5. **iOS, Operating System (OS), and App updates** – Updates are available from time to time. It is recommended that students keep the device OS and apps up to date.

## **STUDENT DEVICE MALFUNCTION, DAMAGE, OR LOSS**

1. In the event of student device malfunction, students are required to notify the IT Department at [luhshelpdesk@lnsd.org](mailto:luhshelpdesk@lnsd.org). The school district will be responsible for repairing devices that malfunction.
2. Devices that are damaged must be reported to the IT Department immediately. Devices that have been damaged from student misuse, neglect or are accidentally damaged, will be repaired at a cost of \$50 per event, up to a maximum of two events. Any additional incidents may result in full replacement cost of the student device.
3. Devices that are lost or stolen must be reported immediately to the IT Department, and a report will be filed with the Lamoille County Sheriff's Department. A \$500 fee may be assessed to replace the device. If the device is found in an unsecured area, it will be taken to the IT Department.

## **INSURING YOUR DEVICE**

1. Insurance — LUSD # 18 has secured insurance for all student devices. If a device is damaged, parents/students are responsible for \$50 per event, up to a maximum of two events. Any additional incidents may result in full replacement cost of the device. In the event that a student device is lost or stolen a \$500 fee will be assessed to replace the device. If a device is found in an unsecured area, it will be taken to the IT Department.
2. Claims — All insurance claims will be handled through the IT Department.
3. Personal Coverage — Students or parents may wish to carry their own personal insurance to protect the student device in the event of theft, loss or accidental damage. A few options include:

Homeowners – some insurance companies allow devices to be added for an additional fee. Private device insurance can be obtained by:

Worth Ave. Group & Student Insurance Partners

1401 S. Western

Stillwater, OK 74074

[1 \(800\) 620-2885](tel:18006202885)

[1 \(405\) 372-9584](tel:14053729584)

<http://www.worthavegroup.com/ipad>

Students and guardians/parents must complete the Acceptable Use Form provided at the beginning of the school year.

## DAILY ROUTINES AND EXPECTATIONS

### BELL SCHEDULE

\*Fridays will alternate from Blue to Gold based on the school calendar

### BELL SCHEDULE FOR LUNCH A

Monday/Wednesday	Tuesday/Thursday
8:10 – 9:30 Blue 1	8:10 – 9:30 Gold 1
9:35 – 10:55 Blue 2	9:35 – 10:55 Gold 2
11:00 – 11:30 Lunch A	11:00 – 11:30 Lunch A
11:35 – 12:55 Blue 3	11:35 – 12:55 Gold 3
1:00 – 1:40 Homebase/Office Hours	1:00 – 1:40 Office Hours
1:45 – 3:05 Blue 4	1:45 – 3:05 Gold 4

### BELL SCHEDULE FOR LUNCH B

Monday/Wednesday	Tuesday/Thursday
8:10 – 9:30 Blue 1	8:10 – 9:30 Gold 1
9:35 – 10:55 Blue 2	9:35 – 10:55 Gold 2
11:00 – 12:20 Blue 3	11:00 – 12:20 Gold 3
12:25 – 12:55 Lunch B	12:25 – 12:55 Lunch B
1:00 – 1:40 Homebase/Office Hours	1:00 – 1:40 Office Hours
1:45 – 3:05 Blue 4	1:45 – 3:05 Gold 4

### OTHER INFORMATION

Lunch	Students will either have Lunch A or Lunch B
Homebase	Check-in, plan for the week, team building, portfolio updating, current events
Office Hours	Call-backs, interventions, extended learning opportunities
Engage	Explore groups, Clubs, Passion Projects, Community Engagement, Assemblies, etc.

## 2-HOUR DELAY SCHEDULE

LUHS Schedule (9th and 12th Graders)	LUHS Schedule (10th and 11th Graders)
Block 1 8:10 – 8:55	Block 1 8:10 – 8:55
Block 2 9:00 – 9:45	Block 2 9:00 – 9:45
Block 3 9:50 – 10:35	Block 3 9:50 – 10:35
First Lunch 10:40 – 11:07	Homebase 10:40 – 11:07
Homebase 11:13 – 11:40	Second Lunch 11:13 – 11:40
Block 4 11:45-12:35	Block 4 11:45-12:35

## EARLY DISMISSAL SCHEDULE

LUHS Schedule (9th and 12th Graders)	LUHS Schedule (10th and 11th Graders)
Block 1 10:05 – 11:00	Block 1 10:05 – 11:00
First Lunch 11:05 – 11:32	Homebase 11:05 – 11:32
Homebase 11:38-12:05	Second Lunch 11:38 – 12:05
Block 2 12:10 – 1:05	Block 2 12:10 – 1:05
Block 3 1:10 – 2:05	Block 3 1:10 – 2:05
Block 4 2:10 – 3:05	Block 4 2:10 – 3:05

## **ARRIVAL**

Students will enter the building through the main high school entrance. Each morning students will be greeted at the door by school staff, giving students and staff the opportunity to connect and check in. Students may socialize in a calm and respectful manner during arrival time. High school students should not be in middle level areas without written permission. Breakfast will be available to all students in the high school cafeteria. Students may eat in the cafeteria or take their breakfast to their first block class. At 8:10 a.m. all students should be in their first block class.

## **ANNOUNCEMENTS**

The announcements for the day are made each morning. Announcements during academic blocks will be made only in cases of emergency. A teacher, advisor, or administrator must approve all announcements.

## **DEPARTURE**

All students must leave the school grounds after school is dismissed at 3:05 unless they are staying for a meeting, practice, library use, or by teacher request. Students who need to stay must confine their activities to a supervised area. Students waiting for a ride after 3:05 must wait outside on the sidewalk between the flagpole and the High School main entrance or inside in the main lobby.

## **LATE ARRIVAL/EARLY DISMISSAL PRIVILEGES**

LUHS juniors and seniors may request regular early dismissal/late arrival privileges with parental permission if no classes will be missed. The LUHS Registrar, Christine Cooney, can provide the required form. As a part of the privilege, each participating student's name must be listed on the "Sign in/out" sheet and students must sign in or out within 5 minutes of the listed time. Students using this privilege of late arrival/early departure may not be present on school grounds when they are scheduled to be off site. Also, this privilege does not in any way allow students to leave the campus during the day and then return. Students granted this privilege must sign in/out in accordance with attendance office procedures to maintain their privilege. Students may lose this privilege if failing or not making adequate progress in their classes or for violating the privilege. Students violating this privilege will be subject to consequences for leaving the school campus without permission.

## **LOCKERS**

Students are expected to keep lockers clean, neat and locked with school-owned padlocks. Students who lose or damage a lock will be required to pay a \$10.00 replacement fee. Students are to use only their assigned lockers and should not tamper with other lockers. Students are responsible for property contained in their lockers and should not share their locker combination with others. Lockers, being the property of Lamoille Union High School District and used as a privilege by its students, may be searched and inspected when there is just and sufficient cause by the school administration with or without notice to the students. Lockers must be emptied out at the end of the year.

## **PASSES**

Students are permitted in the halls during class periods only if they are accompanied by a teacher or have a pass from a staff member. If students must leave the building because of illness or any other emergency, they must be signed out at the main office by a parent/guardian.

## **RESTROOMS**

Students may use the restrooms before and after school, at the beginning and end of lunch periods, and between classes. If students anticipate being late for class because of using the restroom, they should go to class first and obtain a pass from their teacher. Loitering is not permitted in the restrooms. If students are feeling ill, they should report to the health office, not remain in the restroom. Students may use a restroom during a class only if they sign out and take the pass with them. Students should not be gone from their class for more than 5-7 minutes,

## **STUDY HALL**

Students must be prepared to work or to read during study hall time. The study hall supervisor is there to monitor progress and provide assistance. Students will receive information regarding expectations for study hall behavior from their study hall teacher/supervisor.

## **HOMEBASE/OFFICE HOURS**

This is a time for students to build relationships and work with their advisors, teachers and other students as assigned. A portion of Monday will be spent planning for the week with advisors. Tuesday, Wednesday and Thursday are when students will work with specific teachers as assigned on Monday. Fridays will vary depending on the week but will include school-wide activities, interest-based sessions, and additional time with advisors. Fridays will be used for additional homebase opportunities, grade level meetings, and school-wide meetings.

## **CAMPUS SAFETY**

### **CLOSED CAMPUS**

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

### **VISITORS**

The school welcomes all parents and all adult visitors who have appropriate reasons to be at the school. Visitors who wish to see teachers must have arranged an appointment in advance.

#### **Visitor Procedure:**

1. Visitors should enter through the main entrance and to the main office to register.
2. At the office prospective visitors should complete the sign-in log noting date, time and purpose of visit. Individuals on school grounds without specific school related business will be asked to leave school grounds.
3. Registered visitors will receive a visitor badge. This shall be displayed at all times. Upon completion of the visit, visitors should sign out at the main office and return the visitor badge.
4. Any unregistered visitors will be directed to the main office by our faculty.
5. Visitors should be aware that personnel may not be available due to professional obligations. In the event a visitor cannot meet with requested personnel, an appointment will be scheduled.

## **STUDENT GUESTS**

Students may not bring visitors to school with them. Any prospective student who wishes to visit the school must make arrangements to do so through the School Counseling Office.

## **SECURITY SURVEILLANCE PROCEDURES**

Security surveillance and other technology are used to provide security within our building, on our campus, and on our transportation system.

**The following administrative procedures shall apply:**

1. Cameras will be positioned in areas where it is necessary to protect district assets, and provide for the personal safety of individuals on school grounds or property. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy; specifically locker rooms, dressing rooms, or restrooms.
2. Personally identifying information will be collected and disclosed consistent with confidentiality protections under Vermont and federal laws.
3. Only individuals authorized by the Principal (or designee) shall have access to the security surveillance system, be permitted to operate the controls, or view video surveillance recordings.
4. Parents and students will not have access to the security surveillance system or the subsequent recordings.
5. Monitors shall only be viewed by the Principal (or designee) in an area out of view from the public view.
6. Signs advising users of the presence of video surveillance practices will be posted.
7. The security surveillance system will be maintained in a secure area.
8. A video recording of actions by students may be used by the Principal (or designee) as
9. evidence in any disciplinary action brought against any student. Video surveillance and the resulting recordings may also be used for:
  - a. the promotion of a safe school environment;
  - b. the protection of district property;
  - c. adherence to all district legal and administrative directives;
  - d. the prevention of criminal activities; and
  - e. inquiries and proceedings relating to law enforcement.

## **ARTICLES PROHIBITED IN SCHOOL**

Articles that are hazardous, interrupt school procedures in some way, or disrupt the learning process are prohibited in school. All illegal substances, explosives, and weapons are strictly forbidden on school property. Appropriate disciplinary action will be taken if students bring these articles to school. Knives of any kind are prohibited unless provided by the school for an educational program (i.e. Discovering Foods). If knives are brought to school from home, students will be required to turn them over to the teacher or administrator. These will not be returned to the student.

## **SEARCH AND SEIZURE**

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

## **FIRE/EMERGENCY DRILL**

A fire/emergency drill should be treated as a real emergency. Students should follow voice announcements, along with the instructions of their teacher, in a quiet and orderly manner. Teachers are to close all classroom windows and doors prior to evacuating the building for a fire drill.

## **ACCIDENTS**

Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school should be reported immediately to the person in charge who in turn will report the accident to the school office and complete an accident report form.

## **EMERGENCY SCHOOL CLOSING**

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

## **ACADEMICS**

\*Please expect updates to this section of the Student Handbook\*

### **GRADUATION REQUIREMENTS**

<https://luhs.lnsd.org/families/graduation-requirements> — More information may be obtained by reading the [LUHS Policy](#) and by referencing the detailed [Proficiency-Based Learning](#) document.

### **ACADEMIC INTEGRITY**

Students are expected to do their own work and properly credit any contributions of others.

**Cheating** shall be defined as using someone else's work as your own, violating the conditions of an assignment, giving another student questions or answers from a test already taken, or speaking or using electronic messaging with someone during a test or quiz.

**Forgery** shall be defined as intentional creation of false documents.

**Plagiarism** shall be defined as the presentation of another's work--the ideas, arguments, facts or phraseology--as one's own. Unacknowledged quotation of another's sentences, phrases, or keywords is plagiarism. Unacknowledged paraphrasing of someone else's ideas or arguments is plagiarism. Using papers (in whole or in part) from the Internet as a student's own work is Plagiarism. Use of artificial intelligence tools is allowed only with explicit permission from the teacher is plagiarism.

Any AI-generated work must be properly credited, and a failure to do so will be considered a violation of academic integrity policies.



## CLASS RANK/GPA

Students will be recognized for high academic achievement as determined by demonstrating proficiency in the school's cross-curricular and content-area graduation standards. Lamoille Union High School uses a system of Latin honors and proficiency-based grade point averages to award academic recognition and distinction. Using a system familiar to prospective colleges and universities, Lamoille Union High School does not rank order students based on relative performance, but awards Latin honors based on individual achievement as measured against consistently applied learning standards.

**Grade Point Averages:** Lamoille Union High School will employ a consistent system of grading, scoring, and aggregating proficiency that will produce a rolling and cumulative grade point average for each student. The grade point average will be reported on the official Lamoille Union High School transcript and will be used to determine Latin honors in accordance with the following categories:

- Summa Cum Laude: a minimum GPA of 3.8
- Magna Cum Laude: a minimum GPA of 3.6
- Cum Laude: a minimum GPA of 3.3

## GREEN AND GOLD PROCEDURES

Procedures for Selecting a Final Nominee for the University of Vermont Green and Gold Scholarship

### 1. Receipt of Information from the University of Vermont (UVM)

The school receives notification from UVM, usually mid-May, regarding the Green and Gold Scholarship, including details about qualifications, application requirements, and deadlines. The school's counseling department and administration, hereafter referred to as the "School Panel," reviews the qualifications outlined by UVM to ensure understanding and alignment with the school's processes.

### 2. Understanding UVM's Criteria

UVM provides the following guidance for selecting the nominee:

"Each high school may establish criteria to determine the most academically talented Vermont student. This is not a 'Valedictorian Scholarship,' and you do not have to rank your students to decide. If you do rank your students, it does not have to be the #1-ranked student. The nomination is not intended for the strongest student likely to attend UVM, or the one with the highest standardized test scores. Weighted GPAs are a good place to start as they capture a student's achievement relative to rigor of study, but other factors such as strong performance in college-level courses, involvement in extracurricular activities, commitment to community service, and school leadership roles may also be considered."

The School Panel ensures that the school's scoring rubric and selection process are consistent with UVM's criteria, considering not only academic achievement and rigor but also other factors like extracurricular involvement, community service, and leadership.

### 3. Identification of Students

As indicated in the UVM guidance, the registrar begins by identifying the top three performing students in the junior class, based on their cumulative GPA. The identified students will be invited to a meeting with the Green and Gold Panel where they will receive a packet of information about their eligibility, the scholarship opportunity, instructions on the application process, and be provided the opportunity to ask questions.

### 4. Application Process

Each of the three identified students is given the opportunity to submit an essay. The essay must answer specific questions and writing prompts that align with the qualifications and criteria provided by UVM. The deadline to submit their completed applications, usually early June, will be included in the information packet.

### **5. Evaluation and Scoring**

Once all applications are received, the registrar provides the School Panel with a copy of the three applications, along with a scoring rubric that aligns with UVM's guidance. Each panel member reviews and scores the applications independently, using the rubric developed in accordance with the UVM guidance to ensure consistency and fairness.

### **6. Panel Deliberation and Selection**

The School Panel convenes to review individual rubrics and determine the school's Green and Gold nominee. Upon determination, the panel informs the registrar of their decision.

### **7. Submission and Confidentiality**

The registrar forwards the selected nominee's application to UVM for final consideration. The school refrains from informing any students of the selection results, as directed by UVM, until UVM officially notifies the scholarship recipient, typically in late-August.

This procedure ensures a fair, consistent, and transparent process for selecting the nominee for the University of Vermont Green and Gold Scholarship, fully aligned with UVM's expectations and criteria.

## **REPORT CARDS**

Reports of student proficiency progress will be mailed home each quarter. Students all have accounts to log into Infinite Campus to view updated progress.

All guardians should create an account in Infinite Campus in order to receive updated feedback regarding student progress. Contact our registrar at 851-1203 or the information technology help desk at 851-1253 for more information.

## **FINAL EXAMINATIONS AND EXEMPTION**

Courses may include midterm and final exams to measure learning and provide valuable experience. These exams offer practice in taking intensive examinations that are frequently required after high school.

## **MAKE-UP OR LATE WORK**

All work assigned is expected to be completed. Students are expected to make up all graded assignments.

Students should focus on the most recent assignments/assessments. However, if a student desires to retake a recent assignment/assessment, he or she may need to do or redo some preliminary work that was issued early in order to prepare them for the retake. Work that is turned in late may be marked as such but the scores earned for various performance indicators should accurately reflect their performance. "Lateness" may be reflected in the transferable skill PIs associated with the assignment/assessment.

## **RETAKE PROCEDURES**

Students will have the opportunity to retake any assessment on which they did not meet the established standard.

Student scores are most impacted by the "Most Recent" scores for the various performance indicators associated with the course. Students wishing to retake any assignment should focus their efforts on the last one or two scored assignments. It may be necessary for students to demonstrate readiness so that they are prepared for such retakes. Students will have until the end of the semester to retake work which they did not meet the established standard.

## **COURSE WITHDRAWAL**

Course withdrawals made after the first ten days of each semester will be recorded on the student's permanent record. No partial credit will be given. If a class is dropped, the student will be ineligible that quarter for the honor roll if he/she/they receive a WF. Withdrawals are recorded as:

- WF Withdraw passing – is recorded if a student is passing at the time the course is dropped
- WF Withdraw failing – is recorded if the student is failing at the time the course is dropped
- Students will not be able to count any proficiency scores that are recorded for a class in which they withdraw early and do not complete entirely.

## **SUMMER SCHOOL, GRADUATION PROGRESS, ETC.**

Please expect an update in this section as we work to create a more robust summer academy and graduation progress tools.

## **STUDENT RECORDS**

The records of each student are recorded in folders in the office. Federal law provides that the parent/guardian be allowed to:

- See the child's permanent record within 45 days of a request;
- Obtain copies of the records at a reasonable cost (\$.20 per page);
- Challenge the content of those records (in a hearing) for inaccuracies, inappropriateness, or violations of the student's privacy;
- Enter a written response into that record;
- Have a record explained, have it sent to other agencies, and be notified of any transfer of records.

NOTE: Students and graduates 18 years of age and older have the same rights of access as parents. Individual Educational Programs (IEP) for students who qualify for special education services are kept within the Special Services Department. The same laws apply to these records as to other student records. Discipline records are not a part of the student's permanent record.

## **STUDENTS 18 YEARS OR OLDER**

Parent/guardian permission is required for early dismissal unless the student is 18 and has a valid Age of Majority form on file in the office.

## **VALEDICTORIAN PROCESS**

### **Timeline**

Senior Review (January): After final grades have closed for the first semester, the eligible student, based on their cumulative GPA, will be identified by the registrar. Year-long classes will not be factored into the GPA as those grades will not be final at the semester mark. The Math Department Chair will review calculations to ensure accuracy. Finally, the eligible student will be reviewed by the school counseling office to ensure the selected student meets the remaining eligibility requirements.

Notification: The student with the highest GPA in the graduating class will be notified by the principal or a designated school counselor no later than one month after the close of semester one.

### **Selection Process and Eligibility Criteria**

Academic Performance: The valedictorian is a graduating senior who has demonstrated academic excellence throughout high school, as reflected by their GPA. The GPA is calculated to the second decimal place. All classes that students take at Lamoille Union, GMTCC, through Early College, or Dual Enrollment will be factored into the students' cumulative GPA, weighted equally.

Length of Enrollment: Students must have completed at least two full years of their high school education within Lamoille Union. Students must have completed two years of a full course load (6–8 credits in those two

years). This ensures that the students have been consistently evaluated under the same academic standards and systems as their peers. The length of enrollment criteria also ensures that the eligible student reflects a commitment to the community and a strong connection to the graduating class.

**Attendance and Behavior:** Attendance records and disciplinary history will be reviewed. Students with major behavioral infractions may be ineligible for consideration. This determination will be made by the building administrators. Infractions include state reportable behaviors including, but not limited to, hazing, harassment, bullying, substance use, fighting, etc.

### **Additional Considerations**

**Co-Valedictorians:** In rare cases where GPAs are exactly equal, co-valedictorians may be named.

**Appeals Process:** Students who believe they were overlooked may appeal in writing to the principal within five school days of the announcement of the valedictorian. Appeals will be reviewed by a committee consisting of the principal, registrar and the academic counselors.

### **Responsibilities of the Valedictorian**

**Commencement Speech:** The valedictorian will be required to deliver a speech during the graduation ceremony. The speech must be reviewed and approved by the school administration prior to the event.

## **ACADEMIC OPPORTUNITIES**

### **ADVANCED PLACEMENT OPTIONS**

Students enrolled in AP courses will be required to take the AP Exam in May. The school will pay the exam fee. Earning a high grade on the exam may exempt students from beginning level coursework in college, allowing them to elect higher level courses.

### **FLEXIBLE PATHWAY OPTIONS**

Here is a link to more information about [flexible pathways](#).

### **Adult Basic Education Program**

Our partnership with Adult Basic Education allows students to demonstrate proficiencies through tutoring in preparation for standardized testing, job experience and volunteer work.

### **Dual Enrollment**

Vermont's Dual Enrollment program allows high school students to take college courses while still in high school. Participating students earn college credits, reducing the time it takes to get a college degree, potentially reducing the costs associated with college, and challenging themselves through college-level curriculum. Vermont high school students are eligible for two Dual Enrollment vouchers, each good for one course at any of 20 Vermont colleges or universities tuition free; students may use the two vouchers in their junior and/or senior years of high school.

### **Introduction to College Studies**

This free course helps students develop strategies for college success. ICS classes are offered at all 12 Community College of Vermont locations.

### **Early College**

This is a full year alternative to the senior year of high school. Students take courses in college, completing their senior year of high school and their freshman year of college simultaneously – tuition free. Programs are

available at CCV, and Vermont State College system, including Johnson, Lyndon, Castleton and VTC. Vermont's Early College Program also includes the Vermont Academy of Science and Technology (VAST) at Vermont Tech.

### **Online Learning**

Students have the opportunity to pursue coursework online. Students who have been most successful in the online environment have been self-directed, disciplined, and consistent in their approach because this is a highly independent endeavor. Students should seek prior approval from their guidance counselor before signing up for an online course.

### **Independent Study**

Independent Study provides a process for students to design personalized learning experiences tailored to their passions and interests. This study can take place at Lamoille, at a community-based learning site, or at another off-campus location at any time of the year.

### **Green Mountain Career and Technical Center**

Our offerings for the 2023–2024 school year show a range of programming for 11th and 12th graders (and a 10th grade Pre-Tech option) that reflects the needs and interests of our geographic region. It is our goal to prepare our students for high-growth careers and access to postsecondary options that encourage lifelong learning. Our instructors are knowledgeable and skilled in their fields and continue to offer rigorous and relevant programs of study that apply classroom-based instruction and work-based learning to meet academic, employability, and technical industry standards. We continue to support and enrich our partnerships among K–12 schools, institutions of higher education, and employers across our region.

We have a cooperative education program for students applying for a second year experience in their program that includes a new robust admissions process (please see description below) and we will work with all students in obtaining work experience while attending CVCC.

## **SCHOOL CHOICE**

Under 16 V.S.A. § 563(28), school boards must annually inform students and their parents or guardians of their options for school choice under applicable laws or policy. This includes the board of a high school district announcing its capacity to accept students under 16 V.S.A. § 822a(c) on or before February 1 each year. The following link provides more details about [school choice](#).

## **HIGH SCHOOL COMPLETION PROGRAM**

Established through 16 V.S.A. §1049, the High School Completion Program allows a person not enrolled in school and between the ages of 16 and 22 to be eligible to request an individual graduation plan in order to obtain a high school diploma. Educational services may be provided by a public/independent high school, an approved provider, or a combination of these. School districts shall award a high school diploma to persons who successfully complete their approved graduation education plans.

## **SPECIAL EDUCATION SERVICES**

### **SECTION 504**

It is the policy of Lamoille Union to comply with all federal and state laws and regulations concerning Section 504 of the Rehabilitation Act of 1973, which ensures equal access to educational programs, services or activities, as well as buildings and grounds for students with disabilities. The criteria for Section 504 eligibility is a physical or mental impairment or record of such impairment that substantially limits one or more major life

activities. Once eligibility is determined, a Section 504 plan is created, allowing for appropriate planning of support, by a team that may include the student, parent, classroom teacher(s), special educators, school counselors, and school nurse. Both type and extent of the disability determine the placement, accommodations, and/or related services provided. Section 504 plans are reviewed annually or more frequently if necessary by the student's assigned case manager and current team. Confidentiality is maintained at all times per state and federal requirements. Parents/guardians in disagreement with a 504 decision may file a grievance as outlined here: [Vermont Section 504 Manual for Parents, Families, and Schools](#). To inquire more please contact Jeremy Scannell, Student Support Coordinator, at 851-1236 or email at [jscannell@lnsd.org](mailto:jscannell@lnsd.org).

## **SPECIAL EDUCATION/IEP/504 COMPLIANCE**

It is the policy of Lamoille Union to comply with all federal and state laws and regulations concerning the Individuals with Disabilities Education Act (IDEA) first enacted in 1975 and most recently revised in 2004. IDEA ensures students with disabilities have a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living. The criteria for special education eligibility is one or more disabilities recognized in Vermont Special Education Rule 2362.1 that results in an adverse effect on the child's educational performance in one or more recognized basic skill area that can only be supported by special education instruction and services. Once eligibility is determined, an Individualized Education Plan (IEP) is created, allowing for appropriate planning of instruction, service, and support by a team that may include the student, parent, classroom teacher(s), special educators, school counselors, and school nurse. Both type and extent of the disability determine the placement, instruction, modifications, accommodations, and/or related services provided. IEPs are reviewed annually or more frequently if necessary by the student's assigned case manager and current team. Confidentiality is maintained at all times per state and federal requirements. Parents/guardians in disagreement with an IEP team decision may file a grievance as outlined here: [Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities](#). To inquire more please contact Jeremy Scannell, Student Support Coordinator at 851-1236 or email at [jscannell@luhs18.org](mailto:jscannell@luhs18.org).

## **EXTRACURRICULAR ACTIVITIES**

### **DRIVER EDUCATION**

**Registration:** Students MUST possess a driver's permit in order to participate. Students hoping to register for summer or fall sessions must sign up during the week of February 15. Students wishing to participate in the spring semester must sign up during the week of September 15. Students who do sign up are prioritized as follows: seniors first, then by the validation date on their permit. Under no circumstances will students be allowed to enter driver education unless they have met the requirements and specific deadlines for registration. Students must be at least in their second year of high school before they can be enrolled in this class.

**Driver Education Substance Use/Abuse Policy:** Students who are enrolled in driver education who violate the school's drug/alcohol policy will be immediately removed from the program. Students who have not yet taken driver education will be issued a six-month penalty beyond other students for any drug/alcohol policy violation occurring during grades 7-12. Offending students are treated as though they earned their permit six months later than actually earned when sorting the wait list for driver education.

### **CLUBS AND ORGANIZATIONS**

**Alternative Fiction** – Alt-Fi is a club for all students interested in science fiction, fantasy, anime, and other alternative genres.

**Chess Club** – Is open to chess players of all levels, from those who want to learn the rules and play a friendly game to those who would like to learn cutting edge strategy and tactics in order to completely demoralize their opponents.

**Club of the Arts** – Students who join this club are interested in expanding their artistic awareness. The focus of the year will depend on the club members.

**Dance Club** – is open to all high school students; you do not need to be in a dance class to join! We welcome all levels and abilities, especially beginners! Dance club is a great way to meet new friends, laugh and share your love of dance.

**Debate Club** – In Debate Club we research, discuss and prepare brief speeches on today's pressing issues and compete in statewide competitions in Public Forum style debate. You can build your college resume and/or have an option to earn independent credits in English & Social Studies.

**Drama & Music** – Drama and music opportunities include musicals, one-act plays, concerts, festivals, cafeteria performances and other presentations.

**Environmental Club** – Students work to develop efficient recycling at our school, to get others involved in the effort to help our planet, to help in the preservation of the earth and to expand environmental awareness of the student body and faculty.

**GLOW** (Gay, Lesbian, or Whatever) – Through education, action, fun, and friendship, students of *all* backgrounds and identities work to make LUHS a safe, inclusive, and supportive environment for all students.

**International Club** – Membership to this club is open to all students interested in learning about other cultures. Recent travels have taken us to Italy, Austria, Ireland, France and Greece. Students learn about new cultures, foods, attire and how to navigate large cities.

**Jazz Band** – A group of students and teachers who love to play jazz, rock, and funk music. This ensemble performs at the Burlington Discover Jazz Festival in June.

**Men's Choir** – An ensemble for men to advance their singing skills.

**Mountain Bike Club** – A mountain bike advocacy group promoting healthy lifestyle, community and responsible land stewardship.

**National Honor Society** (N.H.S.) – Membership/eligibility for the Lamoille Chapter of the National Honor Society is based on scholarship, service, leadership and character, and is open by faculty election to juniors and seniors. Members must maintain a minimum of these qualities and a 3.5 GPA. Members who resign or are dismissed are never again eligible for membership or its benefits.

**Open Studio** – is a place where anyone can come and create in the art room. Open Studio is an informal time and place where people can expand and experiment with materials and ideas in a creative way.

**Performing Arts Company** (PAC) – This is a club for students interested in theatrical arts. Activities include field trips to shows, extra-curricular theatrical projects like "Haunted High," and fund-raising. PAC also helps promote and publicize the school's Musical and One-Act Play. Membership is open to any student.

**Scholars' Bowl** – The Scholars' Bowl team competes in regular meets with other high schools in a statewide Scholars' Bowl competition.

**Select Choir** – An advanced ensemble for men and women to advance their singing skills.

**TRI-M National Music Honor Society** – An international program dedicated to the recognition of exceptional music students in grades 10-12. Members are carefully selected according to musicianship, academic achievement, community service, leadership and character.

**Ski & Ride Club** – The purpose of the club is to introduce students to a variety of outdoor activities in Lamoille County and around Vermont. Bike rides, hikes, skiing, snowboarding, rock climbing and kayaking are just a few examples of what the club could offer.

**Student Council** – The Student Council's principal purposes are as follows: to serve as a liaison between students and the administration; to enhance school spirit; to promote school activities such as homecoming and dances; to promote community service activities. Each class elects representatives to

the council; the council elects Treasurer and Secretary. The student body elects President and VP. All voting members must be in good standing with the administration.

**Student Government** – Each class may elect officers and appoint committees to raise and spend money and conduct school events under the supervision of its class advisors. Each class president will attend the Student Council meetings as a voting member.

**Upward Bound** – Sponsored by Johnson State College, Upward Bound is a preparatory program for students interested in attending college. Membership is limited with specific criteria.

**Varsity Club** – The Lamoille Varsity Club is organized to promote the athletic programs of Lamoille Union High School. It concerns itself with raising and spending money for the improvement of athletics. Membership is open to students who have participated in a sport at the varsity or junior varsity level.

**YATST** (Youth & Adults Transforming Schools Together) – Students partner with adults in discussions and activities with the goal of changing our school for the better.

**Yearbook** – Yearbook club members publish the annual yearbook for the entire school. The staff has a variety of duties including photography, writing, computer layout, art design, selling, advertising and fundraising. Membership is open to all high school students.

**Creating New Clubs:** Student interests change, as do the interests of our staff. To form a new club not currently recognized, interested individuals must submit a written proposal to the Principal that includes: the name of the club, the purpose of the club, club sponsor, and proposed meeting time. Approval will be determined and communicated back to the author of the proposal.

## FUNDRAISING

The Principal must approve all fundraising activities in advance. **Contact Bethann Pirie at 802-851-1206 or [bpirie@lnsd.org](mailto:bpirie@lnsd.org).**

## GUIDELINES FOR SOCIAL EVENTS

All arrangements must be completed and documented using the Student Event Form at a minimum of two weeks before the event. A minimum of four faculty chaperones and one administrator are required for dances and other events with a large number of students attending. Guests from other high schools are permitted when approved by the club's advisor. All school rules apply during social events.

## ATHLETICS

Lamoille Union is a charter member of the Northern Vermont Athletic Conference (NVAC) with levels of competition including freshman/JV B, junior varsity and varsity. Unless indicated, both boys and girls have teams.

	SPORT	FR.	J.V.	VARSITY
F A L	Golf			*
	Soccer		*	*



<b>L</b>	<b>Cross-Country Running</b>			*
	<b>BFA Fairfax/Lamoille Football</b>		*	*
	<b>Bass Fishing</b>			*
<b>W I N T E R</b>	<b>Nordic Skiing</b>			*
	<b>Basketball</b>	*	*	*
	<b>Alpine Skiing</b>			*
	<b>Dance</b>		*	*
	<b>MMU/Lamoille Boys; Ice Hockey</b>			*
<b>S P R I N G</b>	<b>Track and Field</b>			*
	<b>Softball (Girls)</b>			*
	<b>Baseball (Boys)</b>		*	*
	<b>Lacrosse</b>		*	*

\*Seasonal team/sport offerings are determined by participant numbers

## ATHLETIC ELIGIBILITY

In order to participate in athletics at Lamoille Union High School, students in grades 9-12 should be maintaining a 2.6 in the area of the Transferable Skills while also maintaining a 2.6 or higher in all other proficiencies as well. The process of addressing a student's academic performance is listed below if a student is below a 2.6 in two or more classes, or under a 1.6 in any one class. Students in grades 9-11 must be enrolled, proficient/passing in five classes. Seniors must be enrolled, proficient/passing in four classes and on schedule to graduate.

At periodic intervals throughout the three respective sports seasons, student athletes' academic and proficiency as well as at each of the report card deadlines and distributions are reviewed and monitored by the athletic department. School counselors and teachers are both welcome, and encouraged, to notify the athletic director at any time an academic concern or issue arises with a student athlete.

If it is determined that a student athlete is not meeting his or her proficiencies, a mandatory check in/meeting with the athletic director will be scheduled as soon as possible. Depending on the proficiency status, another meeting may be scheduled that could include the student athlete, a parent or guardian, a guidance counselor, teacher, coach and the athletic director. A plan to improve the academic standing of the student athlete will be discussed and agreed upon. A traditional plan allows the student athlete ten school days to demonstrate improvement and progress towards meeting proficiencies. The plan may also require progress updates with the athletic director/support team and consistent communication with parents and or guardians. If issues continue during or at the completion of the ten day period, additional efforts and support(s) available through our normal system of intervention will be incorporated. This may include support from our faculty, guidance

office and the office of the principal. It is at this juncture that a “final” determination regarding eligibility and/or playing status will be determined.

In an attempt to be proactive the athletic department welcomes and encourages all student athletes, parents, guardians, faculty and staff to communicate regularly with the A.D. at any anytime during the school year not just at report card intervals. Please utilize our staff as a resource in supporting academic success and appropriate behaviors.

## **PARTICIPATION**

Any student in good disciplinary standing with the principal and athletic director, and who meets the criteria listed above at report card intervals, is eligible for athletic participation. Please be aware, that unlike the middle level policy, there are team “cuts” at the high school level.

**School rule/policy violations:** Student athletes who receive disciplinary consequences that may impact participation in practice and/or interscholastic events will be reported to the athletic director by the administration.

**Suspension:** Students who are assigned an out-of-school suspension may be assigned a minimum of one interscholastic game suspension by the administration and/or athletic director.

## **ATHLETE SUBSTANCE ABUSE POLICY**

Simply put, the use or possession of drugs, alcohol or tobacco products on or off school premises during an athletic season will result in an immediate suspension of the student for a portion of the athletic season. See the specific policy below as well as the chart identifying the length of interscholastic suspension when the policy is violated.

The Lamoille Union Athletic Department’s Substance Abuse Policy prohibits the following:

1. Use of, or possession of, all tobacco/nicotine products, including cigarettes, cigars, and/or the consumption of such via any vaping/juuling/e-cigarette devices. Possession or use of smokeless/chewing tobacco is also prohibited.
2. Use of, or possession of, all alcohol products.
3. Use of, or possession of, all illegal drugs, including marijuana.
4. Misuse/abuse of, or possession of, prescription medications.

If found to be in violation of the aforementioned policy stipulations, at any point during one of the three designated sports seasons (listed below), a student athlete will face athletic department consequences on a seasonal basis. Additional school related and legal consequences are also possible and may result from this type of violation.

**Fall** (August 15th through the last November playdate)

**Winter** (November 28th through the last March playdate)

**Spring** (March 13th through the last June playdate)

### **First Offense (Seasonally)**

1. Student athletes will serve a mandatory interscholastic suspension. (See chart below to determine length of suspension)

2. To regain “playing status”, the student athlete MUST continue to practice with the team they were on during the violation.
3. Student athletes MUST schedule and participate in a substance abuse awareness/counseling session.
4. The timeframe for scheduling such a session can be a lengthy process and flexibility will be granted if a delay occurs. A “learning opportunity” opportunity/assignment may be incorporated as well particularly if a substance abuse awareness session is not readily available as an option.
5. Student athletes must attend a meeting with the athletic director and optimally with a parent/guardian. In some instances meetings may include a school counselor, the respective coach and the vice principal or principal. This meeting or meetings must take place prior to the completion of any interscholastic suspension. The chief purpose of the meeting being a discussion of the violation itself as well as the transition of the student athlete from interscholastic suspension to a “return to play” status.

### **Second Offense (Seasonally)**

1. Any student athlete found in violation of the aforementioned policy, for the second time within the same athletic season will lose their ability to participate inter-scholastically for the remainder of the season.
2. A mandatory meeting with the student athlete, parent/guardian, school counselor, coach, athletic director and vice principal or principal, will be held to discuss athletic participation in future athletic seasons.

The length of suspension for a first offense violation of the Athletic Department Policy can be determined by viewing the chart below. The length of suspension is based on a percentage of the # of regular season scheduled games/events.

Depending on the sport, season, level of participation and the specific athletic sport/team offerings of our opponents, the number of regular season scheduled games can fluctuate annually.

As a result and in the event of a violation, the athletic director will utilize the chart below to identify the length of an interscholastic suspension.

Regular Season Games/Events Scheduled	Interscholastic Suspension Length
>10	1
10-12	2
13-16	3
>16	4

### **REQUIRED FORMS**

Prior to the start of any season, a student athlete with the assistance and coordination of parents and/or guardians, must entirely complete the following forms: 1) the Extracurricular Agreement which includes information regarding the Substance Abuse Policy mentioned previously, 2) the emergency/medical and physical/insurance forms, 3) the concussion information/Act 58 Form, 4) the LUHS Athletic Department Anti Hazing Agreement. A doctor’s note or wellness exam may be submitted with this form. Sports physicals are necessary every two years. All forms are updated periodically and are available in the athletic office. Completed

forms should be completed online by visiting the “Required Forms” section of the Lamoille Athletic Department and/or Lamoille Union Web Page. Paper copies will be available and should be directly to the athletic director. Additional forms such as team specific guidelines/expectations, codes of conduct and/or team specific agreements/contracts will be distributed during the seasonal, team specific meetings with coaches and the athletic director.

### **CONCUSSIONS AND OTHER HEAD INJURIES**

Under 16 V.S.A. § 1431 the principal or headmaster of each public and approved independent school must ensure that statewide concussion and other head injury guidelines are provided annually to each youth athlete and the athlete’s parents or guardians. Each youth athlete and a parent or guardian shall annually sign a form acknowledging receipt of the concussion and other head injury guidelines, including significant “return to learn” and “return to play” protocols. There are training requirements for all coaches and referees of a contest on how to recognize the symptoms of a concussion or other head injury. For further details on the concussion guidelines, please use this link:

[http://education.vermont.gov/documents/EDU-Act\\_58\\_Concussion\\_Guidelines.pdf](http://education.vermont.gov/documents/EDU-Act_58_Concussion_Guidelines.pdf)

Additional Information regarding the scheduling and completion of ImPact Testing opportunities will be shared annually, on a seasonal basis, with all student athletes, families and coaching staff members.

## **STUDENT SERVICES**

### **CAFETERIA/NUTRITION**

Lamoille Union’s cafeteria is maintained as a vital part of the health program of the school. Breakfast and Lunch are offered to all students at no cost. Students will be required to enter their id number at the POS at the end of the serving line. A la carte items are not available. Students must take 3 of the 5 meal components offered to qualify as a free meal. Household income forms (Free and Reduced Meals Application) are still necessary for other programs and will be sent to all households prior to the school year. Students are not allowed to order food deliveries such as Uber Eats or DoorDash. Free After School Super Snacks will be available again this school year for any student enrolled in after school activities on campus.

- Breakfast and lunch will be served for FREE to all Lamoille North students.
- Lunch will be served from the café. The high school will have two designated lunch blocks.
- Free and Reduced Lunch applications are still needed for funding of other school programs, available at: [www.lunchapplication.com](http://www.lunchapplication.com) or to print at [www.lamoilleschoolmeals.com](http://www.lamoilleschoolmeals.com)
- The CACFP, After School Supper Program will begin in October serving a free after school super sized snack to all students in after school programming and athletics.

### **CAFETERIA EXPECTATIONS**

- Deposit all lunch litter in wastebaskets and recyclable containers.
- Return all trays and utensils to the dishwashing area. Silverware and trays should not leave the cafeteria.
- Leave the table and floor in clean condition for others.
- Stay in the cafeteria unless you have permission to leave.
- Maintain a respectful, cordial and friendly atmosphere.
- Parking lots are off limits during the school day.
- Students are not permitted to move throughout the building during their lunch block as there are block 3 classes happening. Students can eat in the cafeteria, outside on the picnic tables adjacent to the cafeteria, and in the hall between the cafeteria and the library.

## **HEALTH OFFICE**

The Health Office is staffed by registered nurses Monday through Friday during school day hours. Our phone number is 851-1212 and fax number is 888-2997. Our school website provides access to all health forms and health procedures at <https://luhs.lnsd.org/services/health-services>

- Students need to obtain a pass prior to coming to the health office, unless it is a medical emergency.
- Students seeking early dismissal due to illness must be dismissed through the Health Office.
- A student will be automatically excused by the Health Office if they have an eardrum temperature of 100.4°F, which is considered a fever by the CDC, or if they are vomiting while at school.
- Updated Health Information Forms and any Prescription Medication Forms are required to be completed by parents every year.
- All prescription and over-the-counter medications are dispensed through the health office.
- Students are not allowed to carry medications unless we have obtained their physician's written permission for the current school year.
- In compliance with Vermont law, condoms and dams are available through the health office free of charge.
- The health office also provides menstrual products and hygiene items (deodorant, shampoo, etc.) free of charge.

## **INHALERS AND EPI-PENS**

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

## **PRESCRIPTION MEDICATIONS**

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

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

## **OVER THE COUNTER MEDICATIONS**

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

## **ASTHMA INHALERS AND EPIPENS**

Students are permitted to have discretionary use and possession of an asthmatic quick relief inhaler or auto-injectable epinephrine with individual prescription labels. Students must have a note from their doctor

on file with the school nurse. It is highly recommended that students keep backup inhalers and epipens in the nurse's office.

### PERIODIC HEARING AND VISION SCREENING

16 V.S.A. §1422 requires schools to test the hearing and vision of students pursuant to research-based guidelines, which can be found at this link:

[http://education.vermont.gov/documents/school\\_health\\_screening.pdf](http://education.vermont.gov/documents/school_health_screening.pdf). Parents who wish to opt out of these tests must contact the health office in writing.

### WELLNESS PROGRAMS

16 V.S.A. §216 requires the Secretary of Education to prepare and update a list of school and community programs which have the potential to improve childhood wellness and the list is to be made available to all school districts and community organizations that request it. Current information about Vermont wellness programs are available online.

### SCHOOL COUNSELING

The role of the School Counseling Department is to assist every student in maximizing their learning experience and to provide support in accessing educational opportunities beyond high school. High school students will meet individually or in groups with their counselor to discuss school counseling services, student interests, goals and course selection. Parent-Teacher conferences are arranged through the school counselor as requested and/or necessary. Parents are always encouraged to contact their student's school counselor or teachers with questions or concerns. **Home support and cooperation with the school are necessary parts of assuring student achievement.** Parent conferences are required for unresolved student problems or academic failure.

**Exposure to new experiences and career opportunities are provided through the following avenues:**

- Field trips to college fairs for interested 11<sup>th</sup> and 12<sup>th</sup> graders
- Opportunities and support to participate in essay contests, leadership conferences, summer programs, computer camps, along with additional science, math ,language and writing opportunities
- Community work (School to Work)
- Enrollment in classes at the Green Mountain Technology & Career Center
- Access to college courses at CCV and JSC Jumpstart Program.

Additional resources for Lamoille Union students include college, technical school and armed services representatives, VSAC Outreach Counselors, Upward Bound staff, Lamoille County Mental Health Counselors, Clarina Howard Nichols support personnel, Agency of Human Services and Child Welfare staff, Lamoille Family Center, Court Diversion/Restorative Justice Program, Adult Basic Education, and Job Corps. A library of college handbooks, occupational and career resources, armed services information, financial aid and scholarship information is maintained in the school counseling area for student use.

In response to Act 1 (Vermont's Sexual Abuse Response System), all LNSU 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 training on prevention, identification, and reporting of child sexual abuse and sexual violence; and (3) provide parents, guardians, and other interested persons the opportunity to receive information regarding the 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 the school at your earliest convenience, or contact your school counselor.

### SCHOOL/CAREER PLANNING/PLPS/NAVIANCE

Students will work with their school counselors as they plan for the future. One of the vehicles for planning is [Naviance.com](http://Naviance.com). Contact our [IT Department](#) for login information.

### COMMUNITY RESOURCES

You may dial 2-1-1 from anywhere in Vermont to reach a health and human services information and referral program serving the state of Vermont.

### CRISIS SCREENING

While schools cannot always anticipate or prevent danger, schools have an obligation to make reasonable efforts to provide a safe environment for students. To ensure a safe environment, schools must obtain a mental health screening for any student who expresses, orally or in writing, intent to harm themselves or others during the regularly scheduled school day or at a school sponsored event. The following procedures will be followed when the Administration determines a crisis screening is necessary:

- Notify parents or guardians of the student's expressed intent to cause harm
- Notify and seek advice and assistance from appropriate medical, mental health, and/or law enforcement personnel
- Assign personnel to supervise/monitor the student until such time as appropriate medical, mental health or law enforcement personnel are available to assist the student and maintain safety
- Provide restraint only when the student's behavior is out of control and presents immediate danger to the student, school personnel or members of the student body.

### LIBRARY MEDIA CENTER



The Lamoille library is for everyone. The library is an integral part of the school community at Lamoille Union High School and Middle School. It offers a space for work, learning, creativity, along with the freedom to choose books for school and for personal reading. It offers a rich virtual library available through websites and apps. Our staff consists of Library Media Specialist Ms. Towle and Library Assistants Lisa Stead and Susan Drew. We hope that you will allow us to help you find materials, research topics, and to learn about things that you enjoy or need to know about.

Just ask, we're here to help!

### LIBRARY HOURS

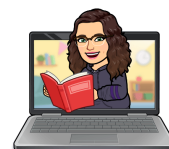
Monday through Friday, 7:45 am to 5:15 pm

### GENREFICATION

Genrefication means that all of our fiction books are now organized by genre first, and then by the author's last name (like a bookstore). Our genres are: Realistic Fiction (clear), Historical Fiction (yellow), Romance Fiction (aqua), Sports Fiction (blue), Horror Fiction (red), Supernatural/Paranormal Fiction (light purple) + Fantasy Fiction (dark purple), Science Fiction/Dystopian (green), Adventure Fiction (light green), Animal Fiction (pink), Mystery Fiction (orange). Sections are also clearly labeled with words for anyone who has trouble identifying colors.

### WEBSITE

<https://luhs.lnsd.org/library>



Our library website provides access to [books](#), [eBooks and audiobooks](#), [databases](#), [research project pages](#), [video tutorials](#), [research help](#), [Ask a Librarian](#), and library activities and contests.

## EBOOKS AND AUDIOBOOKS



[Sora](#) soraapp.com

Vermont Schools Shared Digital Collection > Lamoille Union High School District 18

Setup code: vssdcvt

Log in with Google (school account).

Databases: <https://luhslib.wixsite.com/luhslib>

[Click here to access all Library passwords.](#)

We are @LamoilleLibrary on [Instagram](#), [Facebook](#), and TikTok.

Instruction in the use of the [automated catalog \(OPAC\)](#) and [online information resources \(databases\)](#) is provided to incoming classes and available by request. Students are encouraged to explore and investigate and are guided and assisted with their projects and reading interests as needed.



Our **Library Catalog** is OPALS (OPAC): <https://luhs-ind.narvi.opalsinfo.net/bin/home>

This is where students can find out if the library has specific books, audiobooks, eBooks, and where they are located.

**Green Screen/Podcasting Studio:** The Lamoille library features a green screen studio for creation of green screen videos. Speak to [Ms. Towle](#) to schedule time in the studio. Please contact Technology Integrationist to have the [Green Screen by Do Ink](#) app put onto your iPad prior to using the green screen studio. Our podcasting cart is equipped with headphones, microphones, and a mixer/recording board. Please contact [Ms. Towle](#) to schedule time in the podcasting studio. Teachers may borrow the podcasting cart for 1 week at a time.

## CIRCULATION AND OVERDUE BOOKS

**Students may check out 3 books at a time for 3 weeks at a time.**

Books, magazines, and other materials must be returned by their due date before students may sign out additional material. There are no late fees for overdue material, however we ask that if able, a student that loses or damages an item pays for a replacement if they are able. If it is not possible to pay for a new copy, please have a conversation with Ms. Towle to clear your account.

[The ALA Library Bill of Rights](#) serves as a protection to the academic and intellectual freedom of all patrons, as a model for the development of programs, and as a statement of the broad goals of the Library/Media Center.

## LIBRARY BEHAVIOR POLICY

Students are expected to use their time in the library efficiently and productively. The space may be used to learn, work, read, and create in a respectful manner to those also using the space. Please do not use cell phones for phone calls in the library. This is disrespectful to those also using the space.

Library rules for behavior are simple and designed to accommodate the large number of students who use the facility. Students must get a pass to come to the library from study hall (these passes include goal setting for the block). Students are expected to use their time efficiently and behave in a manner that will not interrupt any other person's use of the facilities.

**Students must bring a pass to use the Library.**



### **Basic Library Rules**

- Students are expected to be productive, be respectful of other library patrons and library staff, and follow all school rules while in the library.
- Students must clean up after themselves.

### **Library Media Center continued...**

- Conversation should respect and not interfere with other patrons' use of the library.

Failure to work respectfully or follow other rules will result in being sent back to class. Second offense: two-day loss of library access. Third offense: 5-day loss of access. A conference with the librarian is required at the end of the five-day loss of access, and the student and a parent/guardian must sign a behavior contract before the student can return to the library. A student who is asked to leave the library for a fourth time will lose all library study hall privileges for the remainder of the school year. Students may continue to come to the library when their classes are scheduled and supervised by their teachers. In the event that it becomes necessary for the student to do additional library research for a class, they will work directly with the librarian to complete the research.

## **TRANSPORTATION**

### **DRIVING/PRIVATE VEHICLES**

Any student wanting to operate a motor vehicle on school grounds must have a valid license and registration. Vehicle information may be required to be registered at the main office.

Only an administrator may grant special permission to a student to go to an automobile during school hours. Students with early dismissal privileges should leave the school grounds immediately upon dismissal and may not return during the school day. Students who transport unauthorized students off campus will be subject to disciplinary action.

Students are not allowed to drive during the school day for any purpose without approval of parent/guardian **and** administration. Driving to school is a privilege, not a right. If a student is unable to follow school rules and drive safely, obeying speed limits, he/she will not be allowed to drive, or have someone else drive his/her vehicle onto the school grounds for a specified time: see Level II Behavior Rubric. **The legal speed limit on the school grounds is 10 miles per hour.** Failure to yield the right-of-way to exiting school buses will result in loss of driving privileges. Traffic law violations will be reported to the police. The school cannot assume responsibility for students who choose to arrive or leave with other students in private vehicles. It is the parent's responsibility to monitor the use of private transportation.

**No students are allowed in the parking lot or in parked cars between arrival and 3:05 pm without instructor or administration permission. All automobiles should be kept locked at all times.**

### **SCHOOL BUSES**

The school provides transportation for all students in the district according to routes established by the school board. Routes are published in the News and Citizen and are available on the school's website. Bus transportation is a privilege requiring respect, good conduct and courtesy.

### **CONSEQUENCES FOR LOW-LEVEL BUS MISCONDUCT**

Bus drivers will issue verbal warnings, assign seats or interventions to prevent future similar conduct from occurring.

## CONSEQUENCES FOR SERIOUS BUS MISCONDUCT

- 1<sup>st</sup> A written warning to parents/guardians is issued by a school administrator. Loss of bus riding privileges may occur in extreme cases. Possible loss of riding privilege 1-3 days.
- 2<sup>nd</sup> Student loses bus riding privileges for 3-5 days.
- 3<sup>rd</sup> Student loses bus riding privileges for 5-10 days.

**When a student is prohibited from riding one bus, she/he is prohibited from riding all school buses.**

## LATE BUSES

Late buses to the centers of towns generally leave the school at 5:30 p.m. in order to provide transportation for students who participate in after-school activities including extracurricular, academic, library research or detention.

## CHANGES IN PICK-UP AND DROP-OFF FOR BUSES

If a student wishes to be dropped off and/or picked up at a place other than the regular point, the student needs a note from the parent/ guardian to present to the office staff. For afternoon runs only, this note must be given to an office staff person who will issue a bus pass to the student.

## OTHER INFORMATION

### ANIMALS

Students are not allowed to bring animals to school during the school day unless permission is granted by the principal.

### ANNUAL FORMS

Annual forms are distributed during the summer months. If you need a copy of the Acceptable Use Form, the Annual Health Form, or the LNSD/SU Release Form, please contact the LUHS Registrar, Christine Cooney. In addition, it is important that all changes to contact information are reported to the LUHS registrar. Please submit changes to [ccooney@lnsd.org](mailto:ccooney@lnsd.org).

### CIVIL RIGHTS PROVISIONS

Pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act (ADA) of 1990, Lamoille Union High School does not discriminate in admissions, provision of services, hiring and employment on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. For further information or to file a complaint please contact Bethann Pirie, Interim Principal.

### COMPLAINTS AND GRIEVANCES

Any student, parent or guardian having a complaint or grievance concerning a school issue should discuss the issue with the appropriate school personnel, observing proper school channels. The first step is to discuss the issue with the person involved. As an example, if you have a concern regarding a classroom practice, that concern should first be directed to that specific classroom teacher. If satisfaction is not obtained, then the concern should be relayed to the Dean of Students. If the concern is not resolved, then it should be addressed to the Principal. Depending on each situation and the willingness of each party, we will practice a restorative model.

## **FIELD TRIPS**

Field trips enhance classroom learning. In order to participate, the student must return a completed parent/guardian permission form before the deadline set by the teacher and complete all other requirements set by that teacher. All school rules apply to field trips. It is expected that students ride the bus/district van to all school sponsored events/field trips.

## **FINES AND CHARGES**

All fines and charges which students accumulate are payable in the office to the bookkeeper. All outstanding obligations must be paid in full in order for students to receive senior or Late Arrival/Early Dismissal Privileges.

## **LOST AND FOUND**

All textbooks, articles, etc. found in the building, on the school grounds or in school buses should be taken to the office promptly. It is recommended that names be placed on all articles to help in restoring them to their owners. In the event of any loss, students should check with the main office immediately.

## **MILITARY RECRUITMENT**

20 U.S.C. § 7908(a)(2) requires schools to notify parents, presumably each year although the time period is not specified, that they may request that their child's name, address and telephone listing not be released to military or postsecondary recruiters without prior written parental consent.

## **NEW AMERICANS**

We have a responsibility to ensure that all of our students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families. 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.

See the letter on the State's responsibility to protect the rights of undocumented Vermont students:

- [Letter Regarding Undocumented Vermont Students](#)
- [Letter Regarding Undocumented Vermont Students \(Spanish\)](#)

## **POSTERS**

Posters, announcements or displays may be exhibited in the school on designated surfaces for school events only with proper prior approval from [the administration](#).

## **TEXTBOOKS**

The school furnishes books to all students when utilized by the teacher. Reasonable wear is expected as a result of daily use, but damage to textbooks will result in fines. Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss: lost, destroyed or rendered useless – full replacement cost; repairable binding or cover – \$11.50.

## **TITLE IX**

Title IX Grievance Procedures and Dissemination of Policy—34 C.F.R. §§106.9(b) and 106.9(a)(1) provide that recipients of federal funding publish their grievance procedures with respect to discrimination on the basis of sex and that each recipient “implement specific and continuing steps to notify....students and parents of elementary and secondary school students....that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX....not to discriminate in such a manner.” The latter section requires publication of this notice in a variety of ways, including in bulletins, catalogs, or application forms. Jennifer Hulse, LNSU Title IX Coordinator [jhulse@lnsd.org](mailto:jhulse@lnsd.org) Central Office, 96 Cricket Hill Road Hyde Park, VT 05655 (802) 851-1178

## **TRANSGENDER AND GENDER NON-CONFORMING STUDENTS**

All students need a safe and supportive school environment to progress academically and developmentally. Many questions arise for students and school staff when considering the best supports for transgender and gender nonconforming students. The [Continuing Best Practices for Schools Regarding Transgender and Gender Nonconforming Students](#) are designed to provide direction for schools to address issues that may arise concerning the needs of transgender and gender nonconforming students.

## **TRANSLATION SERVICES**

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

## **VALUABLES**

Students are cautioned not to bring large amounts of money or other valuables to school. The school is not responsible for lost or stolen items. Students are responsible for their personal property. Money or valuables may be left in the office for safekeeping or with the physical education teachers during physical education class time.

## **LEGAL REQUIREMENTS**

### **ANIMAL DISSECTION**

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

### **ALTERNATIVE EDUCATION METHOD**

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

### **DISCRIMINATION**

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

### **ASBESTOS HAZARD EMERGENCY RESPONSE (AHERA):**

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

### **EQUAL ACCESS AND PUBLIC ACCESS**

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

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

1. The right of all students to equal treatment (including aid, benefits, services, and application of rules and regulations) without regard to gender.

2. The right of every student to access all courses with regard to gender.
3. That no student will be excluded on the basis of gender from participation in, be denied the benefits of, or be subject to discrimination in Health and Physical Education programs.
4. That no student will be excluded on the basis of gender from participation in, be denied the benefits of, or be subjected to discrimination in athletics, intramural, or co-curricular activities.
5. That no student shall be excluded on the basis of gender from participation in, be denied the benefits of, or be subjected to discrimination in vocational programs and activities.
6. The rights of all students to equal treatment without regard to marital or parental status.
7. The right of every student to counseling without regard to gender, and with non-discriminatory counseling instruments/materials.

## **GRIEVANCE PROCEDURE**

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

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

## **ENGLISH LANGUAGE LEARNER PROGRAM (ELL)**

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

of Education. For more information about LNSU's ELL support programs, please contact the LUHS main offices.

## **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. LNSU will assume that either parent has the right to inspect, review, and release the student’s records unless evidence is provided demonstrating there is a legally binding instrument or court order providing the basis for specifically excluding a parent from such areas.
2. The right to request the amendment of the student’s education records the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. The school will also release student records without prior consent or authorization under certain other exceptions, including: government officials and authorities as required by law, in health and safety emergencies, in connection with the application and receipt of financial aid, and (if required by state law) to accrediting organizations carrying out their official functions and to comply with a judicial order or lawfully issued subpoena after having made a reasonable effort to notify the parent or eligible student of the order or subpoena. Student information is provided to the State of Vermont concerning certain incidences of discipline and student behavior, including: bullying, harassment, physical restraint, suspension, and long-term suspension.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office administering FERPA is Family Policy Compliance Office Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605.
5. The District has determined that student directory information is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parent consent or prior authorization. The purpose of releasing such information is to enable the District to publish newsletters, yearbooks, directories, and similar publications, and to release information to media outlets concerning student academic and athletic achievements. The following directory information may be released or posted online (via the District website or LNSU social media accounts), or used in District publications, as stated above, without obtaining parental/guardian consent: student’s name, parent’s/guardian’s names, address, telephone number, email address, date and place of birth, grade level, field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visibly activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photographs (including video) of regular school activities that do not disclose specific academic information about the student and/or would not be considered harmful or an invasion of privacy.

6. If a parent/guardian, person acting as a student's parent/guardian, or the student (if 18 or older) does not want the District to release the directory information listed below, they must notify the District in writing within 10 days of receiving this document that they don't want directory information released. A non-disclosure form is part of each student's Biographical Verification Form (BVD) at the beginning of the school year. If no written request is received in a timely manner, the school will disclose directory information without prior consent. Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless parents/guardians object to such release. If your parents/guardians notify the school principal in writing of their wish to not release their student's name, address and telephone number to recruiters and institutions of higher education, the school will honor the request at that time.
7. Lists of student names and other directory information will not be made available except to school-related organizations, such as the PTO, at the discretion of the principal. Lists of such directory information are also provided to military recruiters and institutions of higher education.

## **HOMELESSNESS**

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

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

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

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

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

## **MANDATORY REPORTING**

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

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



## RELEASE OF DIRECTORY INFORMATION

Lamoille Union has designated a parent's name, address and phone number, a student's name, address, telephone number, photograph, video and date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, including honor roll, list of graduates, class lists, and dates of attendance as directory information under the Family Educational Rights and Privacy Act (FERPA). The above information may be released to members of the public and newspapers at the discretion of the school administration. LUHS has the right to disclose certain Directory Information on students without the prior consent of the parent or the eligible student. In addition, no records of any disclosure is required. If parents or eligible students wish to have this information exempted from disclosure, you must file a written request with the LUHS principal annually, indicating which items you wish to have exempt. The written request should be received before September 11, 2023, if you do not want any disclosure. Written requests received after that date will only affect any disclosures that might occur after the date of receipt.

Under FERPA Policies—34 C.F.R. Part 99 parents have the right to:

1. Inspect and review their children's records,
2. Seek amendment of the record if it is inaccurate or misleading,
3. Consent to disclosure of personally identifiable student information except as provided in 34C.F.R. §99.31, and
4. If they believe the Act has been violated, file a complaint with the Family Policy Compliance Office of the United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

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

## RESTRAINT/ SECLUSION

State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements relative to any use of seclusion or restraint in school (e.g. – teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student). Here is a [link](#) with more information.