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## ***NOTICES***

### ***AFFIRMATIVE ACTION***

Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, and The Boy Scouts of America Equal Access Act of 2001

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal Assistance. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in any program or activity receiving Federal financial assistance. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance. The Boy Scouts of America Equal Access Act of 2001 requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools. All violations of these policies should be reported to a school administrator or guidance counselor.

### **PREVENTING AND RESPONDING TO UNLAWFUL HARASSMENT OF STUDENTS**

It is the policy of Otter Valley Union High School to maintain a learning environment that is free from unlawful harassment. The school prohibits any form of unlawful harassment on the basis of disability, marital status, national origin, race, religion, sex, or sexual orientation. All violations of this policy should be reported to a school administrator or guidance counselor.

### **EDUCATOR QUALITY**

Under the No Child Left Behind Act, parents may request information regarding the professional qualifications of their child's teacher. This information includes: whether the teacher has met the state requirements for the grade level(s) and subject area(s) they are teaching; whether the teacher is teaching under an emergency license; the college major and/or graduate certification or degrees held by the teacher; and whether their child is provided services by paraprofessionals and if so, their qualifications.

### ***NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN***

The Asbestos Hazard Emergency Response Act [40 CFR 763.93 (g) (4)] requires that written notice be given that Otter Valley Union High School has a Management Plan for the safe control and maintenance of asbestos containing materials found in its buildings. The Management Plan is available and accessible to the public at the administrative office of the school. Please contact the Principal at 247-6833 if you wish to read the plan.

### **A TOBACCO FREE ENVIRONMENT**

In compliance with Vermont State Law and Otter Valley Board of Directors' Policy, OtterValleyUnionHigh School is committed to maintaining a tobacco free environment for its students, employees, and visitors. Smoking and all other uses of tobacco and tobacco products are prohibited in the school building, on school grounds, in all vehicles used to transport students to or from school activities, during all school-sponsored events and activities, and during all public events held at the school. This prohibition includes students, teachers, school employees, parents, visitors to the school, members of the community, and all others who may be involved with school activities or events held at the school. Your cooperation with this policy is appreciated.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (34 C.F.R. Part 99.31)**

This is a federal law designed to protect the rights and privacy of parents and students in regard to educational and official records maintained by the school. The law lists persons who have a right to view records and under what circumstances. The law also defines what recourse parents and students have when their right to privacy is invaded.

#### **Privileged Information: Family Privacy Act**

The following information is considered "directory information" by OtterValley, and may be divulged without written consent: name, address, phone number, age, sex, parents' name(s), parents' address(es), enrollment status, dates of enrollment, school grade, school activities and honors, and OtterValley eligibility status. If you or your parents wish to have this information exempted from the directory information provision, you must file a written request with the Principal annually.

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## PRINCIPALS' MESSAGE

Welcome to the 2018 - 2019 school year!

Please make yourself familiar with this handbook. This handbook lays the foundation for a safe and supportive school environment. You can find information within the handbook that will be helpful as you navigate through your middle and high school years.

We will continue to teach the school-wide expectations, implement consistent responses to behaviors, and use data to drive decisions regarding interventions. We will also continue our marking period celebration assemblies to recognize students who engage in the positive behaviors. At Otter Valley PRIDE represents:

**P**ositive attitude  
**R**espect  
**I**ntegrity  
**D**etermination  
**E**mpathy

Remember to do the best at whatever you are involved in at school and bring PRIDE into everything that you do. You are here to become an educated person. Being an educated person means you are intellectually curious for the sake of learning, not only for grades or for a post secondary plan that you have. If you are writing, reading and thinking for yourself, you are getting an education.

Have a great school year!

Sincerely,

*James Avery*

James Avery  
Principal 7-12

*Geoffrey Lawrence*

Geoffrey Lawrence  
Associate Principal 7-12  
Middle School Leader

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**OTTER VALLEY UNIFIED UNION BOARD OF DIRECTORS**

**MEMBERS**

Barbara Bourne, Chair	Susan Markowski
Laurie Bertrand, V. Chair	Emily Nelson
Lisa Kenyon, Clerk	Angelo Oullette
Greg Bernhardt	Matt Philo
Rebecca Bertrand	Jon Rasmussen
Barbara Ebling	Barry Varian

**RUTLAND NORTHEAST SUPERVISORY UNION**

Jeanie Collins	Superintendent of Schools	247-5757
Andy Kepes	Director of Curriculum, Instruction, and Assessment	247-5757
Marsha Bruce	Director of Special Services	247-5757
Brenda Fleming	Business Manager	247-5757
Alexis Blake	Director of Information Technology	247-5757

**OTTER VALLEY UNION HIGH SCHOOL ADMINISTRATORS and STAFF**

**802-247-6833**

**FAX 802-247-4627**

**Website: [ovuhs.org](http://ovuhs.org)**

James Avery	Principal	x2611
Geoffrey Lawrence	Associate Principal	x2649
Kristine Evarts	RNESU Coordinator of Special Ed at OV	x2644
Lori Robear	Director of Guidance (Grades 9-12, L-Z)	x2603
Frank Bonavita	RNESU North Campus Director	
Meredith McCartney	Guidance Counselor (Grades 9-12, A-K)	x2610
Claudia Larrow	Guidance Counselor (Grades 7- 8, A-Z)	x2609
Tracey Snow	Librarian/Media Specialist	x2626
Whitney Christie	Technology Coordinator	x2615
Tina Spotts	School Nurse	x2612
Melissa Liberio	HS Section 504/Educational Support Team Coordinator	x2675
Tom Ryan	MS Section 504/Educational Support Team Coordinator	x2646
Kathryn Wallet	SAP	x2605
David Shields	Transportation Coordinator	247-2769
Steven Keith	Athletic/Activities Director	247-2768
Char Wessing	Registrar/Student Information Systems Specialist	x2673
Cathy Louttit	Principal's Office Administrative Assistant	x2602
Katie Davis	Front Office Receptionist	x2601
Melly Flynn	Media Center Assistant	x2626
Danielle Bishop	Guidance Office Assistant	x2608
Carlo Romeo	Dean of Students	x2614
Anne Cioffredi	Student Support Professional	x2604
Karen Decker	Intervention Specialist	x2681
Alicia McLaren	Intervention Specialist	x2681

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**CUSTODIAL STAFF**

Kyle Watrous, Facilities & Grounds Mgr  
David Kenyon  
Tim Johnson  
Manuel Ricard

Steve Rousseau  
Jean Therrien  
Margie Rousseau

**SUPPORT STAFF**

Kathleen Black  
Tracy Cahill  
Katrina Fielder  
Melanie Greeno  
Pamela Jones  
Alicia McLaren  
Sue Bilodeau  
Amy Laporte-James

Melissa Brown  
Jane Carr  
Grace Fordham  
Anita Hughes  
Eileen Reynolds  
Darcey Pape  
Cheryl Renfrew  
Susan Jenkins

**BUS DRIVERS**

David Shields, Transportation Coordinator 247-2769  
Raymond Desforges  
Katrina Fielder  
Diane Delorm  
Laura Kenyon  
Virginia Frasier  
Chris Lekberg  
Pat Desforges  
Michael Mahoney  
Kathy Pariseau  
Jim Beraldi  
Guy Rossi

William Bearor  
Becky Congdon  
William Greeno  
Christie Whittemore  
Michael Lee  
Bruce Jerome  
Barry Dean  
Brian Blair  
Dennis Wagner  
Bill Noel  
Anne Young

**BUS ASSISTANTS**

Lisa Frasier  
Bonnie Litchfield  
Pat O'Connell  
Sharon Perry  
Ashlie Whittemore  
Linda McManama

Anita Hughes  
Wanda Martin  
Heather Jacquith  
Alicia McLaren  
Jo-Ann Scarborough

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**PROFESSIONAL PERSONNEL**

**Administration**

James E. Avery, Principal  
Geoffrey S. Lawrence,  
Associate Principal

**Guidance**

Director - Lori Robear  
Meredith McCartney  
Claudia Larrow

**Coordinator of Spec. Ed.**

Kristine Evarts

**Section 504/EST Coord.**

Melissa Liberio  
*High School*  
Tom Ryan  
*Middle School*

**School Nurse**

Tina Spotts

**English**

- ✓ Hollie Kretzer
- David Praamsma
- Tiffany St. Michaud
- Kris Roberts
- Cameron Perta

**Social Studies**

- ✓ Jeff Jeskie
- Valerie Dawson-Simpson
- Alyson Callahan
- Michael Kelley
- Charles Hall

**Physical Education**

Sandra Chicoine  
John Olson

**Visual and Performing Arts**

Ken Cifone  
Jeffrey Hull  
Dasha Kalisz  
Pat Robert  
Frances Willard

**World Languages**

- ✓ Michelle Gillette
- Barbara Sicot
- Molly Nitka
- Qian, Wei

**Practical Skills**

**Driver Education**

John Cioffredi

**Family & Consumer Sci.**

Mary Jane Hall  
Charles Black

**Technical Education**

Tom Hylwa

**Technology**

Sarah Blow  
Lisa King

**Science**

- ✓ Lawrence Marzec-Gerrior
- Charles Black
- Lori Fretta
- Cliff Hunter
- Kristin Shaeffer
- Jeffrey Meyers
- Rachel Valcour

**Mathematics**

- ✓ Anthony Peduto
- James Helak
- Greg Hughes
- Hailey Watters
- Steven Holmes
- Nathan Wisdahl

**MoosalamooCenter**

Josh Hardt

**Special Services**

Frank Bonavita  
Colleen Davis  
Marielle Blais  
Erika Eckrote  
Patrick Fallon  
Brooke Kimball  
Travis Potter  
Nathan Traynor  
Michael Sassin

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**NOTE:**

**Notices, Policies, Procedures & Vermont State Laws** can be found on the RNESU website ([www.rnesu.org](http://www.rnesu.org)) under Main Menu: Policies: RNESU Policies and Main Menu: Policies: Otter Valley

*You may also request a copy by contacting the Front Office at Otter Valley (247-6833)*

**The Vermont Framework of Standards and Learning Opportunities** can be found in the

Arden M. Hayden Memorial Library and at [www.state.vt.us/educ/new/pdfdoc/pubs/framework.pdf](http://www.state.vt.us/educ/new/pdfdoc/pubs/framework.pdf)

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## A SAFE LEARNING ENVIRONMENT

A safe and orderly environment in which all members of the school community display respect for themselves and others is essential to foster a climate that is conducive to student learning. Consequently, a vital concern of the school is to assist students in developing the skills and habits that will enable them to comply with established school rules and regulations, utilize acceptable conflict resolution techniques, assume responsibility for their own behavior, and in general adhere to the standards of good behavior.

### Civility

Creating a climate of civility is a goal at Otter Valley Union High School. Civility is the term used to refer to a school climate where each individual accepts the responsibility of treating others with respect, of being polite even when angry, and extending courtesy in our interactions with each other. It means that profanity, foul language, insubordinate behavior, and intimidating body language will not be accepted at school. All members of the school community will be held accountable for maintaining a high degree of civility in their dealings and interactions.

### RESPECT: FOR ONESELF AND FOR OTHERS

At Otter Valley, the basis of good behavior is respect: respect for oneself, and respect for others. In order to maintain a climate that fosters success, you need to be able to feel respected in school. If you respect yourself, then you are able to extend that respect to your classmates, teachers, and other members of the school community. Respect enables you to recognize that each member of the school community has something unique to contribute.

### SELF DISCIPLINE: MONITORING YOUR OWN BEHAVIOR

School rules and procedures exist primarily to provide you with guidelines against which you can judge your actions. ***Our ultimate goal is for you to develop the ability to monitor your own behavior – for you to know how to behave appropriately, to be willing to accept responsibility when you make a mistake, and to learn from those mistakes.*** The more that you monitor your actions and demonstrate positive behavior, the less often you will need to

be reminded of the rules and regulations, and face possible disciplinary consequences.

## GRADE CLASSIFICATION HIGH SCHOOL

In order to be promoted to the next high school grade, you must have earned the following number of credits by the opening of school in August. Except for graduating 11<sup>th</sup> graders, promotions to the next grade do not occur mid-year; instead, students are promoted to the next grade only in August of each year.

*NUMBER OF CREDITS REQUIRED TO BE IN THE . . .		
10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
7.0	14.0	21.0

\*Per OV Board of Directors

## GRADUATION REQUIREMENTS

The Otter Valley Union High School Board of Directors has approved the following graduation credits.

GRADUATION REQUIREMENTS	
Courses	Credits
English	5.0
Soc Studies	4.0
Math	3.0
Science	3.0
Phys Ed	1.5
FACS	1.0
Fine Arts	2.0
Computer Ap	0.5
Electives	7.0
<b>Total Credits</b>	<b>Required 27.0</b>

The *Otter Valley Course Catalog* provides additional information that will assist you in deciding the courses you need to take, as well as which courses you may wish to take as electives. Please contact your guidance counselor for help with making course selections.

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## FLEXIBLE PATHWAYS TO GRADUATION

As educational practices have been evolving, so have the pathways to get to graduation. No longer is every student expected to gain all educational experiences in a classroom in the Otter Valley building. Various opportunities and locations are available for students; some are more traditional while others are more independent and interdisciplinary. Students can pursue a variety of online courses through VTVLC, internships throughout the school and community and Extended Learning Opportunities (ELOs). Students also have opportunities to pursue dual enrollment classes in which they can get high school and college credits. Students continue to have varied opportunities at the Stafford Technical Center in Rutland and the Hannaford Technical Center in Middlebury. Pathways continue to expand as more students pursue the various options.

## GRADING SYSTEM

Otter Valley Union High School uses a numeric grading system when reporting marking period, semester, and final grades. At both the Middle School and High School levels, the following grading system is utilized:

- 90 - 100 = Excellent = A
- 80 - 89 = Above Average = B
- 70 - 79 = Average = C
- 65 - 69 = Below Average = D
- 0 - 64 = Failing = F

In addition, the following notations are used when reporting marking period and semester grades:

- W = Withdrawn
- WP = Withdrawn, Passing
- WF = Withdrawn, Failing
- I = Incomplete

## Incomplete Grades

If you receive an incomplete grade ("I"), it means that for some extraordinary reason you were unable to meet the course requirements in time to receive a numeric grade, and that because of unusual circumstances, you are being given an opportunity to complete the required work. Work

with the teacher to create a time frame to achieve the necessary learning targets.

## General Rules for Taking Exams

During exams, you need to comply with the following rules and procedures:

1. Be sure to take all of your exams. If you fail to take an exam, you will not have met the course requirements; therefore, you will not earn credit for that class regardless of your previous grades.
2. You must take your exams according to the published exam schedule. **No exams may be taken before the designated exam days without prior approval.**
3. If you are late on an exam day, the teacher may determine that it would be best for you, and your success with the exam, to take the exam at another time.
4. If you are truant from an exam, you will need to meet with administration and guidance in order to make a plan for a response to the truancy, which may include not being permitted to take the exam.
5. If you are on out-of-school suspension on a day when your exams are scheduled, you will be permitted to take a make-up exam only after you have been reinstated to school following a successful conference involving you, a parent, and a school administrator. Failure to make up your exam following a suspension will result in the loss of credit for the class or classes involved.
6. If you must miss an exam because of illness or for another excused reason, your parents must notify the school of your absence by phoning 247-6833 as soon as possible on the day of the exam.
7. If you cause a disruption during the exam, you will be sent to the planning room and alternative plans will be made. The plans may include not being allowed to take the exam.
8. During an exam, you are not to leave the exam room except for dire emergencies, and then, only after you have received permission and a written pass from the teacher in charge.
9. If you complete your exam early, you should have a book to read or materials from other classes to study quietly. Unapproved electronic devices are not permitted in the exam room. Under no circumstances will you be permitted to disturb others who have not completed their exams.



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10. During exams, you are required to be in school only on those days and during those periods when you actually have to take an exam. If you do remain in the school when you have no exams, you must report to the designated study area. Wandering through the building, visiting friends, or loitering on school grounds are not permitted.

### **Seniors' Exam Privileges**

The following special procedures are in effect during exam periods for qualifying seniors only:

1. At each teacher's discretion, seniors may be excused from the requirement to take an exam if they have a "B" average (i.e., 80 or higher) in the class concerned on the regular school day immediately preceding the scheduled exam.

*Remember: it is your **teacher** who decides whether or not you must take the exam.*

2. If you are excused from taking an exam, you are not permitted to be in school during the period when the exam is given.

### **CALCULATION OF SEMESTER GRADES**

Your schedule may include both full-credit (1.0) and half-credit (0.5) courses. During the school year, you can earn up to eight credits (8.0) toward graduation

### **Determining Semester Grades**

In determining your semester grade for each course, the following procedure is employed:

1. For each class, the final grade for the semester is made up of four elements: the three marking period grades and the final exam grade. Each of these grades is weighted as indicated below:
  - 80%** Marking period grades (the average of the grades earned during each of the three marking periods that make up the semester).
  - 20%** Semester examination grade.
2. In order to pass for the semester, you must have passing grades (i.e., 65 or above) on at least two of the four grades that make up the final semester grade. Even if your average is 65 or above, if you have not passed two of the four grades that make up the semester grade, you will not earn credit for that class for the semester.

### **Mathematical Rounding**

All grades will be rounded to the nearest whole number for the purpose of determining academic grades that are used for report cards, eligibility, and the various honor rolls. Average grades that are equal to or greater than .5 are rounded up to the next whole number (e.g. 86.5 becomes 87); while averages less than .5 are rounded down to the next whole number (e.g., 86.4 becomes 86). Exceptions to this procedure are made when determining class rank, in which case, the averaging is carried out to 2 decimal points.

### **REQUIREMENTS TO RECEIVE CREDIT FOR COURSES**

Even if you have an overall passing mathematical average, in order to receive credit for the semester, you must also:

1. Take the final exam; and
2. Have passing grades (65 or higher) on at least two of the four grades that make up the semester grade.

### **HONOR ROLLS**

All students are encouraged to perform at their personal best in all of their classes. In an effort to recognize those who pursue excellence, Otter Valley has four honor rolls. At the conclusion of each marking period, you may qualify for one of the following:

- **The Scholars' Honor Roll:** For students whose marking period grades are all 90 or above, who are taking a minimum of 3.5 credits, and whose schedules include a minimum of two Advanced Placement or advanced courses (i.e., classes that have weighted grades).
- **The Principal's Honor Roll:** For students whose marking period grades are all 90 or above.
- **The Honor Roll:** For students whose marking period grades are all 80 or above.
- **The Merit Honor Roll:** For students whose marking period grades are 80 and above with no more than one grade in the 70's, and no grades lower than 70.

### **ACADEMIC ELIGIBILITY PROCEDURE:**

To be eligible to participate in contests, games, theatrical, or musical performances, the student must be passing all courses.

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Any course failures will result in the student being placed on academic probation. While on probation the student is expected to continue practicing, but may not travel with, may not suit-up with, may not warm up with, nor participate in any competitions, performances or productions.

1. If the student has one failure the student is placed on academic probation for five (5) school days. Five (5) days after the publication of the eligibility list the student must take the eligibility form to each of the teachers to verify that they are passing each class. They are to submit the completed verification form to the Activities Director. The student will continue with this process every five (5) school days until the new eligibility list is published.
2. If the student has two (2) or more failures the student is placed on academic probation for ten (10) school days. Ten (10) schools days after the publication of the eligibility list the student must take an eligibility form to each of their teachers to verify that they are passing in each class. They are to submit the completed verification form to the Activities Director. The student will continue with this process every five (5) school days until the new eligibility list is published.
3. When all grades are passing the student is able to compete or perform. At any one of the grade monitoring points the student may return to eligible or probationary status.
4. For the purpose of these procedures, grades are classified as follows:

Passing Grades

- = 65% or higher
- = P (Passing)
- = S (Satisfactory)
- = WP (Withdrawn Passing)

Failing Grades

- = 64% or lower
- = F (Failing)
- = U (Unsatisfactory)
- = WF (Withdrawn Failing)
- = I (Incomplete, until made up)

**REMEMBER**

Eligibility is based upon the grades received the marking period **BEFORE** the specific sports season in question. The time to be concerned about initial eligibility is the marking

period **BEFORE** the activity begins. For continued eligibility, passing grades must be maintained during the marking period of the activity. Changes in eligibility status do not take effect until the eligibility list is published.

**RANK IN CLASS**

Rank in class is figured for grades 9-12 at the end of Grade 11 and midway through Grade 12. The **Grade Point Average (GPA)** is calculated by totaling all of your grades in grades 9-12, and dividing by the total number of credits attempted. Some difficult and advanced academic courses are weighted at a plus five percent (+.05); while very difficult courses are weighted at a plus eight (+.08). Consult the *Course Catalog* booklet for more information.

**COURSE FAILURES**

If you fail a course during the school year, the following procedures apply:

1. Only seniors and students making up failed courses are permitted to enroll in two required core courses in one school year.
2. In all cases of students failing required courses, the following procedures will be followed:
  - a. You will be registered to take the failed course during the next semester or school year. In the case of sequential courses (e.g., English 9 before English 10), you will need to complete the lower level course before you are permitted to take the higher level course. [Using the example above, you would have to retake English 9 during the first semester before you could take English 10 during the second semester.
  - b. You may choose to complete a recognized and approved summer school program or correspondence course, within the limits outlined in the **Course Catalog** booklet, at your expense.

**NOTE: Your grade classification will be determined by the number of credits you have earned by the beginning of the new school year. Except for graduating 11<sup>th</sup> graders, there are no mid-year promotions.**

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## **SPECIAL REQUIREMENTS FOR THE SENIOR YEAR**

In order to graduate from Otter Valley Union High School, you will need to meet the following requirements during your Senior Year:

1. During the Senior Year, students who plan to graduate in June must register for ***and earn*** a minimum of two (2) credits during each semester of the last year before graduation.
2. Seniors who elect a Senior Partial Day Schedule should meet with Guidance to ensure that the proposed schedule meets all graduation requirements.
3. Seniors who elect a Senior Partial Day Schedule must obtain written approval from their parents and the approval of the school before they begin attending on a part-time basis. **[NOTE: The special approval form for this purpose is available in the Guidance Office.]**

### **HOMEWORK**

Homework can promote learning when it is meaningful and designed to reinforce classroom learning. Homework assignments are often given as follow-ups to classroom presentations and activities. The ultimate goal of homework is to promote student learning. Not all homework requires written responses or projects to be handed in and graded. Reading, studying and reviewing notes, and thinking about what is being learned in class are vital components of homework and should be included in your daily schedule. It is your responsibility to ensure that you understand the nature of the assignments, that you do them at home or in Homework Club, that you complete them on time, and that you also schedule time for review and study of other important classroom materials.

#### ***How to Obtain Classwork During Absences***

If you are going to be absent from school three (3) or more days, you should contact the Guidance Office (247-6833) in order to request homework assignments from your teachers. Because it takes some time to gather homework assignments from all of your teachers, ask the guidance secretary when the work can be picked up. You should arrange to have someone pick up your assignments from the Guidance Office before 3:30 p.m. For absences of one or two

days, you will normally be back in school before homework assignments can be sent to the Guidance Office. In such cases, you are encouraged to contact classmates or your teacher via voice or e-mail to find out what you missed and what assignments are due the following day.

### **HOMEWORK CLUB**

The after school Homework Club is for students who need a quiet, structured, and supervised environment to complete their homework, study, or to catch up on school work.

Homework Club is held in the Media Center. Additionally, the Media Center resources, including computers, are available for student use. The Homework Club begins at 2:45 p.m. and runs until 4:30 p.m. on Mondays, Wednesdays and Thursdays. If you wish to attend the Homework Club, you must remain in the Media Center until 4:30 p.m.

#### ***How to Earn Credit for Make-up Work***

Whenever you are absent from class, it is ***your*** responsibility to make the necessary arrangements to make up any work that you missed. If you were absent for an excused reason, you will be given a "reasonable time" to complete and hand in your make-up work. A "reasonable time" normally means that from the day you return to school from an excused absence, you have the same number of days to make up your work as you were absent. If, however, you were absent because of truancy or other unexcused reason, you will meet with the administration and guidance before making up work.

### **ADVISORY / CALLBACK / MORNING MEETING**

The school day starts every morning at 8:00 am with a morning meeting, an opportunity to meet briefly and get the day started. After second block, all students will report to their advisory classroom or their callback classroom, if an appointment has been made. All students are assigned to a classroom during this time in the same manner that students are assigned to classrooms during the remainder of the day. Students can participate in team building experiences, plan for team activities, such as the community service day and use the time for

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academic work, whether in the advisory or in a callback.

### **ACADEMIC DISHONESTY**

All cases of academic dishonesty will be treated seriously. Some first-time offenses, such as copying homework or not citing sources in short projects, will be handled by classroom teachers. The teacher will discipline you and send a note to your parents and your administrator. Other offenses, including not citing sources on a major project, copying verbatim from reference sources or another person's work, cheating on quizzes and tests, and second offenses will be documented by a referral to the Associate Principal. The Associate Principal will meet with you, your teacher, your parents, and your guidance counselor to discuss the infraction. The Associate Principal will recommend appropriate sanctions, which may include, but not be limited to, the following:

1. The requirement that you make-up the work by resubmitting a revised version of the report or project in question, within a specified time frame, and with all work being completed on your own time.
2. Assigning a grade of zero ("0") for the work in question.
3. Failure of the class.
4. Suspension from school.
5. Inclusion in your school records of a description of the situation.

### **DEFINITIONS**

**Plagiarism:** "Plagiarism is using someone else's words or ideas without giving proper credit – or without giving any credit at all – to the writer of the original. Whether plagiarism is intentional or unintentional, it is a serious offense. . ." (Trimmer 25)

**Cheating:** The giving or receiving written or oral information in a manner contrary to instructions, either implicit or stated.

#### **Avoid Plagiarism: Document Sources**

When preparing a research paper or other assignment that involves using sources of information other than your own opinion, you can avoid the risk of plagiarism if you follow the guidelines and format presented in the *OV Research Procedure and Process* manual, which is based on *A Guide to MLA Documentation*, (Third Edition) by Joseph Trimmer. These publications are readily

available from English teachers and are on-line. Not only will using these guides help you avoid plagiarizing other's ideas, but they also provide you with examples of acceptable formats to use when you write a research paper. Ask your teacher for information on the OV research procedures and process the next time you have a research paper to complete.

### **TEXTBOOKS AND SCHOOL MATERIALS**

The school supplies you with textbooks for your classes and may, at times, provide other specialized materials of instruction. When you accept these textbooks and school materials, you do so with the understanding that you are responsible for taking care of them while they are in your possession.

You are reminded that textbooks and school-owned materials of instruction represent a major investment by the school (and, therefore, by your parents and other taxpayers). Although reasonable wear is expected, you need to make every effort to take care of school property. For example, you should keep a protective cover on your textbooks, and should refrain from storing papers and pencils inside them.

### **CONFIDENTIALITY OF STUDENT RECORDS**

Student records at Otter Valley Union High School are considered to be confidential in nature and are protected by law. The following laws deal with student records:

#### ***Family Education Rights and Privacy Act (HR.69) 1974***

This is a federal law designed to protect the rights and privacy of parents and students in regard to educational and official records maintained by the school. The law lists persons who have a right to view records and under what circumstances. The law also defines what recourse parents and students have when their right to privacy is invaded.

#### ***Privileged Information: Family Privacy Act***

The following information is considered "directory information" by Otter Valley, and may be divulged to others without written consent: a student's name, address, phone number, age, sex, parents' name(s), parents' address(es), enrollment status, dates of enrollment, school grade, school activities and honors, and Otter

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Valley eligibility status. If you or your parents wish to have this information exempted from the directory information provision, you must file a written request with the Main Office annually.

## **PROCEDURES FOR STUDENT USE OF ELECTRONIC RESOURCES**

*The use of "RNESU" in this document refers to Rutland Northeast Supervisory Union member schools (Neshobe School, Lothrop Elementary School, Barstow Memorial School, Leicester Central School, Whiting Elementary School, Sudbury's Country School, and Otter Valley Union High School) and any other sites where RNESU may offer such electronic services.*

### **A. Purpose**

Information technology tools enhance learning opportunities throughout our curriculum. Procedures for use of this technology are practical and logical extensions of our commitment to legal, responsible, ethical, and conduct which is considerate of others. Use contrary to these procedures will be addressed through individual school Disciplinary Plans.

### **B. Acceptable Use**

Students may access the RNESU's Electronic Resources for educational purposes only. Acceptable use includes classroom activities, career development, and curriculum driven research and may involve electronic communication as designated by the Supervisory Union/School. The Supervisory Union/School's Electronic Resources shall not be used for commercial or entertainment purposes, as a public access service, or a public forum, unless permission is granted by the Superintendent or his/her designee. Students are expected to follow the rules of personal conduct outlined in the Student Handbook, the Student Acceptable Use Policy, the individual user responsibilities outlined below, as well as abide by state and federal laws in the use of the Supervisory Union/School's electronic resources.

From time to time, and at the beginning of technology use courses or strands, teachers or assigned staff shall brief students on safe/unsafe and appropriate/inappropriate computer use.

### **C. Individual User Responsibilities**

Follow all school rules regarding appropriate behavior and conduct, including not using inappropriate language, or harassing, bullying, or posting false or insulting information about other students. **AND, DO NOT**

- Use school or district Electronic Resources to access material that is not for educational purposes.
- Attempt to gain unauthorized access to school or district computer systems. This includes attempting to log in through another person's account or tampering with another person's files or folders.
- Make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Provide personal contact information about yourself or others, including name, address, telephone number, social security number, etc.
- Transmit, harassing, embarrassing indecent, profane, pornographic, obscene or unlawful material.
- Access sites containing this information. Do not transmit information damaging to a person(s) reputation.
- Use chat rooms, engage in blogging or use instant communications software (such as AOL Instant Messenger), unless assigned by a teacher.
- Use or install personal hardware/software without permission from faculty/staff.
- Download anything without permission of faculty/staff.

#### **YOU MUST, HOWEVER,**

- Notify school staff and parent/guardian immediately if anyone contacts you for illicit or suspicious activities. Promptly disclose to teacher or other school employee any message received that is inappropriate or makes you feel uncomfortable.
- Protect your password.
- Know and follow the Acceptable Use policy.
- Log-off or lock machines before walking away.
- Use e-mail only with the permission of faculty/staff.

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**PLEASE NOTE: Printing** is restricted to school related projects and requires faculty/staff permission. Please do not waste paper or ink. Also, please:

- Obtain approval for all activities that impact network speed and efficiency (such as music downloads, streaming audio, and video) which must be related to educational purposes, and must be approved by your teacher.
- Adhere to time limits and disk space allotments.
- Respect the rights of copyright owners. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Do not plagiarize works of others.
- Do not use school or district electronic resources for commercial purposes. This means you may not offer, provide, or purchase products or services through the school or district's internet connection. You may not use the school or district connection for entertainment purposes.

**You or your parents will be held financially responsible for any harm to the system as a result of intentional misuse.**

#### **D. Filtering and Blocking**

In accord with the Children's Internet Protection Act, Section 1703, paragraph (1), the Rutland Northeast Supervisory Union schools may employ technological measures to block access to World Wide Web resources of an inappropriate nature as judged by the local school board, principal and/or the properly designated school-level technology coordinator. It is recognized that these measures cannot be guaranteed to be 100% effective in blocking objectionable content.

#### **HARASSMENT**

Harassment is a form of discrimination that will not be tolerated. It rises above the level of your being irritated or upset by occasional, random, or sporadic rude or disrespectful comments, arguments, disagreements, or actions of others.

Harassment is defined as "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 or religion, color, national origin, marital status, disability, sex, sexual orientation, or gender identity 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."

Examples of harassment include, but are not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, extorting or the display or circulation of written materials or pictures.

#### ***What to do if you believe you or someone else is being harassed:***

If you believe that you are being harassed based on the definition above, or you know of another student who is being harassed, you need to immediately report it to one of the Otter Valley designated employees:

Carlos Romeo, Dean of Students OVUHS  
802-247-6833 ext.2604

Anne Cioffredi, Student Support Professional  
OVUHS 802-247-6833 ext.2604

The RNESU Non-Discrimination Coordinator is  
Marsha Bruce, at 247-5757.

Students, who violate the Harassment Policy, by engaging in harassing behaviors, could be suspended for up to ten days by the superintendent or principal, and face possible expulsion for up to 90 days. [Source: 16 V.S.A. §1162]

*Policy on the Prevention of Harassment, Hazing and Bullying Students may be found on the RNESU website: [www.rnesu.org](http://www.rnesu.org) under RNESU POLICIES: Section J - Students: Policy JBEEA. You may receive a copy of this and any RNESU policies upon request.*

#### **HAZING**

Hazing is prohibited. Hazing as defined in OVUHS Policy Code JFD is any intentional, knowing, or reckless act, directed against a

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student, that (i) causes or creates a serious risk resulting in severe mental or emotional distress or bodily injury to a student and (ii) is for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any student group or club whose members are students at the Otter Valley Union High School/RNESU. Hazing may also be the directing of another student to commit some act of harm or humiliation to him/herself; it may be done by one person alone, or acting with others. Can be found

*The policy, Policy on the Prevention of Harassment, Hazing and Bullying Students can be found on the RNESU website: [www.rnesu.org](http://www.rnesu.org) under RNESU POLICIES: Section J - Students: Policy JBEAA. You may receive a copy of this and any RNESU policies upon request.*

Any student who violates this policy will immediately forfeit the privilege of participating in any extracurricular activities for a period of six weeks, and may be suspended from school and/or subjected to other appropriate disciplinary and/or corrective action, including restitution. A student will be subject to disciplinary action, up to and including long term suspension and expulsion, under this policy if he or she:

- A. Engages in hazing.
- B. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- C. Intentionally knowingly or recklessly condones the hazing activity.
- D. Retaliates against a person for reporting a hazing incident or for cooperating with an investigation into an allegation of hazing.

It is not a defense in a disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Examples of what may constitute hazing include, but are not limited to, the following actions, when they also meet the definition of hazing in the paragraph above.

- Any type of physical brutality, such as whipping, beating, striking, branding, electric

shocking, placing of a harmful substance on or in the body, or similar activity;

- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm; or
- Any activity that induces, causes, or requires the student to perform a duty or task, which involves the commission or a crime or an act of hazing.

**Acts that could be considered hazing:**

The following are examples of actions or activities that could be considered to be hazing:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the person's willingness to participate.
- Forcing, requiring, or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring, or pressuring an individual to shave any part of his/her body, including the hair on his/her head.
- Any requirement or pressure put on an individual to participate in any activity that is illegal, perverse, and publicly indecent, contrary to his/her genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct, or sexual gestures in public.
- Required eating of anything an individual would refuse to eat otherwise.
- Any activity or action that creates a risk to the health, safety, or property of the school or any member of the community.
- Forcing or requiring calisthenics, such as push-ups, sit-ups, and runs.
- Assigning or endorsing "pranks" such as stealing or harassing of another team or organization.
- Awakening or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.

- Physical abuse of any kind.
- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Engaging in public stunts and buffoonery.
- Nudity at any time, or forced reading of pornographic material.
- Paddling, beating or otherwise permitting a member to hit other members.
- Having substances such as eggs, mud, paint, honey, etc. thrown at, poured on, or otherwise applied to the body of a member.
- Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

Sources: 16 V.S.A. §140, et seq.; University of Vermont, Department of Athletics, Student-Athlete Agreement Concerning Hazing.

The designated OV employees to receive reports of hazing are:

Geoff Lawrence, Associate Principal OVUHS  
802-247-6833 ext.249

Steven Keith, Activities Director OVUHS  
802-247-2768

### EXCESSIVE ABSENTEEISM

During each semester, regardless of the cause of the absences, if you are absent from school more than **10%** of the time, you will be considered to be **excessively absent**. This means that for one-credit (1.0) courses that meet every day, you will be considered to be excessively absent if you are absent ten (10) or more days during the semester (= half year). For half-credit (0.5) courses or classes that meet on alternate days, you will be considered to be excessively absent if you are absent five (5) or more days during the semester.

If you have established a **record of excessive absenteeism**, school personnel will review your attendance, performance, and discipline records in order to determine your ability to succeed at school. Additionally, you may be referred to the school's Truant Officer, and you may be required to supply the school with physician's certificates for all subsequent absences due to illness. Your parents will be notified of your excessive

absenteeism, and they will be invited to work with the school to improve your attendance record at school.

### The Effect of Excessive Absenteeism on Grades

When determining the effect of excessive absenteeism on your marking period and semester grades, your teachers will consider the following issues:

- Did you meet the minimum requirements established for the course?
- Did you make up the work you missed each time you were absent?
- What kinds of class and group instructional activities and learning experiences did you miss that could not be made up?
- What were the reasons for your absences? Were they excused or unexcused?
- Did you supply the school with doctor's notes for any of your absences? Were these notes turned in within the three-day limit?
- What has been your attendance and achievement record in the past?
- Were there any unusual or extraordinary circumstances that need to be considered?

Merely supplying written excuses for your days of absence, even if such notes are from a doctor, does not guarantee that you will be able to earn credit for the classes where you have a **record of excessive absenteeism**. Ultimately, the decision as to whether or not you should pass a class will be determined by the first consideration: i.e., did you meet the minimum course requirements?

If you establish a **record of excessive absenteeism** from school, you may be referred to the school's Truant Officer. By law, the Truant Officer is authorized to investigate situations where truancy is a possibility, and to provide the school, local police, the Vermont Division of Child and Family Services (DCF), and the Vermont State's Attorney information regarding a student's school attendance.

If the Truant Officer finds that you have been truant from school, efforts will be made to get you to attend school on a regular basis. You, your parents, and the school will all work together to resolve your attendance problems. If your attendance does not improve, the Truant Officer



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will prepare a report that will be forwarded to DCF and the State's Attorney's office for possible prosecution.

### **ATTENDANCE PROCEDURES**

**Please be aware of the following attendance procedures, and adhere to them:**

- If you are absent from school due to illness or another excused reason, your parents should call the school as soon as possible to report that you will not be attending that day. [247-6833]
- School secretaries may call the homes of students who are absent from first block and whose parents have not called the school.
- All absentee excuses (written or verbal) must be given to the Main Office within three (3) school days of your return to school. If you do not get your absentee note in within this time period, your absence will be considered to be "unexcused."
- If your absence is determined to have been "unexcused," you will be considered to have been truant, and you will meet with Administration and Guidance before to make a plan for continuing in class.

### **Reasons for Excused Absences**

If you are absent from school, you must provide the school with a written note from your parents, guardian, or physician explaining the reason(s) for your absence. If your parents verify via written note that you were absent from school with their consent for a legitimate reason, your absence will be coded as "**excused.**" You will be permitted to make up work missed due to an "excused" absence [see *Reasonable Time* procedures below].

Legitimate (excused) reasons for being absent from school include, but are not limited to the following:

- Illness of the student
- Illness in the immediate family or other family emergency
- Death of an immediate family member
- Court summons
- Observance of a recognized religious holiday
- In-school suspension from class(es)
- Out of school suspension
- Other reasons approved by the Principal or Superintendent (prior notice is required)

### **Unexcused Absences**

Your absences from school will be recorded as "**unexcused**" for the following reasons:

- You are absent without your parents'/guardians' permission and knowledge
- You leave school grounds without permission or without signing out in the office before you leave
- You cut class

### **Reasonable Time for Make-up Work**

Whenever you are absent from class, it is your responsibility to make the necessary arrangements to make up any work that you missed. If you were absent for an excused reason, you will be given a "*reasonable time*" to complete and hand in your make-up work. A "reasonable time" normally means that from the day you return to school from an excused absence, you have the same number of days to make up your work as you were absent.

### **Planned Absences from School**

Because regular attendance and daily participation in class activities are so important, it is recommended that the number of days you are absent be kept to a minimum. Whenever possible, family vacations and other activities that keep you out of school should be scheduled when school is not in session. If circumstances make it imperative for your parents to plan an activity that will keep you out of school, you and they need to be aware of the following:

1. You need to make arrangements for a planned absence well in advance. Approximately one week before your first day of absence, you need to get a *Leave of Absence* form from the office secretary. This form is to be completed by you, your parents, and your teachers before it is submitted to the office.
2. Although your teachers may be able to give you a broad overview of the work that is expected to be covered during your absence, they will not be able to provide you with a list of specific assignments that were actually covered until you return to school. When you return to school, therefore, you are responsible for checking with your teachers to be sure that you have completed all work missed during the time of your absence.

3. Work missed must be completed by the end of the first week (5 school days) following your return to school, unless you make special arrangements with your teacher(s).
4. Even if all work is made up, it is very possible that your grades, as well as your future comprehension of course concepts, may be adversely affected by an extended absence.
5. Completion of the *Leave of Absence* form does **not** signify school approval of your planned absence -- it simply alerts your teachers to the fact that you will not be in class for a given period of time.

### LATENESS TO CLASS AND SCHOOL

Developing students' habits of good attendance and punctuality are important goals of the school that will assist you as you prepare to function in the world of work. You are, therefore, expected and required to be on time to school and to each of your classes. Repeated lateness disrupts the learning process, interrupts class activities, and interferes with your and your classmates' ability to succeed and is unacceptable behavior.

#### **Late to School**

If you are late to school, you must report to the Main Office to sign in. At that time, you should present a note from your parents or doctor explaining why you were late. Reasons for excused lateness are the same as for excused absences (see *Reasons for Excused Absences, above*). If you do not have a written excuse, your lateness will be marked "*unexcused*." Repeated lateness to school will result in the same consequences as described below (see *Late to Class*).

#### **Late to Class**

Your teachers will take the initiative in controlling and correcting repeated tardiness to class by dealing directly with you and by making phone contacts with your parents. If you are repeatedly late to your classes, you can expect that the actions below will be taken:

NUMBER OF TARDIES	ACTION TAKEN BY	ACTION
1 <sup>st</sup> tardy per semester	Teacher	<ul style="list-style-type: none"> <li>• Inform student he/she is late &amp; warn of consequences of additional tardies</li> </ul>
2 <sup>nd</sup> tardy per semester	Teacher	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Notify parents of tardies</li> </ul>
3 <sup>rd</sup> tardy per semester	Teacher	<ul style="list-style-type: none"> <li>• Submit Disciplinary Referral</li> </ul>
	Dean of Students	<ul style="list-style-type: none"> <li>▪ Assign detention</li> <li>▪ Contact parents</li> </ul>
4 <sup>th</sup> tardy per semester	Teacher	<ul style="list-style-type: none"> <li>▪ Submit Disciplinary Referral</li> </ul>
	Dean of Students	<ul style="list-style-type: none"> <li>▪ Conference with student</li> <li>▪ Assign detention</li> <li>▪ Contact parents</li> </ul>
5 <sup>th</sup> tardy per semester	Teacher	<ul style="list-style-type: none"> <li>▪ Submit Disciplinary Referral</li> </ul>
	Dean of Students	<ul style="list-style-type: none"> <li>▪ Conference with student</li> <li>▪ Assigned to the Planning Room for one day</li> <li>▪ Contact parents</li> </ul>
Continued tardiness	Teacher	<ul style="list-style-type: none"> <li>▪ Submit Disciplinary Referral</li> </ul>
	Dean of Students	<ul style="list-style-type: none"> <li>▪ Conference with student</li> <li>▪ Place student on out-of-school suspension</li> <li>▪ Hold reinstatement conference with student and parents</li> </ul>

### Early Dismissal from School

There may be occasions when you need to request an early dismissal from school. In such cases, you must sign out through the office before you leave the school. If you leave school without first obtaining permission, you will be considered to be truant. Because active participation in class activities is so important for academic success, and because you must be in class to participate, you are encouraged to make every effort to schedule doctors' appointments and other activities at times when school is not in session.

### Reasons for Early Dismissal

The reasons for excused early dismissal from school are the same as those for absence from school (see *Reasons for Excused Absences, p.*

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D-3). Requests to leave early in order to go to work will not be accepted.

### **Early Dismissal Procedures**

If you need an early dismissal from school, abide by the following procedures:

1. Bring in a note from your parents requesting an early dismissal. The note should specify the reason for the early dismissal and the time you need to be released. The note should be given to the main office secretary as soon as you arrive at school in the morning.
2. You will be given a pass to report to the office at the appropriate time for dismissal. When that time arrives, show your pass to your teacher, and report to the office to be excused. Be sure to keep your pass in case you are asked to verify your excused absence if requested at a later time.
3. Only after you have been properly signed out via the office, are you excused to leave school. Once you have signed out, you must leave school grounds.
4. If you return to school the same day, you must report directly to the office to get signed in.

### **Leaving School Grounds without Permission**

Once you arrive on school grounds, you must remain in the building throughout the day and attend all of your classes. You may leave school early only if you have a written pass from a school administrator, guidance counselor, the main office secretary, or the nurse (see *Early Dismissal Procedures*, above). If you leave the building or school grounds without permission, you will be considered to be truant. This means that you will not be permitted to earn credit for any work missed, and you will be assigned one day of after-school detention plus one additional day of detention for each class that you missed or an in-school suspension. For example, if you leave school without permission and miss Blocks 3 and 4, you will receive three days of after-school detention

### **Class Cuts**

Once you arrive at school for the day, you are expected to attend each of your classes. There are no acceptable justifications for cutting classes. Class cuts count as unexcused absences and will have an adverse effect on your

grades and your ability to succeed in your classes. If you cut classes, you will be subject to disciplinary action, including after-school detention, and your parents will be notified. Missed work may be made up after meeting with Administration and Guidance.

### **Truancy from School**

If you fail to attend school when you are not sick or have another excused absence, you are considered to be truant. As a consequence of being truant, you will receive a zero ("0") for any work that was due or completed while you were absent, you will be subject to disciplinary action by your administrator, and your parents will be notified. Examples of unexcused absences include, but are not limited to, the following: working, shopping, going to a hair appointment, skiing, visiting a friend, avoiding a test or project due date, or not feeling like coming to school. Because all students are offered the opportunity to use school buses to travel to and from school, absences or lateness due to a car malfunction or a ride that did not show up will **not** be excused.

### **Participation in Co-curricular Activities and Athletic Events**

You are reminded that one condition of your participating in co-curricular and athletic events is your regular attendance of school and all of your classes. Consequently, to be eligible to participate in a school event, you need to comply with the following procedures:

- On the day of the event or activity, you are required to be in school **no later than one (1) hour past the start of your school day.**
- If you need to be absent for all or part of a day when an athletic event or co-curricular activity is scheduled, you need to obtain prior approval from a school administrator to do so.
- If an athletic or co-curricular activity is scheduled for a weekend or other non-school day, you must have attended school and all of your classes the last school day before the event in order to be eligible to participate.
- If you miss school or classes because of suspension, you will be considered absent, and the requirements above will be applicable.

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## **AUTHORITY OF SCHOOL PERSONNEL**

Teachers and other members of the school staff are responsible for enforcing acceptable standards of behavior and established rules of conduct; consequently, they will remind students when their behavior is in conflict with the standards of good behavior established at the school. This means that teachers, substitute teachers, and other members of the school's staff have authority over you in the school building, on school grounds, and at school-sponsored events, regardless of whether or not they actually have you in their classes. You are expected and required to comply promptly with teachers' directives, including requests that you identify yourself and directions to report to the office. If you are insubordinate or defiant, respond in a disrespectful manner, use abusive or foul language, or engage in threatening body language, you will be referred to the Associate Principal for appropriate disciplinary action.

## **DANGER TO OTHERS**

Each member of the school community -- student, teacher, or staff member -- has the right to be safe and to feel safe while in school. If you behave in such a manner so as to pose an actual or threatened danger to yourself or others, you will be removed from the school. Under such circumstances, you will not be permitted to return to school until a successful parent conference has been held and the issues involved in the suspension have been fully resolved.

## **"Just Playing Around" or "Horseplay"**

The primary purpose of the school is to engage students actively in the process of learning. Consequently, it is not a place to "play around." Frequently, student behavior that begins as "horseplay" becomes serious, ending in disagreements, hurt feelings, fights, and/or injury to others. In some cases, these situations spread to others who then get involved in the confrontations and resulting arguments or fights.

As you interact with your schoolmates, you need to be aware of the effects that your behaviors might have. Calling someone names, spreading rumors about a classmate, pushing or punching another student (even in jest), taking or hiding another student's personal belongings, chasing another student in the hallway or classroom, etc. are all examples of "just playing around" that are

unacceptable and can lead to more serious problems or even injury. When such problems develop from your "just playing around," you bear a major part of the responsibility for the resulting misbehavior, and you will face disciplinary action based on the severity of the problems.

## **PHYSICAL AGGRESSION**

Any students engaging in physical aggression of any kind will be subject to disciplinary action including, but not limited to out-of-school suspension.

## **FIGHTS**

Fights occur when two or more students mutually agree to resolve problems or differences by fighting rather than by seeking alternative, less violent, and safer solutions. Fighting in school, on school grounds or buses, or during school-sponsored activities is forbidden. You will face strong disciplinary action, which can include immediate out-of-school suspension, if you fight in school. Additional disciplinary action and/or referral to the School Resource Officer or local police may result following additional investigation into the causes of the fight. All participants in fights will be held accountable for their decisions and actions, regardless of who started the fight.

In dealing with conflicts with your classmates or others in school, you are expected to find alternative ways of resolving these problems other than resorting to fighting. Administrators, guidance counselors, and teachers are available to assist you in resolving problems. It is **your** responsibility to take the initiative in finding acceptable ways of dealing with conflicts and for avoiding getting into fights with others. If you take no preventative action and simply allow conditions to worsen to the point that a fight occurs, you share the blame with the other party, no matter who actually threw the first punch or otherwise initiated physical contact.

## **ASSAULT**

Assaults occur when one or more students pursue another student or other students who are trying to avoid a conflict. An assault can be viewed as a one-sided fight, where one side wants to fight but the other side does not.

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The victim of an assault who tries to defend him/herself from the assault may not be charged with fighting or assault if he/she limits the amount of force used to that necessary to defend him/her.

Assaults in school, on school grounds or buses, or during school-sponsored activities is forbidden. You will face strong disciplinary action, including immediate out-of-school suspension, if you choose to assault another student. Additional disciplinary action and/or referral to the School Resource Officer or local police may result following additional investigation into the causes of the fight. All participants in fights will be held accountable for their decisions and actions.

### **INCITING OTHERS**

If your behaviors serve to incite, or encourage, other students to engage in actions that are dangerous to others, you will be held accountable for the resulting misbehavior of those students, even if you are not directly involved in the fight, assault, or other dangerous behavior. Examples of inciting behaviors include, but are not limited to: spreading rumors, telling tales, making false or inflammatory statements, teasing, "egging-on," serving as a go-between, etc. If you incite others to misbehave, including fighting or assaults, you will face strong disciplinary action, and can include being suspended out-of-school.

### **RECKLESS BEHAVIOR INVOLVING INJURY TO OTHERS**

Reckless and dangerous behaviors that result in serious injury to another or damage to school or personal property are prohibited in school, on school grounds or buses, or during school-sponsored activities. If you behave in such a manner so that your actions result in serious injury to another, discipline will be imposed, and can include an immediate short-term out-of-school suspension to provide a cooling off period for the safety of all involved. Depending on the circumstances uncovered in the course of a thorough investigation of the incident, long-term penalties may range up to and include a change of educational placement or long-term suspension. Local police will be notified of all cases of serious injury.

### **THREATS AND THREATENING BEHAVIOR**

In today's society, threatening behaviors, including, but not limited to verbal and physical threats, are being taken very seriously. Threatening another person is not acceptable. Consequently, if you make threats against another student, a teacher, or other members of the school community, you will be held accountable for your misbehavior. If you make verbal or physical threats against others, your threats will be reported to your parents and/or to the local police as conditions warrant. In addition, you will be subject to disciplinary actions, including, but not limited to, suspension from school.

### **BULLYING**

Bullying is against the law and will not be tolerated. Vermont Law, 16 V.S.A. §11 (a) (32), defines bullying as "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:

- Is repeated over time;
- Is intended to ridicule, humiliate, or intimidate the student; and
- Occurs during the school day, 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.

Bullying, while especially prevalent during the middle school years, can occur at any age level. Likewise, both girls and boys can engage in bullying behaviors. Bullying is a form of intimidation that demeans and humiliates others and indicates a lack of respect for classmates and oneself. Bullying is unacceptable and will result in disciplinary action, including, but not limited to, suspension from school.

If you are being bullied by someone, or know of someone else who is being bullied, report the problem to a school counselor or administrator, as well as to your parents.

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Otter Valley continues to focus on bullying prevention. Students are expected to adhere to the following rules in an effort to maintain a “Bully-Free OV”:

- We will not bully others
- We will try to help students who are bullied
- We will try to include students who are left out
- If we know somebody is being bullied, we will tell an adult at school and at

*Policy on the Prevention of Harassment, Hazing and Bullying Students may be found on the RNESU website: [www.rnesu.org](http://www.rnesu.org) under RNESU POLICIES: Section J – Students, policy JBEAA. You may receive a copy of this and any RNESU policy upon request.*

### **DISCIPLINARY ACTIONS RESULTING FROM STUDENT MISBEHAVIOR**

In dealing with student misbehavior, every effort will be made to resolve problems at the lowest and least formal level possible. Your teachers will initiate corrective actions if your behavior is unacceptable. If your poor behavior continues, or if you are involved in a particularly serious incident, your teacher will refer you to your administrator for appropriate actions. Several disciplinary actions that can result from your misbehavior are noted below:

#### **Parent Conferences**

The school will keep your parents informed of any problems that you may be having in school. This may be done via phone calls, notes and copies of referrals sent home, and may result in conferences involving you, your parents, the Associate Principal, and perhaps your teacher(s).

#### **Detention**

Detention is assigned to you by the Associate Principal in response to your involvement in unacceptable behavior while you are at school or during school-related events. Detention is a serious matter and should be regarded as an alternative to suspension from school. You will be required to serve your detention on the day assigned by the Associate Principal. Personal business, work responsibilities, etc. will not be accepted as reasons for not serving detention.

#### **Failure to Serve Detention**

If you cut detention, or if you fail to serve detention in a satisfactory manner, you will be assigned additional detention. If you continue to fail to serve detention in a satisfactory manner, you could face suspension from school. Before being permitted to return to classes following a suspension, a conference involving you and your parent(s) is required. A condition of your reinstatement to school is that you must serve at least one of the days of detention before returning to school. You will need to serve any remaining days after you have returned to school.

#### **Consequences for failing to serve detention:**

##### *First Offense*

1. Additional detention (double the original detention).
2. Notification of your parents.

##### *Second Offense*

1. In-school suspension.
2. Notification of parents.

##### *Third Offense*

1. Out-of-school suspension.
2. Notification of and conference with parents before you return to school.

##### *Continued Refusal to Serve Detention*

1. 5-10 day out-of-school suspension.
2. Notification of and conference with your parents.
3. Determination as to whether or not an expulsion should be requested.

#### **Removal from Classes or School**

If you are repeatedly involved in unacceptable behavior, or if your infraction is of a very serious nature, the Associate Principal may determine that you should be removed from classes or school for a given period of time. Because removing you from classes is such a serious step, it is a penalty that is not taken lightly by the school. Likewise, you should realize that your behavior has been deemed unacceptable if it is necessary to remove you from classes or school.

Removal from classes may result in assignment to the Planning Room, or placement in in-school or out-of-school suspension. In all cases, you are responsible for keeping up with the work that you miss as a result of your misbehavior.

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### **Assignment to the Planning Room**

In order to resolve issues and/or review behaviors that are unacceptable in school, your teacher or the Associate Principal may assign you to the Planning Room for a given period of time. The Planning Room is used to assist students to think about and work on a particular behavioral problem. The Planning Room is staffed by an adult who will assist you in developing a behavior modification plan that identifies specific steps and actions that you need to take in order to resolve the problem. Guidance counselors, administrators, and teachers are also available to assist you with this process.

When you are assigned to the Planning Room, the Associate Principal or Planning Room Staff will meet with you to clarify the expectations while in the Planning Room. They will work in conjunction with your teacher to determine how long you will be assigned to the Planning Room.

### **Out-of-School Suspension**

Out-of-school suspension is one of the most serious and severe disciplinary actions that the school can take. The only stronger action is a request for your expulsion from school. Because of the seriousness of this action, every effort is taken by school personnel to deal with behavioral problems in ways other than out-of-school suspension. In some cases, students may be offered referral to the BRAVO program as an alternative to out-of-school suspension.

During the period that you are on out-of-school suspension, you are not permitted to come into the school building, be on school grounds, attend vocational classes, or participate in any school-sponsored events, including athletics or co-curricular activities or programs, until you have been reinstated following a successful conference involving you, your parents, and the Associate Principal. You will be required to sign a contract in order to return to school following your suspension.

### **Alternative to Out-of-School Suspension**

In some cases, a referral to the BRAVO program may be offered to the student as an alternative to out-of-school suspension. This is a formal process whereby a student is required to meet with BRAVO members (who are not part of the Otter Valley community) outside of school hours to address behavior patterns that interfere with

the student obtaining a satisfactory learning experience. The Associate Principal will determine if this option is appropriate on a case by case basis, and offer this alternative to the student and family at the time of assigning an out-of-school suspension.

### **Expulsion from School**

Requesting that you be expelled from school is the strongest disciplinary action that the school can take. A request for expulsion is made only after repeated attempts to correct long-term disciplinary problems have failed to yield positive results, or when your misbehavior was of a severe nature. All expulsions must be approved by the Board of School Directors, and the fact that you were expelled becomes part of your permanent school record.

## **DISRUPTIONS TO THE EDUCATIONAL MISSION OF THE SCHOOL**

### **False Alarms**

It is illegal to pull a false alarm. The school will take legal action anyone found responsible for the pulling a false alarm.

### **WARNING**

***The Otter Valley UHS Board of Directors will employ all legal means available against anyone who causes a major disruption to the educational mission of the school by making a bomb threat or otherwise causing the evacuation of the school under false pretenses. Such actions by the Board will include, but will not be limited to, suspension from school pending a review of an expulsion request, the filing of charges as specified by local, state, and/or federal laws, and the filing of civil suites to recover any damages or losses resulting from the false alarm or report.***

### **FOUL AND ABUSIVE LANGUAGE AND HOSTILE BODY LANGUAGE**

Foul, abusive, and/or profane spoken or written language, whether directed at another student, teacher, or other member of the school's staff, or merely spoken in an audible manner, is not conducive to maintaining a positive learning environment, nor is it consistent with the school's efforts to promote civility in person-to-person interactions. Consequently, using such spoken or written language, or making threatening or

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unacceptable body gestures, is not permitted in school, on school grounds, in school buses, or during school-sponsored events or activities. This includes via electronic means. If you elect to use foul and/or abusive language, you will be referred to the Associate Principal for appropriate disciplinary actions and parental notification.

### **ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL**

During the school day, your attention and energies should be devoted to your school work. Items that are dangerous or that distract you or others from active participation in the educational process should not be brought to school. While it is impossible to list every such item, the examples listed below should give you an idea of what items you should not bring to school:

- matches and lighters, incendiary devices, fireworks, spray paint, etc.
- skateboards, roller blades, roller skates, etc.
- laser pointers
- toys, games, electronic games, etc.
- any other items that will interrupt the educational process, disrupt classes, or distract you or others.

If you bring distracting and/or disruptive items to school, they may be confiscated until your parents come to the school to pick them up. Repeated violations will result in administrative action.

### **UNAUTHORIZED AREAS**

During the school day, you have a schedule of classes that identifies where you are supposed to be at any given time. You are expected to attend your classes in their assigned classrooms. Lunch periods and TA assignments, are assigned classes just as any others; consequently, you are to report to these classes promptly and to remain in them until dismissed by the teacher in charge. If you are not in an area specified by your schedule, you are in an unauthorized area, cutting class, and are subject to disciplinary action by the Associate Principal.

While school is in session, the following are Unauthorized Areas unless you are accompanied by a teacher or have a valid written pass from school personnel:

- The front lobby by the main entrance to the school.
- The parking lots and any vehicles parked in them.

- The grounds surrounding the school building, except for the area by the cafeteria designated for seniors only.
- Unsupervised areas of the building.
- Any area of the school building or grounds that is not part of your regular schedule.

### **PROHIBITION OF WEAPONS**

In order to protect the health safety and welfare of students, staff and visitors, possession and/or use of any dangerous or deadly weapons are strictly prohibited from Otter Valley Union High School. No weapons are permitted in the school building, on school grounds, in vehicles used to transport students to and from school or school events, or at all school-sponsored activities or events regardless of whether they are held on school grounds or elsewhere. Bringing a weapon to school is not only a violation of school board policy, but also of state and federal law.

#### **DEFINITION:**

According to RNESU Policy Code JFCJ, found on the RNESU website, a “dangerous or deadly weapon” includes, but is not limited to:

- Any knife, dagger, switchblade, or folding knife.  
Any folding knife, including a pocket knife and pen knife, shall be considered a dangerous or deadly weapon
- Any other weapon, device, instrument, material, or substance, whether animate or inanimate, which in the manner it is used or is intended to be used, is known to be capable of producing death or serious bodily injury
- Any destructive device, including explosives, incendiaries, or poison gas
- B-B gun, pellet gun, or similar device
- A hoax device

Students who bring a weapon to school will face strong and immediate disciplinary action by the school. Cases involving weapons will result in immediate out-of-school suspension, confiscation of the weapon, involvement by the police, and a School Board hearing to determine if an expulsion from school is warranted.

It is critical that you understand the seriousness of violating the prohibition against weapons. Understand that you face suspension, possible expulsion for one calendar year, and possible prosecution under the law if you bring a weapon to school. Please read carefully the school's policy (Policy Code JFCJ) regarding weapons.



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[RNESU Policy Code JFCJ may be found on the RNESU Website: [www.rnesu.org](http://www.rnesu.org) under POLICIES in the main menu. You may receive a copy of the policy upon request]

## PROHIBITION AGAINST DRUGS, ALCOHOL AND TOBACCO

In order to provide a safe and healthy environment for all Otter Valley students during the school day, at school events, and while participating in school activities, the following policies and procedures have been developed to discourage student abuse of drugs, alcohol, and/or tobacco.

### TERMS AND DEFINITIONS

The following are specialized terms that are used in this section:

- **Drugs or Alcohol:** As used in this section, this term includes, but is not limited to, prescription or non-prescription drugs, inhalants, medications, substances, or chemicals being used for non-therapeutic purposes; anabolic steroids; and alcohol, or beverages or substances containing alcohol. Substances used in violation of their prescribed or intended uses are also covered by this term.
- **Tobacco products:** As used in this section, this term includes cigarettes, cigars, smokeless tobacco, e-cigarettes or any other tobacco products.
- **Be involved with drugs, alcohol, or tobacco products:** As used in this section, this term includes, but is not limited to, possessing, holding, concealing, using, consuming, buying, selling, giving away, possessing with the intent to distribute, conspiring to distribute, or otherwise distributing drugs, alcohol, or tobacco products. This also includes being in possession of drug paraphernalia.

### DRUGS AND ALCOHOL

The possession, use, consumption, distribution, possession with intent to distribute, and/or conspiracy to distribute drugs, anabolic steroids, alcohol, or other controlled substances are strictly prohibited on school grounds, in the school building, on buses or in other vehicles used to transport students to or from school events, and

at school events whether held on or off school grounds.

[RNESU Policy Code JFCI may be found on the RNESU Website: [www.rnesu.org](http://www.rnesu.org) under POLICIES in the main menu. You may receive a copy of the policy upon request]

### Consequences for Possession, Use and/or Distribution of Drugs, Anabolic Steroids and/or Alcohol:

#### POSSESSION and/or CONSUMPTION:

##### First Offense:

1. 5 days out-of school suspension.
2. Notification of the Police.
3. Reinstatement under conditions of a contract.

##### Second Offense:

1. 10 days out-of-school suspension.
2. Notification of the Police.
3. Reinstatement under conditions of a contract.
4. Reinstatement with verification of involvement in an approved program of drug/alcohol rehabilitation or counseling at your expense

##### Third Offense:

1. Request for your expulsion from school.
2. Out-of-school suspension pending approval or denial of the request for expulsion.
3. Notification of the Police.

#### DISTRIBUTION, and/or POSSESSION WITH INTENT TO DISTRIBUTE, and/or CONSPIRACY TO DISTRIBUTE:

##### First Offense:

1. Request for your expulsion from school.
2. Out-of-school suspension pending approval or denial of the request for expulsion.
3. Notification of the Police.

### TOBACCO

Consistent with the school's commitment to provide a healthy and safe environment, in light of concerns expressed by OV students, parents, and members of the community, and in compliance with Vermont State law, Otter Valley Union High School is committed to making the school, its campus, transportation vehicles, and school events tobacco free.

Consequently, the possession, smoking, distribution, or other use of tobacco or tobacco

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products is prohibited in school buildings, on school grounds, in school buses and other vehicles used to transport students to and from school events, and at all school events, regardless of whether they are at Otter Valley or held at another site.

This prohibition includes all persons regardless of age or enrollment status at OVUHS, and is in effect for all school activities and at all times while under the supervision of school staff. Students found to be in possession of or using tobacco will have the tobacco and tobacco paraphernalia confiscated, and minor students will be referred to appropriate law enforcement authorities.

[RNESU Policy Code JFCG may be found on the RNESU Website: [www.rnesu.org](http://www.rnesu.org) under POLICIES in the main menu. You may receive a copy of the policy upon request].

#### **Examples of Tobacco Possession**

Holding, hiding, or displaying tobacco, smokeless tobacco, non-prescription nicotine products, snuff, or unlit cigarettes, cigars, or pipes; passing or receiving unlit tobacco products to/from others; distributing, selling or buying unlit tobacco products; possessing unlit tobacco products in pockets or visibly in clothing on your person, joulles.

#### **Examples of Tobacco Use**

Smoking cigarettes, pipes, or cigars; exhaling cigarette smoke; chewing or snuffing tobacco; holding, displaying, passing, receiving, or hiding lit tobacco products; selling or buying lit tobacco products, vaping, juuling.

#### **Consequences for Tobacco Possession and/or Use:**

If you violate the *Prohibition of Tobacco Use* policy, you can expect the following consequences:

##### **All Offenses:**

If you are found to be in possession of or using tobacco, the tobacco products and paraphernalia will be confiscated and will not be returned. In addition, if you are a minor (i.e., under the age of 18) you will be referred to law enforcement officials per Sec. 5, 7 VSA, 1005

##### **First Offense:**

OPTION A:

1. Parents Notified
2. Out-of-school suspension (2 days).

3. \$25.00 fine
4. Reinstatement conference with you, parent/guardians, Associate Principal, School Resource Officer and Guidance Counselor.
5. Reinstatement under conditions of a contract.

OPTION B:

1. Parents Notified.
2. Participate in an alternative to suspension smoking cessation and/or counseling program provided by the district.
3. Assist at one prevention event.
4. Meet with SAP or other designated counselor twice.
5. Community restitution.

##### **Second Offense:**

OPTION A:

1. Parents Notified
2. Out-of-school suspension (3 days).
3. \$25.00 fine
4. Reinstatement conference with you, parent/guardians, Associate Principal, School Resource Officer and Guidance Counselor.
5. Reinstatement under conditions of a contract.

OPTION B:

1. Parents Notified.
2. Participate in an alternative to suspension smoking cessation and/or counseling program provided by the district.
3. Assist at two prevention events.
4. Meet with SAP or other designated counselor as needed.
5. Community Restitution.

##### **Third Offense:**

OPTION A:

1. Parents Notified
2. Out-of-school suspension (5 days).
3. \$25.00 fine
4. Reinstatement conference with you, parent/guardians, Associate Principal, School Resource Officer and Guidance Counselor.
5. Reinstatement under conditions of a contract.

OPTION B:

1. Parents Notified.
2. Participate in an alternative to suspension smoking cessation and/or

- counseling program provided by the district.
- 3. Assist at three prevention events.
- 4. On-going support from SAP or other designated counselor.
- 5. Community Restitution.
- 6. \$25.00 fine
- 7. Reinstatement conference with you, parent/guardians, Associate Principal, School Resource Officer and Guidance Counselor.
- 8. Reinstatement under conditions of a contract.

**Fourth Offense:**

**OPTION A:**

- 1. Parents Notified
- 2. Out-of-school suspension (minimum of 5 days).
- 3. \$25.00 fine
- 4. Reinstatement conference with you, parent/guardians, Associate Principal, School Resource Officer and Guidance Counselor.
- 5. Reinstatement under conditions of a contract.
- 6. Request for expulsion from school.

**OPTION B:**

- 1. Parents Notified
- 2. Out-of-school suspension (minimum of 5 days).
- 3. \$25.00 fine
- 4. Reinstatement conference with you, parent/guardians, Associate Principal, School Resource Officer and Guidance Counselor.
- 5. Participate in an alternative to suspension smoking cessation and/or counseling program provided by the district.
- 6. Assist at four prevention events.
- 7. On-going support from SAP or other designated counselor.
- 8. Community Restitution.

**PROCEDURES FOR INVESTIGATING VIOLATIONS OF THE SCHOOL’S WEAPONS POLICY (JFCJ), DRUG AND ALCOHOL USE POLICY (JFCI), AND PROHIBITION OF TOBACCO USE POLICY (JFCG) AND OTHER SERIOUS OFFENSES:**

The following procedures shall be used when investigating alleged violations of the above policies:

- A. The Associate Principal will initiate an investigation of any alleged violation of the school's weapon (JFCJ), drug and alcohol policy (JFCI), and/or prohibition of tobacco policy (JFCG), in order to determine if there is reasonable belief that the school policy has been violated. Such investigation may include, but shall not be limited to:
  - 1. Questioning witnesses or others who have knowledge of the alleged violation.
  - 2. Questioning any student allegedly involved in the violation.
  - 3. Searching the person, belongings, lockers, and/or vehicle of any student allegedly involved in the violation. Where possible, the administrator searching the student will be of the same sex, and there will always be two adults present.
  - 4. Confiscating any physical evidence. All confiscated evidence shall be turned over to police authorities if they are involved in the investigation.
  - 5. Other appropriate information-gathering activities to ensure the safety and well-being of students, including those allegedly involved in the violation.
  - 6. Notifying the parents of the student involved.
  - 7. Notifying the police of the violation.
- B. If the initial investigation indicates that there is reasonable belief that the school's weapon, drug and alcohol and/or anti-tobacco policies have been violated, the Associate Principal will take appropriate action.
- C. Due Process: In investigating alleged violations of the school's weapon, drug and alcohol and/or anti-tobacco policies. Students will be accorded due process.
- D. Consequences for the violation of the school's weapon, drug and alcohol and/or anti-tobacco policies are outlined in the relevant sections of the handbook.

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[RNESU Policy Code JFCJ, JFCI and JFCG may be found on the RNESU Website: [www.rnesu.org](http://www.rnesu.org) under POLICIES in the main menu. You may receive a copy of these policies upon request]

### **PENALTIES FOR VIOLATIONS BY STUDENTS WHO ARE INVOLVED IN CO-CURRICULAR ACTIVITIES AND SCHOOL ATHLETIC PROGRAMS**

While all students are governed by the school's *Student Drug and Alcohol Use* policy (**JFCI**) and *Prohibition of Tobacco Use* policy (**JFCG**), if you are involved in the school-sponsored co-curricular and/or athletics activities or programs, you are also governed by the school's Policy **JFCIA: Anti-Drug, Alcohol, or Tobacco Use Policy governing Participants in Co-curricular and/or Athletics Activities or Programs**. The penalties provided by this policy are in addition to those included in **JFCI** and **JFCG**.

If you are involved in any of the school's extra-curricular activities, you are subject to the conditions of this policy. Such activities include, but are not limited to, the student government, class officers, music or drama production groups, clubs, debate teams, athletics program, etc. If you belong to or participate in any of these activities, you need to be aware of and comply with RNESU Policy Code: JFCIA, which can be found on the RNESU website: [www.rnesu.org](http://www.rnesu.org).

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**First Violation:** When the Associate Principal confirms that a student has been involved in a violation of the school's drug and alcohol and/or anti-tobacco policies, he/she shall declare that the student is ineligible to participate for a period of ten (10) consecutive days in any school-sponsored co-curricular and/or athletics activities or programs, including rehearsals, presentations, practices, competitions, events, etc. The period of this school-imposed ineligibility will begin the day that the administrator declares the student to be ineligible. If the season or school year ends before the expiration of the ten days of ineligibility, the period of ineligibility will extend into the new season or school year, whichever is applicable.

Although the period of the school-imposed ineligibility shall begin on the date and time the violation has been confirmed by the school administrator, the actual date and time of the violation will be set at the time that the student violated the school's drug and alcohol and/or anti-tobacco policies. This means that the student will have been ineligible to participate from the moment the violation actually occurred. Consequently, if the student has participated in any games, competitions, or matches during the period between actually committing the offense and the time he/she was found to be in violation by the Associate Principal, he/she and his/her team will be required to forfeit any and all such contests.

It is strongly recommended that a student who has been ruled ineligible as a result of violating the school's drug and alcohol and/or anti-tobacco policies become a participant in a recognized program of drug/alcohol counseling/rehabilitation or smoking cessation, whichever is appropriate in light of the violation, before he/she may be ruled eligible to resume participation in school-sponsored co-curricular and/or athletics activities or programs.

A student who has violated the school's drug and alcohol and/or anti-tobacco policies is encouraged to report his/her violation to school officials so that he/she may begin the process of rehabilitation. Consequently, if the student on his/her own volition reports the violation to school officials *before* an investigation is initiated by the Associate Principal and who voluntarily and at his/her own expense becomes a participant in an appropriate program of drug/alcohol counseling or treatment or smoking cessation, whichever is appropriate in light of the violation, the period of ineligibility will be reduced to five (5) consecutive days. Satisfactory participation in such a program of counseling or rehabilitation must be certified by the doctor or counselor of the program.

B. **Second Violation:** When the Associate Principal confirms that a student has been involved in a second violation of the school's drug and alcohol and/or anti-tobacco policies, the student involved shall be ineligible to participate for a period of sixty (60) consecutive days in any school-sponsored co-curricular and/or athletics activities or programs, including rehearsals, presentations, practices, competitions, events,

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etc. The period of this school-imposed ineligibility will begin the day that the administrator declares the student to be ineligible. If the season or school year ends before the expiration of the sixty days of ineligibility, the period of ineligibility will extend into the new season or school year, whichever is applicable.

Although the period of the school-imposed ineligibility shall begin on the date and time the violation has been confirmed by the Associate Principal, the actual date and time of the violation will be set at the time that the student violated the school's drug and alcohol and/or anti-tobacco policies. This means that the student will have been ineligible to participate from the moment the violation actually occurred. Consequently, if the student has participated in any games, competitions, or matches during the period between actually committing the offense and the time he/she was found to be in violation by the Associate Principal, he/she and his/her team will be required to forfeit any and all such contests. It is required that a student who has been ruled ineligible as a result of violating the school's drug and alcohol and/or anti-tobacco policies for a second time become a participant in a recognized program of drug/alcohol counseling/rehabilitation or smoking cessation, whichever is appropriate in light of the violation, before he/she may be ruled eligible to resume participation in school-sponsored co-curricular and/or athletics activities or programs.

A student who has violated the school's drug and alcohol and/or anti-tobacco policies a second time is encouraged to report his/her violation to school officials so that he/she may begin the process of rehabilitation. Consequently, if the student on his/her own volition reports the second violation to school officials *before* an investigation is initiated by the Associate Principal and if he/she voluntarily and at his/her own expense becomes a participant in an appropriate program of drug/alcohol counseling or treatment or smoking cessation, whichever is appropriate in light of the violation, the period of ineligibility will be reduced to thirty (30) consecutive days. Satisfactory participation in such a program of counseling or rehabilitation must be certified by the doctor or counselor of the program.

C. Subsequent Violations: When the Associate Principal confirms that a student has been involved in any subsequent violations (i.e., beyond a second offense) of the school's drug and alcohol and/or anti-tobacco policies, the student involved shall be ineligible to participate for a period of 120 consecutive days in any school-sponsored co-curricular and/or athletics activities or programs, including rehearsals, presentations, practices, competitions, events, etc. The period of this school-imposed ineligibility will begin the day that the Associate Principal declares the student to be ineligible. If the season or school year ends before the expiration of the 120 days of ineligibility, the period of ineligibility will extend into the new season or school year, whichever is applicable.

Although the period of the school-imposed ineligibility shall begin on the date and time the violation has been confirmed by the Associate Principal, the actual date and time of the violation will be set at the time that the student violated the school's drug and alcohol and/or anti-tobacco policies. This means that the student will have been ineligible to participate from the moment the violation actually occurred. Consequently, if the student has participated in any games, competitions, or matches during the period between actually committing the offense and the time he/she was found to be in violation by the Associate Principal, he/she and his/her team will be required to forfeit any and all such contests.

It is required that a student who has been ruled ineligible as a result of violating the school's drug and alcohol and/or anti-tobacco policies more than two times becomes a participant in a recognized program of drug and/or alcohol counseling rehabilitation or smoking cessation, whichever is appropriate in light of the violation before he/she may be ruled eligible to resume participation in school sponsored co-curricular and/or athletic activities or programs.

D. Duration of Penalties:

Penalties resulting from violations of the school's drug/alcohol and/or anti-smoking policies shall be cumulative over the student's years of enrollment at Otter Valley Union High School and will remain a part of the student's records until he/she graduates or otherwise permanently ceases enrollment at Otter Valley Union High School.

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## REMEMBER

Involvement with drugs, alcohol, and/or tobacco products is strictly prohibited in school, on school grounds, in vehicles used to transport students, and at all school-sponsored events and activities, regardless of whether they are held on or off school grounds.

*[RNESU Policy Code JFCIA, JFCI and JFCG may be found on the RNESU Website: [www.rnesu.org](http://www.rnesu.org) under POLICIES in the main menu. You may receive a copy of these policies upon request]*

## ADULT STUDENTS

### *Students Who Are 18 Years Old*

If you are 18 years old or older, you remain subject to all school rules and regulations. This includes policies dealing with your attendance, academic performance, and behavior in school. The rules and regulations that apply to all students include you, even when you turn 18.

### **Handling Your Own Affairs**

As an adult, you have the right to handle your own affairs related to the school. The school does not recommend that you take such action because we believe that the best conditions for student success exist when the student, parents, and school all work together in a cooperative manner.

If, however, you have made the decision to handle your own school affairs, you must make an appointment to meet with the school Principal in order to discuss your decision and what it means and sign a letter stating that you wish to handle your own affairs, directing the school to discontinue contact with your parents regarding your attendance, academic performance, and behavior.

### **Reminder:**

*Along with your rights as an adult come adult responsibilities. By making the decision to exercise your right to handle your own school affairs, you are also making the decision to exercise these rights in a mature and responsible manner. Exercise your right wisely.*

## AFTER SCHOOL CO-CURRICULAR and ATHLETIC ACTIVITIES

### **Get Involved in School Activities!**

Otter Valley Union High School is pleased to offer you a variety of co-curricular and athletic programs. During your years here, you are encouraged to get involved in those activities and teams that interest you. This is a great way to make new friends, develop contacts for the future, and increase your enjoyment of your years at Otter Valley.

Activity buses are available after school on Monday, Wednesday, and Thursday, to assist you in participating in school activities and teams

### **Attendance Required for Participation**

One condition of your participating in co-curricular and athletic events is your regular attendance at school and all of your classes. To be eligible to participate in a school event, you must comply with the following procedures:

On the day of the event or activity, you must be in school no later than one (1) hour past the start of your school day.

If you need to be absent for all or part of a day when an athletic event or co-curricular activity is scheduled, you must obtain **prior approval** from a school administrator.

If an athletic or co-curricular activity is scheduled for a weekend or other non-school day, you must have attended school and all of your classes the last school day before the event in order to be eligible to participate.

Whenever you are dismissed from class to take part in any activity, you must turn in all schoolwork due in the classes that you will be missing before you leave for the activity. Participation in an activity is not a valid excuse for turning work in late.

### **STAYING AFTER SCHOOL**

If you stay after school, you must be involved in a school activity that is supervised by school personnel. You are not permitted to loiter in or wander around the building or grounds or to be in any part of the building or grounds where you are not being supervised by a teacher or other adult member of the school staff. Likewise, you are not permitted to leave school grounds and then return

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unless you are accompanied by your parent(s). Activity buses are provided by the school only for students who stay after school for organized and supervised school activities. If you are not involved in a supervised school activity, you should leave the school **at the close of school at 2:30 p.m.**

### **Procedures for After-School Activities**

Otter Valley Union High School hosts many after school and evening events giving you the chance to socialize with your friends. The following rules are basic for student activities such as dances, Fun Nights, and other after-school and evening activities:

1. The behavior of all students and guests is subject to school rules. This includes all outside areas, such as the parking lot. Smoking and the use of drugs or alcohol are illegal and are prohibited.
2. If you are placed on out of school suspension, you are not permitted to attend or participate in school activities or athletic events until your suspension has been cleared following a successful conference involving you, your parents, and the Associate Principal.
3. Only Otter Valley middle school students may attend middle school activities.
4. Unless otherwise announced, you may bring one (1) guest who attends another school to high school dance or evening activity. In order to bring a guest with you, you must pre-register him or her with the Associate Principal at least one day before the activity, and you must accept the responsibility of ensuring that he or she follows established Otter Valley rules.
5. All school rules, regulations and policies that apply to on-campus functions and activities will also apply to Otter Valley sponsored functions and activities that are held away from the OV campus. Such activities or events include, but are not limited to, away games, the Junior Prom, field trips, Project Graduation, etc.
6. Some activities at Otter Valley are divided by grade level. Some activities will be only for 7th and 8th graders, others will be for 9th through 12th graders.
7. Entrance to some evening events will be by advance-purchase tickets only. In such cases, it will be announced in advance that

no tickets will be sold at the door. If you do not purchase your ticket in advance, you will not be admitted.

8. The times for evening events are as follows:
  - Fun Nights: 6:30 – 8:30 pm
  - Dances: 7:00 – 10:00 pm
  - Other Events As announced

**NOTE:** It is important that you arrange for rides in advance and that the person who will take you home is at the school at the time the event ends.

9. When tickets are sold at the door, they will be sold for only one (1) hour following the advertised beginning time of the event. After one hour, you will not be admitted to the dance or activity.
10. On the day of the activity, you are required to be in school and to attend all of your scheduled classes, including lunch period, TA periods, community service, etc. If you need to be absent for all or part of the day, you need to obtain prior written approval from a school administrator to do so. If the dance or activity is scheduled for a weekend or other non-school day, you must have attended school and all of your classes the last school day before the event in order to be eligible to attend or participate.
11. All hallways will be closed during dances. Entrance will be through the front lobby. You will not be permitted to go to your locker during a dance or fun night. Any areas of the school building that are not being used for the dance or activities are off-limits. Loitering in the parking lots or on other areas of the school grounds is not permitted.
12. Refreshments may be served in the lobby or cafeteria. No food or drink is to be taken into the gymnasium or the auditorium.
13. Once you have entered a school event, you may not leave until it is time for you to go home. If you leave an after-school or evening event, including dances and Fun Nights, you may not return, even if you are willing to pay a second admission. Once you leave the event, you will not be allowed to hang around the school grounds waiting for friends to join you.
14. We encourage parents to attend activities.

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## **ARRIVAL AT SCHOOL**

When you arrive at school in the morning, please abide by the following procedures:

1. Plan to arrive no later than 7:55 a.m.
2. All classrooms are available starting at 7:45 a.m. Advisory begins at 8:00 a.m. The 7:50 warning bell and the 7:55 bell reminds students to move to their Advisory.
3. Before 7:45 students may congregate in the front lobby, the library, the large cafeteria and the hallways.
4. Students may make arrangements to meet with teachers before school, participate in morning activities or take a zero block class.

Advisories begin promptly at 8:00 a.m. At 8:00 a.m. a bell beginning Advisory will sound. You should be in your classroom, ready to begin class activities.

If you arrive at school after 8:00 a.m., you must report to the Main Office to sign in. The office personnel will give you a late pass that you need to take to your classroom teacher in order to be admitted to class.

## **ASSEMBLIES**

Throughout the school year, you will have opportunities to attend assemblies on varying topics and in differing formats. The following guidelines apply during assemblies:

1. You will generally go to assemblies with one of your classes. If other arrangements are made, you will be assigned to a specific teacher who will be responsible for you. You must remain with that teacher during the assembly.
2. Textbooks and other materials are to be left in your classroom during assemblies. Valuables, such as purses and billfolds, should be taken with you.
3. You must follow instructions for reporting to the auditorium or other location for the assembly. In most cases, you will first report to your class before being called to the assembly.
4. If your class or group has assigned seats for the assembly, you are to sit in the assigned area with the teacher in charge. Do not sit elsewhere with friends or encourage friends to leave their assigned areas to sit with you.
5. During assemblies, you should always behave in a courteous and respectful

manner. Talking, laughing, and engaging in other disrespectful ways including booing, boisterousness, whistling, uncalled-for clapping, and any other disruptive or disturbing behavior will result in disciplinary action.

### **Remember:**

**Your behavior at an assembly reflects on you and the reputation of the school.**

## **ATHLETIC PROGRAMS**

Otter Valley offers a full athletic program for you. Since sports can be very time consuming, you must be willing to organize and discipline yourself well enough to meet your academic responsibilities. If you choose to participate on an athletic team, you must understand there are expectations that are outlined, in the Athletic Policy.

### **Sports Physicals**

All students wishing to participate in the sports program at Otter Valley must have a physical at least every two years. An official form must be on file with the school Nurse before a student may practice.

### **Athletic Procedures**

If you are interested in participating in one or more of the school's athletic teams, you need to be aware of the following guidelines and procedures:

1. You must comply with Vermont Principals' Association rules and regulations.
2. All athletes must be eligible under the guidelines set by the school concerning Scholastic Achievement and by the Vermont Principals' Association.
3. You are reminded that one condition of your participating in co-curricular and athletic events is your regular attendance of school and all of your classes. Consequently, to be eligible to participate in a school event, you need to comply with the procedures specified above.
4. If you are unable to participate in physical education class because of an injury or illness, you will not be permitted to participate in a school sport that day.



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5. You may not participate in more than one sport per season without permission from the Activities Director.
  6. There must be a seven (7) day period between the end of one athletic season and the beginning of the next when you are not involved in any school-sponsored teams.
  7. You must have ten (10) days of practice before you become actively involved in interscholastic scrimmage or games.
  8. All unexcused absences and cuts from a practice session will be handled by the coach.
  9. Team rules such as dress code, practice procedure, lateness, language, and game conduct, not covered in these general rules will be the responsibility of each particular coach.
  10. Students who are involved in the school athletics program are governed by RNESU Policy Code JFCIA, which can be found on the RNESU website: [www.rnesu.org](http://www.rnesu.org). This policy sets *minimum penalties* for students involved in the use and/or possession of drugs, alcohol, and/or tobacco by athletes. Note, however, that some coaches have adopted penalties that are stricter than the minimum penalties specified by the policy. In such cases, your coach will explain his/her policies to you at the beginning of the season, and the stricter penalties will govern your sport.
  11. All team members will ride the bus to and from the game. Exceptions may be made, with approval from the coach, if you bring a permission note from your parent or legal guardian giving you permission to ride with an adult, including your parent/legal guardian. The note must be signed by an administrator, and be given to the coach prior to the game.
  12. If you miss practice the day before a game, you will not be allowed to start that game. However, you may be substituted later if the coach deems it necessary. In a case such as skiing, the decision will be left up to the coach as to whether you will be allowed to compete.
  13. You are responsible for the uniforms and equipment issued to you. If you fail to return the equipment, you will be obligated to pay the cost of replacing the equipment.

14. Letter requirements will be strictly up to each coach. The coach's policy will be on file with the Activities Director prior to the first regularly scheduled game.

#### **Athletic Probation**

As a member of a school athletic team, you may be placed on athletic probation for 90 to 180 days if the Principal determines that you have . . .

1. Been removed from athletic contests by an official for unsportsmanlike-like conduct during one sport season.
2. Been removed from two athletic contests by an official for dangerous play during one sport season.
3. Performed off the field in a manner that is harmful, dangerous, destructive, or costly to another individual or to property.

The Principal will consult with the Activities Director and coach prior to your being placed on Athletic Probation.

#### **Sportsmanship**

Whether you are involved in activities here at school or at another school's facilities, you represent the school and serve as ambassador of Otter Valley Union High School. On those occasions, it is critical that you behave yourself in such a manner so as to bring credit to you and to your school and community. Consequently, you are expected to conduct yourself according to the precepts of good sportsmanship whenever you are involved in school activities or athletic events.

#### **PERSONAL TECHNOLOGY - High School**

Personal technology devices may be used during specific, non-instructional times:

- Before school until 8:00 am
- Between classes
- During your scheduled lunch
- After school

**During class personal technology devices may only be used with teacher permission.**

A student using a personal technology device, or a camera, to take pictures during the school day, without the express permission of anyone who might be photographed may result in confiscation of the device and deletion of the picture files.

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### **Consequences for Violations:**

If a cell phone/handheld device is visible, or being used during class (even to check the time), or at any other unapproved time, it can be confiscated and taken to the Planning Room.

*First Violation:* Cell phone/handheld device may be retrieved by the student at the end of the school day.

*Second Violation:* Cell phone/handheld device may be retrieved by a parent/guardian.

*Subsequent Violations:* Cell phone/handheld device may be retrieved by a parent/guardian after attending a conference including their student and the Associate Principal.

### **PERSONAL TECHNOLOGY - Middle School**

Phones, tablets and other personal technology are not to be used from 8 AM until 2:30 PM. Consequences for violations are the same as high school consequences.

## **EMERGENCY EVACUATIONS**

### **Fire Drills**

The safety of all students is a primary concern of the school. We are required to have organized practice evacuations of the building at least once each month. During emergency evacuations, you must remain quiet and stay with your classroom teacher at all times. The red arrow exit sign in each room will direct to which exit you should use. Go immediately to that exit with your teacher, without stopping at lockers, lavatories, or elsewhere.

You are to remain quiet and calm during the fire drill, and you must remain with your teacher until you reach the parking lot. Once you are in the parking lot, at least 300' from the building, you must find your Advisory teacher who will take attendance. You are to remain outside with that teacher until he or she tells you to reenter the building.

Causing false emergency evacuations is a serious violation that could result in being charged by the police, prosecuted in a court of law, and/or being suspended or expelled from school.

### **Lockdowns / ALICE Response**

Lockdowns will be practiced regularly to insure familiarity with this emergency procedure. When the announcement is made that we are to "Clear the Halls," please follow the directions of your teacher who will direct you away from doors and windows.

### **ALICE**

In response to a threatening intruder in the building, an Alert will be given and students and school personnel will go into secure Lockdown during which time, based on the Information provided they will prepare to Counter or Evacuate.

### **Bomb Threats**

When warning of an impending bombing or other catastrophe is received, you will be given specific instructions to follow by the school's administrators. Students and staff will be required to go to a specified area and to remain there until further instructions are issued. You must remain with your teacher during any emergency evacuation. Under no circumstances will you be permitted to leave school grounds during the crisis unless you are directed to do so by a school administrator.

## **FINANCIAL PROCEDURES**

### **Class and Organization Funds**

All class, organization, and activity funds are to be turned in to the Principal's Secretary as soon as possible. They will be credited to the proper accounts, and receipts will be issued.

A class organization wishing to make a purchase, donation, or contract with any agency for services or merchandise must have the approval of a faculty advisor. The advisor must verify that funds are available in the appropriate account and obtain approval by completing and submitting a school purchase requisition. In making such purchases, please abide by the following guidelines:

1. Avoid shopping at several different places for the same activity.
2. Do not pay for items with cash.
3. Charge all purchases to the class or organization, not to the school.

4. Be sure to submit receipts for monies spent. No bills will be honored without the purchase requisition.
5. All bills will be paid for by check.

### **Fund Raising**

All fund raising projects must be approved by the Activities Director responsible for fundraising. Tickets or articles of any kind, other than those associated with approved school sponsored activities, are not to be sold on school property by students or outside organizations.

1. During the year, each class may sponsor one dance or special activity.
2. Dances and other activities should be scheduled for Friday nights or weeknights only when they are followed by a school holiday.
3. For a class to schedule an activity, it must be cleared through the advisor. The advisor will check the Activities Director and master calendar for school availability. Because the activity must be chaperoned by the class advisors, you must check with them before final plans are made. Police officers must be hired, and administrative coverage must be arranged by the sponsoring organization.
4. Clean-up following a dance or other special activity is the responsibility of the sponsoring organization. In planning the event, plans for clean-up must be included.

### **GUIDANCE SERVICES**

Otter Valley Counselors believe that learning is directly related to the students' understanding of themselves and their relations to others. The importance of the student's self-worth is a major goal of Guidance, along with that of each individual assuming responsibility for his/her actions, both in and out of school. Guidance services exist to provide information to students, parents, teachers and the community, and to help in using the information to understand themselves, each other and their roles in relation to the process of education.

The guidance program concentrates on assisting a student to develop:

- Academic and Career Plans
- Decision Making and Problem Solving Skills
- Academic Potential
- Positive Self Image
- Communication Skills

- Change and Transition Skills

Your counselor can:

- Assist in monitoring performance and assignments.
- Help students and parents understand grades and test scores.
- Meet with students to discuss issues.
- Assist in arranging special conferences between student and/or parents and faculty.
- Assist in arranging a team meeting to determine if individual attention is needed.
- Assist in course selection.
- Facilitate groups that address issues pertinent to the needs of students.
- Provide information to students, parents and staff about services available in the community.
- Provide information and support that will allow students to make appropriate decisions about post high school plans.

If you wish to see your guidance counselor, stop by the guidance office before school, during break, or during your lunch to make an appointment. Every effort will be made to schedule an appointment as early as possible without interfering with your regular class schedule. In an emergency, you may see any one of the three guidance counselors. In such cases, let the secretary know of your need and she will connect you with a guidance counselor as quickly as possible.

### **HALL PASSES**

Whenever you are in the hallways during class periods, you must have a written pass from your teacher. When you are out of class, you may go only where the pass indicates. If, for example, you have a pass to go to your locker, you are not permitted to go to the guidance office, or to another student's class. If asked by a teacher or member of the school staff to show your pass, you must do so.

Before you leave a class, complete the sign-out form, indicating your destination and the time that you leave class. When out of class you should go directly to your destination and return in the same manner. When you return to class complete the sign-out form with the time that you return.

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## **HEALTH ROOM PROCEDURES**

The school is staffed with a full-time nurse who will assist you with your health needs, including illnesses at school, accidents, and taking medicine prescribed by a doctor.

### **Procedures for Seeing the Nurse**

If you become ill during the school day, ask your teacher for a pass to see the nurse. You must have a pass from a teacher, administrator, or guidance counselor in order to report to the nurse's office. If the door to the nurse's office is closed or locked, access the guidance office for assistance. If your illness requires that you leave school early to go home, the nurse will make the arrangements with your parents for you to leave and issue you a written pass. You should keep this pass until you are sure that all of your teachers have seen it.

If you are involved in an accident during the school day and need medical assistance, get a pass from your teacher to report to the nurse's office. You must immediately report every accident that occurs in the school building, on school grounds, at practice sessions, or during any school events, to the person in charge. As soon as possible, an accident report form must be filled out and submitted to the school nurse.

### **Tylenol & Other Over-the-Counter Medication**

1. Regular strength Tylenol will be available in the nurse's office.
2. Written permission is necessary from your parents for the nurse to be able to administer any over-the-counter medication.
3. Any other over-the-counter medications brought into the school nurse must be in their original container.

### **Taking Prescription Medication at School**

If you need to take medication during the regular school day, you must comply with the following procedures:

1. Written orders from a physician must be given to the nurse. The required information includes:
  - a. Diagnosis
  - b. Reason for taking the medication
  - c. Name of the medication

- d. Dosage and frequency
2. Written permission from your parent or guardian for the nurse or school personnel to administer the medication as prescribed by the physician.
  3. All medication must be brought to school in a properly labeled container that includes directions for administering as provided by the pharmacy or physician.
  4. All medication to be administered at school will be kept in a locked cabinet supervised by the school nurse.
  5. All medications, prescriptions and over the counter, must be taken under the supervision of the school nurse. You may not keep any medicines in your locker or in your possession.
  6. Opportunities must be provided for communication with the student, parent, and physician regarding the effectiveness of the medication administered during school hours.

### **CALL BACK PROCEDURE**

Call back is the portion of advisories that is scheduled after block two. During that time teachers as well as students, can schedule students to return to a classroom for additional time or work. This period also is available for work on PLPs (personalized-learning-plans) and other support in the advisory, aimed at academic, social and emotional development.

### **POSTERS AND ANNOUNCEMENTS**

All requests for announcements and posters need to be brought to the attention of the office staff and / or administration. Some information can best be dispersed through the daily announcements and information screen in the main lobby. All posters need approval related to content, placement, and duration, number of posters and removal of posters.

### **EDUCATIONAL SUPPORT TEAM**

It is the intent of the Board to comply with Vermont education laws related to the Educational Support System. Our goal is to encourage each student's success in the regular classroom setting.

Each school in RNESU has developed a comprehensive system of education services, including an educational support system,

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designed and implemented in consultation with parents, to assist teachers in accommodating children in the regular classroom. The system consists of an Educational Support Team (EST) composed of staff from a variety of teaching and support service positions, and shall incorporate a range of referral, support and remedial services as well as the means to determine the effectiveness of accommodations or services recommended by the Educational Support Team.

The Superintendent or his/her designee shall:

1. Appoint the members of each school's Educational Support Team;
2. Provide training programs needed to enable the Educational Support Team and other school district personnel to implement the educational support system;
3. Provide information regarding the existence, purpose and function of the educational support system to all parents of students enrolled in the district's schools;
4. Develop and maintain written procedures in accord with state board regulations to implement this policy.

### **INSURANCE**

As an Otter Valley student, you are eligible to be covered by insurance for accidents and mishaps that occur during the school year. An insurance packet will be issued to you at the beginning of the school year. If your parents decide to enroll you, they must do so directly with the insurance company.

### **LIBRARY MEDIA CENTER SERVICES**

#### **Hours**

Monday - Thursday    7:30 a.m. - 3:30 p.m.  
Friday                    7:30 a.m. - 3:00 p.m.

#### **Homework Club Hours in the Media Center**

Monday, Wednesday, Thursday  
2:45 - 4:30 p.m.

#### **Circulation**

Students may check out books for a two-week period. Books may be renewed twice for a longer period of time if books are needed to complete specific assignments. Book limits: 3 per student. Exceptions may be made up to 6 book checkouts at a time for research projects. Certain

magazines, reference books, and encyclopedias may be checked out overnight. AV equipment and software may only be checked out to faculty and staff.

#### **Lost Books**

Students are responsible for all books checked out in their names. If a book is lost, it should be reported to the library staff immediately. If it is not found after a reasonable amount of time the student will be assessed a fee based on the current value of the book. If the book turns up at a later date, a refund will be given to the student.

#### **Overdue Books**

Students are encouraged to return books promptly. No additional books will be checked out to you if you have overdue books. Overdue notices are sent to Middle School students through their Advisory teacher on a bi-weekly basis for reminder of overdue fines. High School students receive overdue notices in mailings of progress reports and both Middle School and High School students will receive mailings in report cards. At the end of the school year, parents/guardians will be asked to come in to the main office to either return the book or pay for it. This procedure will be handled by the Principal's office in the summer.

At the beginning of the next school year, if the issue of overdue or lost books has not been resolved, the student will not be allowed to check out books for new class assignments.

#### **Senior Year Obligations to the Library**

Seniors must meet their obligations to the library media center a week before graduation. Books must either be returned or paid for if lost. Seniors who do not fulfill these obligations will not receive guest tickets to graduation. This procedure will be handled by the Principal's office.

#### **Admission to the Library Media Center**

Teachers sign up to use the library for book research and/or computer use on a daily basis. Students may also be admitted on passes if there is space available, based on the number the teachers and students already signed up for use that day. Students who come on passes must present their pass and sign in at the "guest book."

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When students are done with their work, they must sign out so that it is recorded what time they have left the library.

### **Use of Computers**

There are computers for use in the library for word processing, research and internet use. Students may check their email, as per the School Board Technology Policy, before school, during break, during lunch (if on a pass) and after school, with permission from the library staff. Students should not be checking their email during assigned research time in the library. All students must sign the OV Acceptable Use Policy (AUP) before using library or any other computers in the building. Teachers will be notified at the beginning of each semester of which students need to sign an AUP before using computers for research. If students are not sure if there is an AUP on file for them, they may check in the library media center where the AUPs are filed.

### **Lateness to the Media Center**

You must be on time to the Media Center. If you are late, the normal school policies regarding lateness to class are in effect. (See *Penalties for Repeated Lateness*)

### ***LOCKERS-IMPORTANT NOTICE:***

#### **Lockers May Be Searched**

All lockers assigned to students are the property of Otter Valley Union High School. As such, all lockers are subject to inspection and search by the Administration if the need arises.

#### **Hall Locker Regulations**

1. You are to report your locker number to your Advisor or to your Block 1 teacher.
2. You must pay \$5.00 to your Advisor/first block teacher in order to obtain an assigned combination lock. Your advisor/teacher will give you the combination when you have paid your \$5.00. You will not be allowed to use another lock on your hallway locker except the one that you purchase from the school. You will be entitled to a refund of your \$5.00, if at the end of your career at Otter Valley your assigned combination lock is still in good working order. Locks that are not purchased from the school will be clipped.

3. Once you have purchased your lock and been assigned a locker, be sure to lock your locker to protect your belongings and the school materials that have been assigned to you.
4. **The school, administrators, faculty, and staff are not responsible for any items lost from lockers.** Be sure that you keep your locker locked at all times. Be sure to keep your combination to your locker to yourself.
5. Do not leave valuables or large amounts of money in your locker.
6. If items are taken from your locker, you are to report the theft to the office as soon as possible
7. You are responsible for the upkeep of your locker. Do not fill your locker with unwanted papers, overdue library books, or other items not needed for your classes.

#### ***Remember . . .***

- **Be sure to clean your locker out periodically. Remove old lunches and dirty clothing regularly.**
- **Do not write or draw on the inside of your locker.**

On the last day of school in June, be sure to remove all personal property from your locker. The school cannot be responsible for any items left in your locker at the end of the school year.

#### **Gym Lockers**

1. Gym lockers are located in the boys' and girls' changing rooms.
2. The small cube lockers are for students taking physical education classes. Clothing worn during class and shower materials can be stored in the cube lockers. You are responsible for supplying a combination lock for your gym locker.
3. The large blue lockers are for team members to use during their season of competition. At the end of the season, you are to remove all of your belongings from the team lockers.

#### **LOST AND FOUND**

If you find a lost or misplaced article or item, take it to the main office. If you have lost an item, check with the secretary in the main office to see if it has been turned in. Items in the lost and found

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that are not claimed in a reasonable time will be discarded or donated to charity.

### **LUNCHROOM REGULATIONS**

The following procedures are in effect during lunch periods:

1. Lunch periods are like classes on your daily schedule. You must report to the cafeteria during lunch periods, and you must be in the cafeteria on time. Even if you don't want to eat lunch, you must report to the cafeteria during your assigned lunch period unless you have a written pass from a teacher or the librarian to report to his/her room during the lunch period.
2. You may sit at a table of your choice, but you are to remain in the cafeteria that you select at the beginning of the period.
3. If you are a senior, you may go outside during your lunch period to the picnic tables along the side of the building by the cafeteria. You may not go to the parking lot, the front driveway, the inside main lobby, or any other part of the building or school grounds.
4. On good weather days, teachers may permit middle school students to go outside to the designated area for the last 10 minutes of their lunch period.
5. It is your responsibility to keep the area where you eat clean. Be sure to put all of your trash in the proper containers, and to return your trays and dishes to the kitchen.
6. Teachers will dismiss students at the end of the lunch period.
7. During designated lunch periods, all students should be in an area that is supervised by an adult. Students not supervised should return to the cafeteria.

### **LUNCH ACCOUNTS**

Payments to a student's food service account can be made by credit card or debit card, to the Abbey Group, accessing the account through the Otter Valley web site. Payments by check can be made in the cafeteria. Checks should be made out to "RNESU Food Service."

### **NATIONAL HONOR SOCIETY**

Membership in the Otter Valley Chapter of the National Honor Society represents the highest honor that can be bestowed by the faculty on a high school student. The goals of the National Honor Society include creating enthusiasm for

scholarship, stimulating a desire to render service, promoting worthy leadership, and encouraging the development of character.

In order to qualify for the National Honor Society, you must meet the following criteria by the spring of your Junior year:

1. **Scholarship:** You must have a cumulative grade point average of 88 since the beginning of the 9th grade.
2. **Character:** You must have a record of promptly meeting your responsibilities. In addition, you must have demonstrated the highest standards of honesty, reliability, fairness, tolerance, and cooperation. Character is not based on mere personality, or on minor incidents, unless they are repeated so as to indicate a definite pattern of behavior.
3. **Service:** You must have a record of using your time, efforts, and talents for activities that help others: individuals, groups, the school, and the community.
4. **Leadership:** You have a record of taking a constructive lead in the classroom and in other school and outside activities, successfully involving yourself in positions of responsibility, and working towards the improvement of the school and community.

Once you have been selected for, and been inducted into membership in the National Honor Society, you must maintain the high standards of the society. You must maintain a minimum cumulative average of 88, and you must live up to the character, leadership, and service ideals of the National Honor Society.

### **PROJECT GRADUATION**

Project Graduation is a drug and alcohol free after graduation event to promote a good time without drugs. It is an alternative program and should be organized by students and their parents. This is a Grade 12 activity and only students in grade 9 or above may attend.

### **PUBLIC DISPLAYS OF AFFECTION**

The school is not a place for public displays of affection between students. Caring for another person is a private matter. The school is a public place and is, therefore, not an appropriate place for public hugging and kissing. Lingering embraces, kissing, and other displays of affection will bring a warning from teachers with repeated

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offences being reported to the Associate Principal.

### **SCHOOL CHOICE**

High school students have an opportunity to participate in the state-wide School Choice program. Many schools have created a system of application and lottery to determine the students who will be accepted. Students who participate in School Choice are responsible for their own transportation. Applications are available from guidance and must be completed in the early Spring.

### **STUDENT DRESS EXPECTATIONS**

You are expected to dress for school in a manner that contributes to a purposeful atmosphere that shows respect for yourself and others, and that is conducive to student learning and success. Clothing that constitutes a health hazard, is offensive, demeaning, harassing, or abusive to others, relays messages that are contrary to the educational mission of the school, or otherwise disrupts the educational process is not acceptable during the school day and for school sponsored activities.

The guidelines below will assist you in determining whether or not your manner of dress is in conflict with the educational and developmental goals of the school. Items of clothing that are unacceptable for school are those that:

1. Promote or glorify the use of alcohol, tobacco, or drugs.
2. Portray, promote, or encourage illegal actions, activities, items, or substances.
3. Depict in words or graphics messages that demean, harass, threaten, frighten, exploit, offend, or ridicule individuals or groups of people.
4. Contain profanity or that refer to or depict in words or graphics obscene gestures, actions, or messages

Shoes must be worn at all times. Whether or not hats may be worn in class is determined by each teacher. If a teacher has the policy that hats are not to be worn in his or her classroom, you are expected to comply with that policy.

Final determination of acceptable dress will be made by the school administration.

### **MEDIA OPT-OUT OPTION**

Throughout the school-year, Rutland Northeast Supervisory Union, its member schools and outside media groups often showcase our students, our students' work, school activities and events through media outlets, including but not limited to newspapers, television, websites, social media and school publications.

As a parent or guardian, you have the option to request your student be excluded from media coverage. This request must be provided in writing. If you so choose, please contact your local school to request a Media Opt-out Form. The signed form will be kept on file for the current school year only.

### **VISITORS TO SCHOOL**

All visitors to the school must register in the main office as soon as they arrive in the building. They will receive a Visitor Pass.

### **Student Visits to Otter Valley**

By vote of the Otter Valley faculty, it has been decided that student visitors (i.e., friends or school-age family members) not be permitted to attend school. Under unusual circumstances, the Principal may authorize a student visit, but only if there is a clear educational purpose for the visit. In such cases, requests must be submitted in writing to the Principal at least one school week in advance of the planned visit.

### **Parent Visits**

Parents wishing to confer with teachers are welcomed to the school and are requested to make appointments through the appropriate guidance counselor. If your parents would like to visit your classes, please have them call your guidance counselor to arrange a time and date for a visitation.

### **VOCATIONAL STUDENTS**

If you attend a vocational program in Rutland or Middlebury, you are subject to the policies of those centers while you are there. When you are involved in or attending Otter Valley activities, and while you are traveling to or from the vocational centers in Otter Valley buses, you must comply with Otter Valley rules and regulations.



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Otter Valley provides bus transportation from the school to the Stafford Technical Center in Rutland for students who are enrolled in vocational programs. The bus to Stafford leaves Otter Valley at 8:00 a.m.: i.e., after the regular buses have dropped students off at the school. The bus from Stafford in the afternoon will arrive at Otter Valley before the end of the school day. Students returning to Otter Valley from the Stafford Center students should gather in the main lobby or report to the Large Cafeteria.

Except for snow days or when otherwise noted, Otter Valley will run a bus to the Stafford Center even on days when Otter Valley students do not have classes. The bus will pick up students at Otter Valley and will return them to the school. On those days when Otter Valley is closed for students, Stafford students need to provide their own transportation to and from Otter Valley. When the Stafford Center is closed for students, OV students who attend Stafford are not to report to Otter Valley.

Unless prior approval has been obtained from parents, the vocational center, and Otter Valley, you must use school-provided buses to travel to and from the center.

If you are suspended from your vocational center program, you are likewise suspended from involvement in all Otter Valley activities. Likewise, if you are suspended from Otter Valley, you are also suspended from your vocational center program.

### **WITHDRAWAL FROM SCHOOL**

If you plan to withdraw from school, you must complete withdrawal procedures through the guidance office.

### **SCHOOL BUS SERVICE**

Otter Valley Union High School provides free bus transportation to students who live in the communities served by the school. You are encouraged to make use of this bus service because it provides you with safe, reliable, and economical transportation to and from school.

### **School Bus Routes**

Routes for all scheduled buses are developed each summer, approved by the Rutland Northeast Transportation Committee, and

published in local newspapers. Every effort is made to pick up and drop off students as close to their homes as is reasonably safe and practical to do. School Board policy states that students may be required to go as far as one mile from home to catch the school bus. If you or your parents have questions about the bus routes, please contact the RNESU Transportation Coordinator at 247-6833 ext. 217.

Our bus drivers do their best to maintain a regular schedule. However, sometimes weather, traffic, substitute or absent drivers, or vacant stops can change the time of your stop on any particular day. Consequently, please allow the driver a ten-minute leeway at your stop: the bus can be up to 10 minutes early or 10 minutes late due to changing conditions. This will assist you in not missing the bus when it goes by your stop.

Otter Valley, as is true nationally, is having a difficult time hiring bus drivers. As a result of this driver shortage, we may need to make temporary route changes from time to time. Every effort will be made to announce long-term or major route changes in advance.

### **Activity Buses**

Two activity buses are made available to students who remain at the school after normal closing times in order to participate in school activities and athletic practices, conduct research in the Media Center, get extra assistance from their teachers, attend the Homework Club, or serve detention. The late buses are available on Monday, Tuesday, Wednesday, and Thursday. Late buses leave Otter Valley at 4:40 p.m. Activity bus routes are not the same as those used by the regular morning and afternoon buses; consequently, bus stops may be different than for the regular buses. Only students who participate in supervised school activities may take the late buses home.

### **SCHOOL BUS RULES AND REGULATIONS**

Basic rules are posted on each bus. These rules apply to all bus runs: regular runs to and from school, activity runs, and during sports and field trip runs. Common sense is the foundation of the basic rules for the bus. If you act in a respectful and responsible manner, and if you are aware of basic rules of safety, you will comply with rules established for the safe and efficient

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transportation of you and your classmates to and from school. Remember that riding the bus is a **PRIVILEGE, not a RIGHT**. Abuses can result in your losing the privilege to ride the bus on either a temporary or yearlong basis.

### **Loss of Bus Privileges**

Dangerous or unsafe behavior cannot be tolerated. Bus drivers have been instructed to stop their buses if student behavior is poor. If such situations occur in the afternoons, the drivers will return to the school and the offending student(s) will be turned over to the Associate Principal. If you are removed from the bus for misbehavior, you are required to find your own transportation home.

If your behavior interferes with the safe operation of the bus, you will be referred to the Associate Principal for appropriate disciplinary action. Such action may include revoking your privilege to ride the school bus.

When discipline problems occur on the buses, the drivers have been instructed to supply the Associate Principal with the names of those involved. If you are asked to identify yourself (name and grade) and those around you, you are required to supply the driver with that information. Refusal to identify yourself properly will be viewed as a serious offense.

School bus transportation is a privilege that may be denied for good and sufficient reason. A school bus driver may deny transportation for disciplinary reasons for up to three (3) days, provided the parent or legal guardian and the principal are notified in advance of the next bus run. The Associate Principal may deny the privilege of riding a school bus for up to five (5) days for disciplinary reasons. The Board of School Directors, upon the recommendation of the Superintendent of Schools, may deny a student the privilege of riding a bus for the balance of the school year.

If you are removed from the bus because of poor or dangerous behavior, you are still required to attend school. You and your parents will be responsible for finding reliable transportation that will get you to school on time every day.

### **Common Sense Bus Rules and Regulations**

You are expected to abide by the following rules:

1. Listen to the driver.
2. Stay seated and out of the aisle.
3. Use quiet, acceptable language only.
4. Respect other people, their space and all equipment.
5. Do not eat, drink, or chew gum on the bus.
6. Do not put anything outside the bus.

### **Additional Notes**

1. When you arrive at school on a school bus, you are not permitted to go into the parking lots or other areas outside of the building, nor are you permitted to leave school grounds.
2. Large, sharp, or dangerous objects are not permitted on any buses. Bus drivers are empowered to enforce this regulation. If you have a very large class project to transport to school, you should make arrangements with your parents to give you a ride.
3. Any items lost on the bus will be brought to the main office and placed in lost and found.
4. If Otter Valley vehicles are not available, all students authorized to travel as representatives of the school to activities held away from home shall be transported by properly licensed and insured, authorized carriers. Groups of students are prohibited from arranging private transportation by private car under any circumstances.

### **Requirement to Attend School**

Nothing in this policy is to be construed as relieving a student of his legal responsibilities to attend school or a parent's responsibilities to see that the student attends. Those responsible for the activities of a student, whose privilege of riding a school bus has been denied, must see that the student travels to or from school by alternate means. The several school boards assume no responsibility for the safety or welfare of a student traveling to or from school using these alternate means of transportation.

### **DRIVING TO SCHOOL**

Because the school provides free transportation to all students, you are encouraged to make use of this service rather than drive to and from school. Bus transportation provided by schools has been proven to be more reliable and safer than driving in cars.

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Permission to drive to school and park on school property is a **privilege**, not a right. The school reserves the right to regulate traffic and parking on school grounds. Being late to school or missing school because of car problems will be considered to be unexcused, and you will be subject to the consequences associated with unexcused absences.

If you do elect to drive to school, you must be aware that the school is not responsible for property lost or stolen from vehicles, nor is it responsible for any damage to vehicles that are parked on school grounds.

### Rules Governing Driving on School Grounds

The following rules and regulations are in effect for all students who drive to school and who park on school grounds:

1. If you bring a motor vehicle onto school grounds, you accept the responsibility of complying with the rules and regulations established by the school regarding driving and parking.
2. All vehicles must enter through the main entrance located by the Otter Valley sign post.
3. All motor vehicles brought onto school grounds must be operated in a safe manner.
4. The speed limit on school grounds is **10 miles per hour**. [RNE Policy: EEAE]
5. Pedestrians and school buses have the right of way on school grounds. You must yield to pedestrians and school buses.
6. Driving or parking on walkways or grassy areas is not permitted.
7. Entering school grounds from Route 7 via the southernmost or northernmost exits is not permitted. These exits are to be used only by vehicles leaving the school.

### Rules Governing Parking on School Grounds:

**Parking is permitted in Designated Areas Only: No Parking on the Grass and Near Entry Ways.**

1. If you plan on driving yourself to school, you must register your vehicle(s) with the school and

attach the parking permits to the windshields.

2. In order to get a school permit, you must register your vehicle with the School Resource Officer (SRO). The necessary registration forms are available in the office.
3. A valid, current school parking permit must be **clearly displayed in the lower, right-hand corner (passenger's side) of the front windshield** of all vehicles parked on school grounds. You will get your permit when you return the completed registration form.
4. Parking permits are not transferable to other vehicles. You may not register vehicles in your name for other students. You may register only the vehicle that you actually drive to school.
5. Student parking is restricted to the section of the parking lot that has been designated for student use. If you park in the Teachers' or Visitors' sections of the lot, you are in violation of the parking regulations.
6. **The parking lot at the back of the building is not open to students. You may not park in that area at any time.**
7. Having a parking permit does not obligate the school to provide you a place to park. It does not give you permission to park in any location other than the student parking lot, even if the student lot is filled.
8. As soon as you arrive by motor vehicle on school grounds, you must park your vehicle immediately and enter the building. You are not permitted to sit in your car, loiter on the parking lot, or leave school grounds.
9. Motor vehicles, the parking lots, and school driveways are **OFF-LIMITS** to students during the school day. Cars are not to be used as lockers for books or other personal belongings, nor are vehicles or the parking lot areas where students may loiter, meet friends, or spend lunch periods. During the school day, students may not go to the parking lot without a written pass from a school administrator or guidance counselor.
10. The school will not send students on school errands in their own or other students' vehicles.

#### VEHICLES MAY BE SEARCHED

**Motor vehicles brought onto and/or parked on school grounds may be searched by school administrators upon the determination that a reasonable belief exists to support the necessity of a search. All vehicle searches will be made in the presence of a third party.**

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11. Smoking in vehicles on school grounds is prohibited, as are the possession, use, and/or distribution of alcohol, drugs, or other controlled dangerous substances. Regular school rules regarding tobacco, alcohol, drugs, and weapons apply to vehicles, the parking lot, and all areas of the school's grounds.

If you fail to comply with the above regulations, you will face disciplinary action by the school. Penalties for violation of the driving and parking regulations may include, but not be limited to, the towing of vehicles at the owner's expense and risk, ticketing of vehicles by the police, suspension from school, and/or revocation of student parking privileges.

#### **Snowmobiles and All-Terrain Vehicles**

In addition to the rules above, the following regulations apply to snowmobiles and all-terrain vehicles:

1. Snowmobiles and ATV's will be driven to and from school only. Use of these vehicles on school grounds is prohibited at all other times.
2. At no time may these vehicles be driven on athletic fields. Athletic fields will be circled in order to get to and from the parking area.
3. The speed limit for snowmobiles and ATV's on school grounds is **10 miles per hour**.
4. Snowmobiles and ATV's registered with the school must comply with all Vermont State and local laws governing their operation.
5. The parking area for snowmobiles and ATV's will be located opposite the Large Cafeteria/Teachers' Room, inside the chain link fence.
7. Failure to comply with the above regulations will result in disciplinary action, including the suspension of parking privileges. [See also *RNESU Policy Code: EEAE found on the RNESU website: [www.rnesu.org](http://www.rnesu.org)*]

#### **A NOTE REGARDING WEAPONS IN YOUR VEHICLES**

**It is a violation of Federal law to bring a weapon onto school grounds, even if they remain in your vehicle. During hunting season, you must take care to leave your hunting rifles at home. They must not be brought onto school grounds. (RNESU Policy JFCJ)**

## High School Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:10 <b>Advisory</b> (Morning Meeting)	:00 – 8:10 <b>Advisory</b> (Morning Meeting)	:00 – 8:10 <b>Advisory</b> (Morning Meeting)	:00 – 8:10 <b>Advisory</b> (Morning Meeting)	:00 – 8:10 <b>Advisory</b> (Morning Meeting)
8:14 – 9:34 <b>Block 1</b>	8:14 – 9:34 <b>Block 1</b>	8:14 – 9:34 <b>Block 1</b>	8:14 – 9:34 <b>Block 1</b>	8:14 – 9:34 <b>Block 1</b>
9:38 – 10:55 <b>Block 2</b>	9:38 – 10:55 <b>Block 2</b>	9:38 – 10:55 <b>Block 2</b>	9:38 – 10:55 <b>Block 2</b>	9:38 – 10:55 <b>Block 2</b>
10:59 - 11:22 <b>Advisory</b> (booking for Callback)	10:59 - 11:22 <b>Callack</b>	10:59 - 11:22 Callback	10:59 - 11:22 <b>Callback</b>	10:59 - 11:22 <b>Advisory</b> (team/ community building)
11:26 – 11:46 <b>A Lunch</b> 11:50 – 1:08 <b>Block 3</b>	11:26 – 11:46 <b>A Lunch</b> 11:50 – 1:08 <b>Block 3</b>	11:26 – 11:46 <b>A Lunch</b> 11:50 – 1:08 <b>Block 3</b>	11:26 – 11:46 <b>A Lunch</b> 11:50 – 1:08 <b>Block 3</b>	11:26 – 11:46 <b>A Lunch</b> 11:50 – 1:08 <b>Block 3</b>
11:26 – 12:46 <b>Block 3</b> 12:50 – 1:08 <b>C Lunch</b>	11:26 – 12:46 <b>Block 3</b> 12:50 – 1:08 <b>C Lunch</b>	11:26 – 12:46 <b>Block 3</b> 12:50 – 1:08 <b>C Lunch</b>	11:26 – 12:46 <b>Block 3</b> 12:50 – 1:08 <b>C Lunch</b>	11:26 – 12:46 <b>Block 3</b> 12:50 – 1:08 <b>C Lunch</b>
1:12 – 2:30 <b>Block 4</b>	1:12 – 2:30 <b>Block 4</b>	1:12 – 2:30 <b>Block 4</b>	1:12 – 2:30 <b>Block 4</b>	1:12 – 2:30 <b>Block 4</b>





	<b>2 Hour Delay</b>		
<b>Middle School</b>	<b>High School A - Lunch</b>	<b>High School B - Lunch</b>	
Advisory: 10:00 – 10:10	Advisory: 10:00 – 10:10	Advisory: 10:00 – 10:10	
Block 1.1/2: 10:13 – 10:59	Block 1: 10:13 – 10:59	Block 1: 10:13 – 10:59	
Block 2.1/2: 11:02 – 11:48	Block 2: 11:02 – 11:48	Block 2: 11:02 – 11:48	
7th lunch 11:51 - 12:11 8th callback 11:51 - 12:11	Callback 11:51 - 12:11	Callback 11:51 - 12:11	
Block 3.1: 12:12 – 12:37 7th Callback 12:40 - 1:00 B Lunch: 12:40 – 1:00 Block 3.2: 1:03 – 1:28	A - Lunch 12:11 - 12:31 Block 3: 12:34 – 1:30	Block 3 12:14 - 1:10 C Lunch: 1:10 – 1:30	
Block 4.1/2: 1:31 – 2:30	Block 4: 1:33 – 2:30	Block 4: 1:33 – 2:30	

## Middle School Daily Schedule

<b>Times</b>	<b>7th grade</b>	<b>8th grade</b>
8:00 - 8:10	Advisory	Advisory
8:10 - 8:20	7th grade Morning Breakfast Break	
8:23 - 9:33	Block 1.1 / 1.2	
8:13 - 9:23		Block 1.1 / 1.2
9:23 - 9:33		8th grade Break
9:36 - 10:55	Block 2	Block 2
10:59 - 11:22	Lunch	Advisory / Callback
11:26 - 12:03	Block 3.1	Block 3.1
12:06 - 12:28	Advisory / Callback	Lunch
12:31 - 1:08	3.2	3.2
1:12 - 2:30	4.1 / 4.2	4.1 / 4.2