

Southwest Vermont Career Development Center



Student Handbook 2010-2011

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**Southwest Vermont Career Development Center
2010-2011 Student Handbook**

Southwest Vermont Regional Technical School District

Serving: Arlington, Bennington, Dorset, Glastenbury, Manchester, No. Bennington, Pownal, Readsboro, Sandgate, Searsburg, Shaftsbury, Sunderland, Twin Valley, and Woodford

Dr. Frank Barone
Director/Superintendent
Greg Lewis
Business Mgr.

Robert Montgomery
Assistant Director
William Swisher
Guidance

Robert Mazur
Adult Education
Wendy Klein
Co-op Coordinator

Dr. Frank J. Barone
Director/Superintendent
Robert Montgomery
Assistant Director

Greg Lewis
Business Manager

William Swisher
Guidance Coordinator

Wendy Klein
Co-op Coordinator

Meghan Maguire
Outreach Coordinator

Mary Farrell
Special Needs

Bob Mazur
Assistant Director for Adult
Education

Deborah Carey
Business Manager Assistant

Sandra Redding
Office Manager

Lisa Eames-Buchanan
Attendance/Database/
Adult Education Assistant

**REGIONAL GOVERNING
BOARD MEMBERS**

Frank Lamb
Board Chair

Kevin Goodhue
Vice Chair

Edward Letourneau, Jr.
Secretary/Clerk

Members

Gloria Alexander

Justin Corcoran

Claude DeLucia

Rick Harrington

Larry Johnson

Leon Johnson

Francis Kinney

Jon Peaslee

Dear Student:

On behalf of all of us here at the Southwest Vermont Career Development Center, I want to welcome you to what I'm sure will be a great adventure. During your time here, you will come to realize what a great place the CDC is and grow to appreciate the wonderful opportunity you have been given by being accepted into our program

This handbook is your guide. Its purpose is to provide you with clear expectations when it comes to behavior, attendance, and performance. These are the three core elements of a successful school and work career.

As a student of the SVCDC, you are invited and encouraged to participate in one of our many Career Technical Service Organizations that are offered. Your participation will be a great way for you to build relationships with other local, national and international students. You will have the opportunity to develop and use leadership skills, and carry with you the memories of state and national competitions. As an added bonus, oftentimes college credits and scholarships reward your individual efforts!

Technical education in the 21st century is the process of applying what you learn in class to real life work experiences. At the CDC you will be able to put your knowledge into practice through project based learning and collaborations with other programs. Success in these programs may also be rewarded with cooperative work experiences that may lead to employment in your career field.

We know that if you apply yourself with effort and enthusiasm your time spent at the Career Development Center will be rewarding. Please take time to read this guide and share the information with others. We look forward sharing a common educational experience with you. You are most welcome.

Best wishes,

*Frank J. Barone, EdD, PhD
Director/Superintendent*



Our Mission

The Southwest Vermont Career Development Center is committed to preparing secondary and post secondary students for career and lifelong learning in a rapidly changing world.

PHILOSOPHY

We believe that:

- Every individual has a need for and a right to career and technical education.
- Career and Technical Education happens best when the learning environment is safe, caring and respectful.
- Each student has unique talents, interests and needs, and comes to the Career Development Center with diverse cultural, social, moral and ethical beliefs.
- Career and Technical Education must be active and experiential, an integration of academic and technical skills, and offered to each student without regard to the student's gender, cultural, social, economic, sexual orientation, or other background.
- Career and Technical Education must be actively engaged in authentic relationships with the larger community to develop standards and assessments that reflect the needs of the employer community and the pursuit of further education.
- Career and Technical Educators are partners with the home and the larger community as we strive to develop informed, responsible, and participating members of society.
- The Career Development Center encourages all students to develop to their fullest capacity and to achieve their life goals.

GOALS

The following goals are identified as supporting the mission statement and philosophy:

- To help learners work both as a team and think independently, complete skill and safety competencies, and be self-directed with their education and career goals.
- To encourage students to participate in student leadership organizations and opportunities.
- To foster student awareness of their role as citizens of communities by participation in community service experiences.
- To promote student participation in workplace based experiences (e.g. co-op, student apprenticeships, internships, job shadowing, field trips and guest speakers) for applied learning and career exploration.
- To provide continuing education for the community and workforce development opportunities for the unemployed, incumbent workers, corporate partners, and entrepreneurs.
- To promote teaching that recognizes differences in learning styles and uses a wide variety of methods.
- To provide curricula and instruction that integrates academic, technical, interpersonal, and other competencies with industry standards, entrepreneurial opportunities, and higher education requirements.
- To frequently evaluate goals, programs and performance in order to make continuous quality improvement in career and technical education for students.



Non-Discrimination Statement

The Southwest Vermont Career Development Center (CDC) is an equal opportunity educational institution and offers all persons the benefits of participating in each of its programs and in competing in all areas of employment regardless of race, creed, color, national origin, gender, age, handicapping conditions, disability, or sexual orientation. The CDC complies with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Person designated to receive Title IX, Harassment, and Bullying reports:

Robert Montgomery, Assistant Director
(802) 447-0220 x135

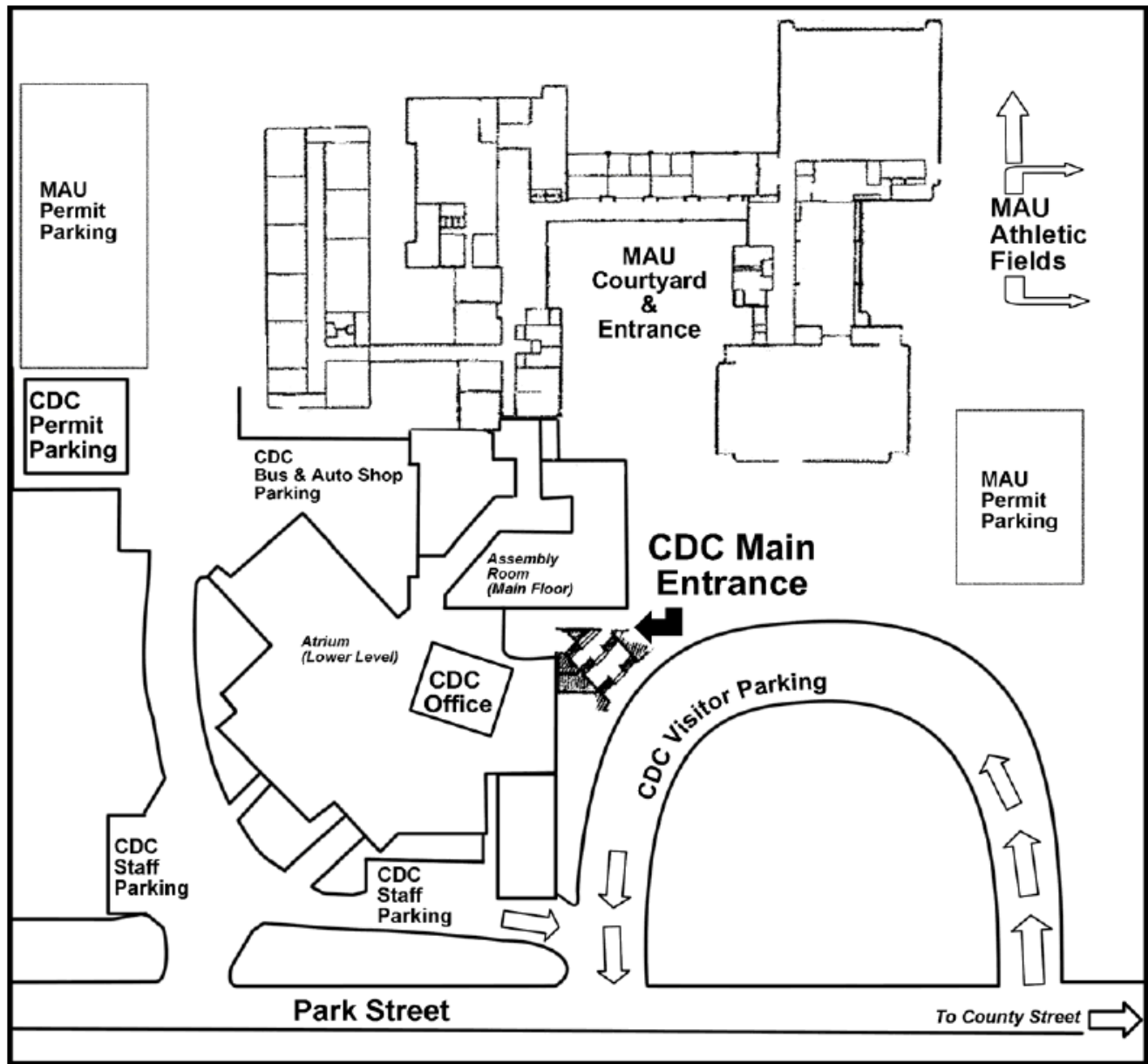
Ms. Lauren Ferrante, Instructor
(802) 447-0220 x150

Reports may also be made to:

Vermont Human Rights Commission
133 State Street
Montpelier, VT
(800) 416-2010 or (802) 828- 2480 (voice or try)

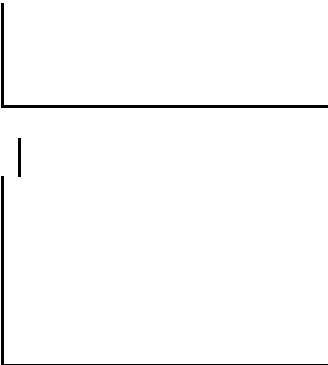
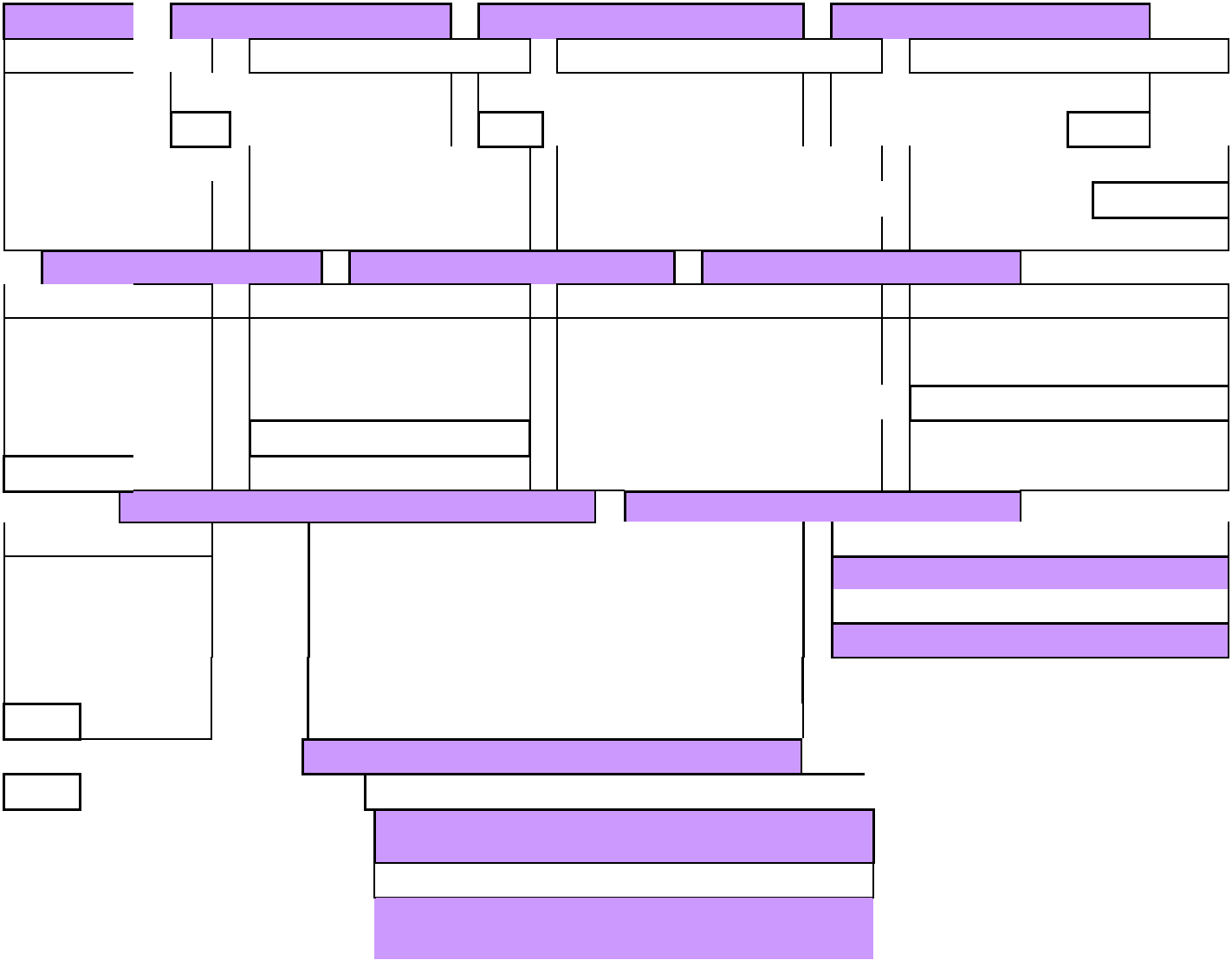
Director, Compliance Division Area II
Offices of Civil Rights
U.S. Department of Education, Region I
33 Arch Street, Suite 900
Boston, Ma. 02110
617-289-0111

Map



Visitors

All guests and visitors must register in the CDC Office. Students who wish to bring a guest to the CDC must obtain prior approval from the Director and classroom teacher. Parents are always welcome to attend the CDC, but are asked to register at the CDC Office upon entering the school. Visitors will be issued an identification card that must be worn prominently while on campus. Visitors to the campus may park only in parking spaces marked for visitor





CDC Faculty & Staff

CDC Office (802) 447-0220

Fax (802) 442-1745

Barone, Frank	141	C141	Director/Superintendent
Blair, Cheryl	335	C131	Database/Guidance Support
Buchanan, Lisa	131	C131	Attendance, Database, Adult Ed. Assistant
Clark, Josh	490	C149	SVRTSD Networking Administrator
Carey, Deborah	139	C139	Business Manager Assistant
Dence, David	432	C030	Forestry/Heavy Equipment
Farrell, Mary	TBA	TBA	Special Needs Coordinator
Ferrante, Lauren	152	C152	Cosmetology
Foley, Tim	470	C070	Video Production/Theater Arts
Forest, Nichole	222	C222	Business Careers & Tech./Business Mgmt./Business Basics
Gabrus, Bruce	431	C031	Manufacturing Technology/Design(CAD)Manufacturing
TBA	438	C041	Building Trades
Gorbaty, Barbara	156	C156	Communication Technology/Technical English
Hart, Brenda	150	C150	Cosmetology
Haskins, Tom	420	C020	Auto Technologies
Maguire, Meghan	134	C134	Outreach Coordinator
Hogan, Neal	456/457	C056	Accounting & Finance/Marketing/Business Basics
Klein, Wendy	223	C223	Co-op/Employability Skills
Lawler, Mike	399/150	C147	Law Enforcement/ Technology Coordinator
Lee-Clark, Bruce	127	C127	Pre-Law /Forensic Investigation
Lewis, Greg	136	C136	Business Manager
Maloney, Donna	220	C220	Tech Specialist/Bus Driver
Mazur, Bob	138	C138	Assistant Director of Adult Education/Learning Institute
McElheny, Kelly	128	C128	BioAgri/Science/Plants and Flowers
Metcalf, Dwayne	220	C220	Tech Specialist/Bus Driver
Montgomery, Robert	135	C135	Assistant Director
Peters, Stephannie	444	C044	Human Services
Peterson, Eric	471	C064	Theater Arts Consultant
Redding, Sandra	231	C131	Office Manager
Sebborn, Adrian	226	C226	AI, Computer Tech. & Networking, Creative Computing
Sherwood, Carol	220	C220	Tech Specialist/Bus Driver
Slade, Kathy	473	C073	Medical Professions
Swisher, Bill	133	C133	Technical Education Guidance Coordinator
Upright, Pam	451	C051	Growing Upright Childcare
VanDeurzen, Addie	476	C077	CAD, Engineering and Design
Wright, Lauri	456/334	C456	Manager of Campus Store and Heritage Credit Union



Program Information

Technical Programs

These state-approved programs offer students in-depth study and practice in twenty different technical areas. There is an emphasis on hands-on learning and the application of academic skills in real-world situations. These programs are scheduled as year-long courses and generally provide the student with three credits per year. Programs average 120 minutes per day; 90 minutes per day for one semester and 150 minutes per day for the other semester. Mastery of at least 90% of the skills taught during the two-year sequence will earn a student a Certificate of Completion. In addition, most technical programs may be counted as fulfilling one or more academic graduation requirement units in specified areas such as math, science, art, social studies or English. (See Embedded Academic Credit below.)

CDC program and course offerings are categorized within nine career clusters. Career Clusters represent a nationwide effort to help schools ensure that students get the knowledge and skills they need for multiple career choices by matching what is taught in the classroom to business and industry standards.

Agriculture, Food & Natural Resources Career Cluster

- Forestry & Heavy Equipment
- Horticulture & Landscaping
- Agro ecology & Water Resource Management

Architecture & Construction Career Cluster

- Building Trades

Arts, AV Technology & Communications Career Cluster

- Communications Technologies
- Theater Arts
- Video Production

Automotive Career Cluster

- Automotive Technology

Business Career Cluster

- Accounting
- Marketing
- Recreation & Hospitality/Business Management

Cosmetology

Engineering & Manufacturing Technology Career Cluster

- Engineering & Design
- Manufacturing Technology
- Zero Hour-Model Rail (Proposed)

Human Services & Medical Professions Career Cluster

- Human Services
- Medical Professions

Information Technology Career Cluster

- Artificial Intelligence & Micro technology
- Computer Technology & Networking
- Networking Academy

Law, Public Safety, Corrections & Security Career Cluster

- Law Enforcement I & II
- Pre-Law

Introductory Classes for 9th and 10th Grades

The Career Development Center also offers eleven introductory courses that are designed to familiarize students to the possible occupations in the career cluster and provide the foundation skills that are needed for success in that career cluster. Unless noted, the courses are one-semester in length and 50 or 60 minutes per day. If demand warrants, courses may be offered both semesters.

- ** 90-minute course
- Horticulture Foundation

Academic Courses

The CDC offers academic courses in Technical English and English Communications. These courses provide the student with the opportunity to develop academic skills within the context of the student's field of technical study. See the Program of Studies or the CDC Guidance Office for more information.

Visit us on the web at www.svcdc.org

- Architecture & Construction Foundation
- Automotive Maintenance
- Business Basics
- CAD/3D Inventor
- Entrepreneurship**
- Computer Aided Design & Manufacturing
- Medical & Human Services 1 & 2
- Creative Computing Foundation
- Forensic Investigation
- Business and Personal Use Law



Embedded Academic Credit

The CDC works to support the development of students’ academic skills in a variety of ways. All programs and courses offer the opportunity to develop and apply academic learning. Technical programs that involve considerable skill development in an academic discipline offer the student one or more academic credits toward their high school graduation requirements. These credits are referred to as embedded academic credit. A list of CDC embedded academic credits is provided below.

CDC Embedded Academic Credit

If you need credit in:	Consider these programs and/or classes:	
Art	Computer Aided Design & Manufacturing	Engineering & Design 1 Theater Arts
English	Communication Technologies	Theater Arts
Math	Accounting Artificial Intelligence Building Trades Engineering & Design 2	Manufacturing Technology Marketing Networking Academy Recreation & Hospitality Mgt.
Science	AgriScience Artificial Intelligence Automotive Technology 2 Computer Tech & Networking Cosmetology	Engineering and Design Forestry & Heavy Equipment Horticulture & Landscaping Medical Professions Networking Academy
Social Studies	Human Services	Pre Law Law Enforcement

See the Program of Studies or the CDC Guidance Office and Mr. Swisher for more information. Call 447-0220 x133.

Co-Op Program and Other Work Experiences:

The Co-Op Program provides students with opportunities to explore career interests and apply both academic and technical skills learned in the classroom in a real job setting. Co-Op experiences available to students include:

JOB SHADOWING EXPERIENCE: In order to more clearly define career goals, students may job shadow a person in a specific occupation. Typically, this is a one-time observation providing an overview of the tasks involved in a specific job description. This program is a non-graduation credit experience.

CAREER WORK EXPERIENCE: This program, following the Fair Labor Standards Act guidelines, allows students to do a 30-hour, non-paid work experience at a site related to a student’s career interests. Students observe and/or perform basic tasks according to a training plan developed by the site supervisor and the CDC. This enables students to make better career decisions. This program is primarily a non-graduation credit experience.

COOPERATIVE WORK EXPERIENCE PROGRAM: This is a paid work experience at a site related to the student’s technical program. Local partners in business and industry work with the CDC to provide opportunities for students to experience the world of work. Students may earn graduation credit for this program.

SUPERVISED WORK EXPERIENCE PROGRAM: This is a paid work experience in a career area not offered by the CDC. All technical training is provided by the employer with evaluations and related instruction provided by the CDC. Students may earn graduation credit for this program.

STUDENT APPRENTICESHIP PROGRAM: The Student Apprenticeship program provides opportunities for students who are committed to a specific career. It involves a mentor from industry working with the state-approved competencies, related applied academics and post-secondary education. Students may earn credit for this program.

Prerequisite: To qualify for Co-Op programs, a student must be recommended by an instructor or other appropriate CDC Staff, have a positive attitude and a willingness to learn new skills. Students must also satisfy Workplace Skills competencies relating to employability.



Educational Support

Students who find themselves in need of support or assistance with their studies can get help from our faculty and staff. For more information, contact the special needs staff (447-0220, x333), guidance coordinator (447-0220, x133), or your program instructor.

Reasonable Accommodations

The CDC is committed to making reasonable accommodations or adjustments for qualified individuals with known disabilities. An accommodation is not reasonable if it would constitute an undue burden or hardship to provide it, or if it would require a fundamental alteration to the student's program. Students with special needs, their parents or advocates are encouraged to contact our Special Needs Coordinator at 447-0220.

Enrolling in Technical Programs

All applications for admission to technical programs are reviewed by the appropriate faculty and administrative staff. The program teacher will interview you after you apply for a first-year technical program. You may bring your parents, teachers, School counselors, and or other adult advocates to your interview.

The number of students that can be admitted is limited in some cases by the number of teachers we have, the size of our shops, and the hazardous nature of some of our programs. In general, juniors are given preference for entry into the first-year sections of all technical programs.

Acceptance into CDC programs and classes is based upon:

- A student's interest.
- Academic grades.
- Attendance and discipline record.
- Prior enrollment and performance in CDC programs.
- Student ability to succeed in CDC programs.
- Program Teacher recommendation

For more information, see the Program of Studies.

Admission to the second year of a technical program is based on the student's performance during their first year in that program and the recommendation of the teacher.

Please see the CDC Guidance Coordinator with questions and for information about admissions procedures and appeals.

Continuing Your Technical Education

High school graduates, out-of-school non-graduates, GED, and returning adult students have the opportunity to increase their technical skills and career options by completing daytime technical programs at the Southwest Vermont Career Development Center. All daytime programs are open to adults, home-schooled students and regular high school students.

Vermont residents who have not yet achieved a high school diploma or have a GED may enter programs by applying through the Adult Education Office and interviewing with the program instructor. Program requirements must be met for entry.

Adults with high school diplomas may apply and will need a funding source for tuition (for example, VSAC Non-degree grants, family, personal, employer, other), computed at 40% of the sending school tuition. Acceptance into daytime programs is on a space available basis after secondary students. You will be notified of your acceptance two weeks before the beginning of a semester. This is a great opportunity to finish a technical program, or to get additional technical skills or an industry certification.



There are also a variety of adult technical education evening courses and certification programs offered throughout the year, in computer software, business and accounting, graphic and web design, horticulture and landscaping, medical office skills, pharmacy technician, and manufacturing (including CAD, welding, machine trades/CNC, industrial electricity, PLC/Ladder Logic) and other technical areas.

For fall enrollment, contact your school counselor and/or the CDC Adult Education Office to apply for training in daytime or evening CDC technical programs. Our daytime technical programs are described in the Program of Studies at our web site, <http://www.svcdc.org>.

Students of all ages are welcome to enroll in our online courses and Career Certificate Programs. Over 300 courses are available starting every month, with our national program partner. Go to www.ed2go.com/svcdc

School Records

Student records are kept secure. These records may include biographical materials, courses taken, grades and credits received, test scores, and other information. These records are normally available to school officials, to officials of other schools, in cases of transfer, to authorized representatives of other governmental agencies and to appropriate persons to safeguard a student's health and safety in an emergency. Parents may inspect and review the records, have them explained, and request that no records be released to outside organizations without their written consent. Outside organizations may include yearbook companies, electronic and print media, etc. At age 18, a student acquires these same rights afforded parents. Further details concerning the confidentiality of student records may be obtained from the Guidance Coordinator at 447-0220 x133.

Assessment

The Career Development Center believes that students should be provided with useful information that will help them to plan for their studies and future careers.

Academic Assessment

Upon entering a CDC program, students may be required to participate in an academic assessment. This will provide students with the opportunity to demonstrate their abilities in math, language and reasoning. It will also help faculty and staff to identify student strengths and to prepare instruction to better target student needs. Two assessment currently being used by the CDC are Kuder and AcuPlacer.

T.A.B.E. (Test of Adult Basic Education)

Each student entering the program will participate in the TABE. This assessment provides the instructor with information that will be helpful in identifying students who may need additional instruction in math or language usage. T.A.B.E. assessment is done in the early autumn and again in the late spring.

The Technical Specialist teacher may work with students to increase your academic skill or assist you and your teacher to help you be successful in your program.



Student Organizations

Many CDC Programs offer participation in career oriented student organizations. These organizations allow students to develop leadership skills and often provide opportunities for students to travel for state, regional and national competitions.

DECA For students in Marketing and Recreation and Hospitality Management

DECA, formerly Distributive Education Clubs of America, provides activities and classroom tools that promote the learning of competency-based skills in marketing, management and entrepreneurial career fields, and develop leadership and civic consciousness. DECA serves more than 160,000 students enrolled in secondary and postsecondary marketing education programs. DECA is co-curricular, and it is an integrated part of the classroom instructional program. (Business and Marketing Cluster)

FBLA For students in all Business related programs and classes

The Future Business Leaders of America prepares students by promoting business leadership, understanding of private enterprise, establishing career goals and developing character and self-confidence in its members. FBLA serves 300,000 members and teachers in 13,000 chartered chapters worldwide. FBLA is co-curricular, and it is an integrated part of the classroom instructional program. (Business and Marketing Cluster)

FFA For students in all Agriculture related programs/classes

The National FFA Association is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FFA is an integral, intra-curricular part of the agricultural education program, providing leadership training to supplement classroom education and hands-on career exploration.

FFA programs and activities help members develop public speaking skills, conduct and participate in meetings, manage financial matters, strengthen problem solving abilities and assume civic responsibilities.

Nearly 450,000 members participate on local, state and national levels in approximately 7,275 chapters.

SkillsUSA For students in all CDC programs/classes

The main goal of SkillsUSA is to develop employability, participatory and leadership skills to compliment the occupational skills developed by students in trade and technical education classrooms or work-based learning sites. SkillsUSA programs and activities help members develop public speaking skills, conduct and participate in meetings, manage financial matters, strengthen problem-solving abilities and assume civic responsibilities. Students participate in State, National and International skill competitions each year. The organization's 250,000 nationwide members strive to become world-class workers and responsible American citizens in the trade, industrial, technical and health occupations. SkillsUSA is co-curricular, and it is an integrated part of the classroom instructional program. (Medical Professions, Building Trades, Communication Technology)



National Technical Honor Society

The National Technical Honor Society (NTHS) is a nationally recognized organization for promoting excellence in workforce education to meet the demands of today's quality driven businesses and industries. Members of the CDC Chapter of the National Technical Honor Society will have opportunities to attend leadership conferences and help in the recruitment of new students to the CDC. Fewer than two percent of America's secondary students are nominated for membership into this prestigious organization. The purposes of the CDC Chapter of National -Technical Honor Society are:

- To promote the ideals of honesty, service, and leadership at the CDC and in the community.
- To reward scholastic achievements in a program of academic and modern technical education.
- To assist members in their pursuit of career and educational goals
- To help build and maintain a stronger, more positive image of technical education and the CDC.
- To encourage the practice of high standards of personal and professional conduct and individual responsibility.
- To advance the growth and ideals of the Society through the educational community.

To become a member of the NTHS a student must fulfill the following requirements:

- Maintain a 90 average or above in their technical program and current English class combined.
- Enrollment for at least 3 quarters in the same technical program
- Complete the core competencies in their technical program for the year.
- Maintain a 3.0 average or above in their high school career.
- Have no more than 10 absences from their program per year.
- Demonstrate good character and leadership qualities.
- Participate in extra curricular activities like clubs, sports, community service or employment.
- Be recommended by their Program Instructor and CDC Guidance Coordinator.
- Be elected by the CDC faculty and staff.

Each member receives a framed certificate, an NTHS lapel pin, an NTHS tassel and stole to wear at graduation. Official letters of recommendation from the National Technical Honor Society are sent to the member's choice of colleges and employers.

OVERNIGHT FIELD TRIPS – Luggage Search

In order to better insure the safety of all students, the Southwest Vermont Career Development Center reserves the right to inspect students' luggage for contraband prior to boarding the bus for an overnight school trip. Students and parents should be aware of this practice and should pack accordingly.

Student Recognition and Awards

Student Recognition and Awards

These awards are given after review and approval by the faculty, staff and administration at an awards ceremony that takes place late in the academic year in order to recognize student achievement. Students receive a plaque or certificate, and their names are inscribed on a permanent plaque displayed publicly at the CDC.

Technical Excellence – Awarded to program completers who:

- Are recommended by their Program Instructor.
- Show outstanding achievement in their program.
- Have no more than five absences per semester. (*see p. 18*)
- Demonstrate good character and leadership qualities.
- Earn an average 85 or above in their technical program.
- Complete 90% of the core competencies in their technical program at a level demonstrating mastery.
- Are passing all other classes for the current academic year.

Special Recognition – Awarded to students *of good character* in programs and technical classes and who have performed in some exceptional way that warrants recognition.

Scholarships – Some programs offer scholarships to qualified students from their programs. See the program teacher and/or the guidance coordinator for specific details.

- James W. Quinn, Jr. Scholarship
- Jacobs, McClintock, and Palmer-Ellis and Bennington Co. Bar Association Scholarship
- Terry Ehrich Scholarship
- The Catamount Rotary Scholarship
- Robert Scanlon Memorial Pre-Law Scholarship

Perfect Attendance – Students with perfect attendance for each semester will be recognized. Perfect attendance means a student has no excused or unexcused absences or school suspensions. Occasionally, cars are made available to the CDC through donation. These cars are raffled off to students as an incentive for perfect attendance.

Quarterly Honor Roll – Students enrolled at the CDC are able to make Honor Roll if they:

1. Have a 90% or better average in their CDC program for that quarter.
2. Have no more than 2 days absence for that quarter.
3. Have no discipline referrals either at the CDC or their home school.



Health and Safety

Safety

Safety is a responsibility for everyone!

Everyone within the CDC building or involved in CDC activities must, at all times, follow safety instructions including:

1. Written and posted shop and classroom rules, safety instructions and warnings.
2. Instructions given by any CDC staff.

Campus Security

In order to ensure a safe and secure environment, security cameras are situated around the CDC campus. Safety and service are also provided through the Bennington Police Department and the Bennington County Sheriff's Department.

Nurse

Student medical needs are addressed by the nursing staff located in the MAUHS building in room 131. Their phone number is 447-7511, x 131.

Medications

- The school nurse or a staff member trained and designated by the school nurse must distribute all medication.
- All medication must be stored and locked in the health office or double locked in an area known to the school nurse except as stated below.
- Students may only carry inhalers for asthma, Epi-pen for allergic reactions, or insulin with written permission from a physician and parent. Medication must be provided in its original container.
- Prescription medication will be given in school only with written permission from the parent and written instructions from the physician. (Since the label on the bottle may not be accurate it cannot be accepted as the written permission from the parent or guardian.)
- Non-prescription medication will not be dispensed without written permission from the parent or guardian. Written permission expires at the end of each school year. No aspirin will be given in school because of its possible association with Reye's Syndrome.

HIV/AIDS

Having AIDS or being infected with HIV has been determined to be a disability. The CDC does not discriminate against or tolerate acts of discrimination or harassment against any individual who has or is perceived to have AIDS. A student who has or is perceived as having HIV/AIDS is entitled to attend school in a regular classroom, unless otherwise provided by law, and shall be afforded opportunities on an equal basis with all students. A student or student's parent/guardian may, but is not required, to report HIV/AIDS status to any school personnel. In the event the school nurse determines that a student has had a significant exposure to blood, the parent or guardian will be notified immediately and advised to consult the child's physician at once.



Universal Precautions/Blood Born Pathogens

Students enrolled in programs at the CDC will be trained in appropriate procedures to limit exposure to blood or other pathogens. The use of universal precautions to prevent infection will be a part of safety training in the programs in which students are enrolled. Instructions for Universal Precautions can be found in each program area and in all CDC restrooms.

Child Abuse

Child Abuse Reports – CDC staff will report suspected physical or sexual abuse of students to the appropriate authorities as required by Vermont law.

Students or Parents wishing to report possible child abuse should contact the Director at 447-0220 x135, or speak to any CDC teacher, administrator or staff.

Identification Card for Adult Students in Day Program:

Each adult student attending the CDC will be provided with a photo ID card to identify him/her as a properly enrolled student at the school. Students are required to carry the ID card with them during school hours and when attending all school events and to display the card upon request. A student failing to wear or produce an ID card upon request may be referred to the administration for appropriate discipline.

Lost and Found

Personal items that are found within the CDC may be turned in to the CDC Office for safekeeping. If you are looking for a missing personal item, please see someone in the CDC Office.

Emergency Closing

In cases where the school schedule may be altered or the school will be closed due to inclement weather or emergency, students should check with local TV and/or radio stations. Information regarding school delays or closings is usually announced by 5:30 a.m. Notice can also be found at the CDC Website www.svcdc.org.

Signing In/Out

Students who are not co-enrolled at MAUHS may be required to sign in at the CDC Office upon arrival on campus.

Students leaving the CDC campus at a time they are not regularly scheduled to leave and/or those who sign in upon arrival at the CDC, are required to sign out in the CDC Office.

Hall Passes

All student hall passes shall state the student's name, destination, time and date and teacher's signature.



Attendance

The CDC attendance policy is designed to promote positive work habits and attitudes in our students. Missed learning experiences and lab opportunities are usually difficult and sometimes impossible to make up. The CDC teachers and office staff will document daily attendance and consistently enforce CDC attendance regulations.

Tardiness

Any student arriving WITHOUT A PASS to a first block class after attendance has been taken must be reported to the CDC via telephone or in person so that accurate attendance records can be maintained.

- Tardiness for more than ½ a class period counts as an absence from that class.
- Teachers will assign consequences, including additional class assignments, assessing appropriate work habits or teacher assigned detention

A pattern of tardiness that draws attention to the student's attendance record or class performance will result in teacher – parent contact to resolve the attendance problem..

Absence

When a student returns from an absence, he or she must provide to the CDC office either:

- A note from the parent, guardian, or other authority stating the reason for the absence.
- A re-admit slip or pass from the sending school stating the reason for the absence.

All notes must include the student's name, the date(s) of the absence, reason for the absence, and signature of parent, guardian, other authority, or doctor/nurse.

Leave of Absence

Occasionally special circumstances arise for which leaves of absence are granted. Leaves of absence must be thoroughly documented. Further, they are not included towards loss of credit due to absence. Students are responsible for making up all class work missed during the absence. The following criteria must be met for a leave of absence to be granted:

- Doctor's note or School Nurse's excuse which indicates that the student was unable to be in school as required by a medical condition or order.
- Documentation of a scheduled appointment with admissions or financial aid staff of a College or other educational institution.
- Documentation that student's sending school was not in session and transportation was not offered (including snow days).
- Documentation of school-sponsored or required events within the CDC or the student's sending school (e.g., field trip, exchange, Model Congress)
- Bereavement. Documentation may be required.



Loss of Credit due to Excessive Absences

Students with excessive absences (explained and/or unexplained) are subject to loss of credit. EVERY absence counts toward loss of credit unless it meets the criteria for **Leave of Absence**. (see above) All classes (full-year and half-year) are subject to the following schedule:

- 5 absences per semester will result in a warning letter and a phone call to parent/guardian.
- 10 absences per semester will result in a warning letter and a phone call to parent/guardian.
- 15 absences will result in a loss of credit and may result in removal from course.

On review of the student's situation, a CDC attendance committee may choose to grant exceptions for loss of credit due to extenuating circumstances documented by the student. An application to restore credit must be jointly submitted by the student and program teacher in order for credit to be restored.

Class Cut

A class cut is any absence for which the student cannot provide written documentation from their sending school or a parent or other guardian or other authority. A class cut will be dealt with as a disciplinary issue.

First Offense –Detention with teacher/phone call home by teacher/referral to Administration

Second Offense –Detention with teacher/phone call home by teacher/referral to Administration

Third Offense – Detention with teacher/phone call home by teacher/referral/Parent-Teacher-Administrator Conference

Fourth Offense – Loss of one credit*

(*Loss of credit after 2nd cut in introductory, semester long courses. E.g. Forensic Investigation)

Transportation

Parking and Driving

Student parking may be assigned if a student is participating in a Co-op, or is attending from an outside the MAU district. This privilege is at administrative discretion, and requires that the student provide a valid driver's license, proof of insurance and registration, the written application at the CDC Office. Parking is a privilege, and those granted a permit must abide by the CDC and MAU parking rules and regulations. Failure to do so will result in the loss of parking privileges.

Conduct on School Bus

CDC students often use bus transportation. Students are reminded that their conduct on CDC busses should meet or exceed expectations for behavior as a part of any CDC activity.

To assure the safety and well being of all bussed students, appropriate behavior must be maintained at all times. **Use of all tobacco products** is forbidden on busses. Poor conduct on a CDC school bus may result in referrals and possible loss of bus privileges. In addition, the school discipline policy is extended to cover students while riding the bus.

Lunch and Atrium Procedures

Common sense and good manners should dictate student behavior in the atrium. Students are to be respectful to each other, the staff, faculty, and administrators and maintenance staff. In addition, **it is the responsibility of all students to clean up and pick up after themselves**. All food must be consumed in the MAU cafeteria, CDC atrium or MAU courtyard. There is to be no eating of food in the hallways. If individual teachers allow students to have food in classrooms, students are responsible for proper transport of food and drinks to the classroom. In classrooms and programs where eating is allowed, food should be brought to class when the student first arrives. Students **should not** anticipate opportunities to get food during class periods. **No eating or loitering is allowed on CDC front steps. An area for outdoor use**



during lunch has been provided in the MAUHS courtyard.

Dress Code

Students will be required to present themselves appropriately attired while attending school and all school sanctioned functions. Proper dress is an important job skill. Job skills are what we teach here at the Career Development Center.

The CDC administration reserves the right to dismiss any student whose manner of dress does not meet reasonable standards of health and safety or is so unusual as to be disruptive or distracting to normal school routine.

Individual programs may, because of health and safety concerns, require additional dress requirements or codes. However, no particular brand may be required. For example, a shop may require wearing safety glasses or ban the use of personal music players. Also, particular dress may be required in accordance with Co-op work sites. Appropriateness of dress will be at the discretion of the instructor or Co-op Coordinator.

Any student who fails to wear the appropriate safety related clothing or is otherwise dressed inappropriately for a program is considered unprepared for class. If this lack of preparation will not allow a student to participate safely, s/he may be assigned to the Planning Room (when in operation) for the remainder of the class period.

The Southwest VT Career Development Center dress code's purpose is to create and maintain a productive and positive learning environment, minimizing disruptions and distractions.

- **Pants** shall be worn fastened and at the waist
- **Skirts, dresses and shorts** must be long enough to reach mid thigh.
- **Shirts and blouses** must meet the waistband of the pants/skirts
- **Skimpy or revealing clothing** is not allowed. That includes transparent or see-through or low cut tops, strapless, spaghetti, "tube", halter, or spaghetti strapped tops; backless dresses or tops; "muscle shirts"; and other clothing that provides minimum coverage. Sleeveless shirts, cut close around the arms are acceptable.
- Clothing that is ripped or torn in a suggestive and revealing way shall not be worn.
- Clothing shall be worn in such a way that underclothing is not visible.
- **Offensive Items:** anything that promotes or advertises drugs, alcohol, tobacco products or things of a violent or sexual nature is not allowed. Anything that is vulgar, obscene, rude, lewd, or is aimed at demeaning a specific group or individual(s) is prohibited.
- **Sunglasses or hoods** must be removed at the entrance to the school building and shall not be worn while in the school building.
- Any article of **jewelry** that is considered to be a safety hazard is prohibited.
- **Footwear** is required at all times and must be safe and appropriate for indoor and outdoor activities.
- Students will follow program rules regarding the removal of **hats** upon entering the classroom.

Students are expected to meet dress code expectations each day of school. Students who choose to not meet the dress code will not be permitted in class until the inappropriate clothing is replaced with appropriate clothing.

In all cases in accordance with this dress code, school administrators will determine what appropriate attire is.



Academic Conduct

Academic Honesty

We expect all students to be honest in their conduct in classes, in shops, and in the completion and the presentation of their work product.

Academic dishonesty in academic work includes, but is not limited to:

- Plagiarism, defined as the presentation of the writings, ideas, or thoughts of another person as one's own work in the preparation of a paper, laboratory report, examination, oral presentation, or other document; assigned or unassigned. It may include using another student's disk or computer file in the completion of an assignment.
- Dishonest conduct during a quiz, test, mid-term, or final examination; i.e. cheating.

Consequences:

- First Offense - The work in question receives a 0 (zero), the student's parents are informed, a report is placed in the student's CDC file. The student will then be required to read and study the plagiarism policy and demonstrate they know its content and meaning.
- Second Offense - Same as above, plus, parents, student, teacher, and CDC administrator meet to discuss the offense. If parents do not attend the meeting, the grade for the marking period is withheld, and becomes a failing grade two weeks after the end of the marking period.
- Third Offense - Parents or guardians are informed and student receives a failing grade for the course.

Computer Use Policy

- A) *Privileges*. The use of the CDC Network and computers is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. Based upon the guidelines established in this document, and any subsequent modifications hereto, and CDC policies and procedures, the system administrators will determine what appropriate use is. The CDC reserves the right to terminate, suspend, or otherwise limit network access at any time as required in their judgment. Use of free proxies to bypass our filters will not be tolerated.
- B) *Acceptable Use*. The use of computers must be consistent with the educational and operational policies and procedures of the CDC. The use of other organizations' networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of any material in violation of any United States or Vermont statute or regulation is strictly prohibited. This includes but is not limited to: copyrighted or trade secret material, threatening or obscene material, and criminal activity. Use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to responsible authorities. Persons violating this policy may be subject to civil penalties, and may also be subject to the full range of disciplinary actions, including, but not limited to suspension and expulsion.
- C) *Etiquette*. Students are expected to comply with the generally accepted rules of network etiquette. These include, but are not limited to the following:
- Comply with all school rules regarding behavior and personal conduct.
 - Be polite.
 - Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
 - Do not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.
 - Do not reveal personal addresses or phone numbers.
 - Electronic Mail (e-mail) is not available on the CDC network. System administrators have access and reserve the right to monitor the use of the CDC Network.



- D) *Reliability*. The CDC cannot be held responsible for any lost resources or damages incurred through the use of this account, system, or network.
- E) *Security*. Users of the system agree not to violate or attempt to violate system security or intentionally interfere with system performance, or access to another person's accounts, files, or password. Individuals may be denied access to the system based upon security violation of other computer systems.
- F) *Fee Services*. Without the express permission of a sponsoring teacher, you may not use the CDC Network to access any database, service, or download data or software, which charges a fee for such service or access. If you do any of the foregoing you are liable for any and all charges.

The CDC reserves the right to modify the computer use policy and procedures at any time.

Personal Property and School Property

Searches and Seizure

Guidelines for searches are as follows:

- Desks, lockers, textbooks, and other materials or supplies loaned by the school remain the property of the school.
- Lockers may be opened by school employees for emergency, cleaning, or maintenance purposes.
- When prohibited items are found, they will be confiscated and the student reported to the Director.
- School property may be searched by the Administration upon reasonable suspicion that a law or school policy is being violated.
- Searches of a student's personal, vehicle or other property will be conducted by the Administration if there is reasonable suspicion that a breach of school policy or law is being committed.
- Search of a student's clothing will be conducted by a school employee of the same gender, and, whenever possible, in the presence of another school employee.
- Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search or seizure.

Student Lockers

Students should follow classroom rules regarding use of classroom lockers. Proper maintenance of CDC lockers is the responsibility of each student. Students who vandalize CDC lockers will be disciplined by their teacher or CDC administrator.

Theft

The theft of personal, staff, or school property may result in school suspension or other disciplinary action. Any and all costs which are incidental to the theft, including reimbursement for permanently lost property are to be paid by the student.

Lost or Damaged Books and Equipment

Many tools and instruments used in the shops and classrooms are furnished at school district expense. Each student is responsible for all books and equipment issued to him/her. If an item issued to a student is misplaced, stolen, or damaged, the student will reimburse the CDC for any loss. When tools, instruments, or other materials are removed from shops or classrooms, the student to whom issuance was made is held responsible for the return of any such items. Students are not permitted to take tools



from school property unless under the supervision of the faculty/staff. Students whose negligence causes the loss of tools, instruments, etc. will reimburse the CDC for their loss. Intentional vandalism by a student can, after a due process hearing, result in the student being suspended or expelled from the CDC. According to Vermont Statute 16 V.S.A. § 556, the parent or guardian of a pupil shall be liable to a school district for damaged or lost books and other materials.

Personal Property

Students shall assume responsibility for all personal property brought on to campus, including personal electronic devices. At no time shall the Southwest Vermont Regional Technical School District (CDC) be responsible for preventing theft, loss, or damage to student property brought to its school sites.

STUDENT CONDUCT AND DISCIPLINE PROCEDURES

Behavior Expectations

Appropriate student conduct includes:

- Complying with all school and classroom rules regarding behavior and personal conduct.
- Being polite to teachers, staff, administrators, bus drivers, visitors, and other students.
- Using appropriate language.
- Keeping a positive attitude.
- Reporting potentially unsafe situations or conditions to CDC staff.

In order to ensure a safe and secure environment, security cameras are stationed around the CDC campus.

Discipline

The CDC believes in correcting unacceptable student behavior. The discipline process should contain the elements of fairness, firmness, and consistency. As a result, the following procedures will be followed when responding to inappropriate behavior and activities.

In general, **any** teacher, student, or staff member can refer students who participate in unacceptable behavior to CDC administration.

Teachers may refer a problem to CDC administration by filling out a Student Referral Form. The student will be informed and parent(s) will receive a telephone call by the teacher when a written referral is made. The CDC main office maintains records of all written disciplinary referrals.

The CDC may use one or more of the following options as an appropriate response to student behavior:

- Referral to a counselor
- Referral to a SPED Coordinator
- Conference with teacher and student
- Conference with parent and student
- Student issued detention by teacher
- In-school suspension
- Out of school suspension

In addition to actions and/or sanctions taken within the school, incidents may be reported to appropriate legal authorities.

If a student with a disability under the IDEA or Section 504 violates behavior expectations, the Administration shall refer to the Vermont Department of Education Special Education Regulations Section 4312(b) "Long-term Suspension or Expulsion of Students with a Disability or Students who are Disabled According to Section 504 of the Rehabilitation Act of 1972."



Suspension, Expulsion and Due Process Hearing

The CDC Regional Governance Board (RGB) (school board) is empowered to adopt and enforce such a policy under the provisions of T.16 V.S.A. §§ 563 and 1162.

Suspension:

Suspension is a temporary dismissal from school, and should not exceed ten days except with approval of the Regional Governance Board. For any period up to ten (10) days, suspension may be at the discretion of the Director/Designee. It may be used as a consequence for misconduct and/or insubordination, which, in the Director's or Designee's judgment, makes the pupil's presence harmful to the general welfare of the school.

1. Students may be suspended immediately for one day suspension to allow for an investigation to take place that will determine whether further suspension time is warranted.
2. Parents or guardians of the student suspended shall (in all cases where reasonably possible) be notified at the start of the student's suspension, with defined reasons for the action. Notification will be by a telephone call to be followed by a letter from the school.
3. The parents or guardians of the student suspended shall confer personally with the administration *prior to* the student's re-entry to the CDC.
4. Certain Board policies (e.g. fighting) prescribe a fixed number of suspension days for specific and/or recurring offenses. In all other cases, the Director may exercise his/her judgment and prescribe suspension from one to ten days, including any suspension that is "pending parent/guardian conference."
5. During the time of suspension, a pupil's absence in the Register will be explained as "suspension." All rights to teacher assistance and cooperation on make-up of class work, assignments, etc, generally available to absent students will be available 'by right' to suspended pupils.

Expulsion

Expulsion is deemed a serious step and should never be imposed arbitrarily or automatically, but only after full and serious deliberation by both the Administration and the Regional Governing Board (RGB).

1. Expulsion (permanent dismissal) from the Southwest Vermont Regional Technical School District may be made only upon the recommendation of the Superintendent to the Regional Governing Board and a resultant majority vote for dismissal by such Board action.
2. Students may be expelled for misconduct when the misconduct makes the student harmful to the welfare of the CDC in accordance with 16 V.S.A. §1162.
3. Students who are on suspension and recommended for expulsion are entitled to a hearing before the RGB on the reasons for their expulsion.

Due Process Required for Expulsion

1. The CDC shall notify parents or legal guardians (in all cases where reasonably possible) and the student before an expulsion. A written and specific statement of charges will be mailed to the student and parents.
2. The CDC shall give a full hearing to the student, who shall have the following rights:
 - (a) The right to examine evidence against himself or herself.
 - (b) The right to be represented by counsel (although not at public expense).
 - (c) The right to confront witnesses and examine adverse witnesses.
 - (d) The right to present evidence on his or her own behalf.
3. Both parties have the right to make a record of the proceedings.
4. Decisions of school authorities shall be based upon substantial evidence and in accordance with policy and law.



Maintaining a Respectful Learning Environment

Insubordination

Insubordination is a failure to comply with any reasonable request or directive given to a student by a CDC faculty or staff member. Reasonable requests and directives include communication of safety information, enforcement of CDC rules, regulations or policies, and directives aimed at maintaining a positive learning environment and school climate.

Should a student feel that a request or directive is unreasonable, the student shall still comply with the directive or request until the disagreement is resolved, *unless* complying with the request or directive presents a dangerous or embarrassing situation for the student or others in the surrounding area.

Inappropriate Language

Students using loud, profane, or abusive language will, upon referral by any faculty or staff, be subject to the following sanctions:

- First Offense -- Warning
- Second Offense – Discipline referral will be written and parents telephoned by the writer of the referral.
- Third Offense -- Appearance before the Educational Support Team, and any consequences they deem appropriate and reasonable.

Public Displays of Affection

Public displays of affections are inappropriate within a school environment or during school activities. After first warning, students may be sent to an administrator for appropriate action to be taken. Public affection may be viewed as creating a hostile environment as defined within sexual Harassment. (*See Harassment Prevention below.*)

Gambling

Gambling and card playing are not permitted on campus or at any school related activity.

Inappropriate Clothing

Should a student's clothing be deemed inappropriate, students may be sent to the Planning Room or home until the inappropriate clothing is replaced with appropriate clothing. (*See Dress Code.*)

Cell Phone and Other Communication Devices: Use and Possession by Students at the CDC

Using cellular phones and other communication devices during an emergency situation can create hazardous conditions including the distribution of false information, distraction from directions.

The CDC does not allow the use of cell phones and other communication devices by students in the building or at instructional sites during that student's class time unless used for instructional purposes with the permission of the instructor. Otherwise these devices should be silenced and put away.

Students who continue to use their cell phone or other communication device after being warned not to may have their device taken and placed in the main office. The first time this happens, the student may pick up his/her device at the end of the day. The next time this happens, the student's parent or guardian will be required to come in and pick up the phone personally. Students who refuse to give up their device in this situation will be considered **insubordinate** and will be disciplined as per our code of conduct.

Under no circumstances shall students use cellular phones during an emergency except under the direct instruction of their instructors or the administration.

The student who possesses a cellular phone or other communication device shall assume all responsibility for its care. At no time shall the Southwest Vermont Regional Technical School District be responsible for preventing theft, loss, or damage to cell phones brought onto its property.



IPODS and Electronic Entertainment Devices (including walkman, DVD players, and all electronic music/game devices)

These devices shall not be seen or heard in classrooms or program spaces. If seen or heard, they will be viewed the same as cell phones. Teachers may exercise discretion for their use during certain activities when students are working independently. Ask your teacher before using these devices in your classroom or program area. The CDC is not liable for any loss, damage or loss from theft of these devices if brought to the CDC.

Maintaining a Safe and Healthy Learning Environment

Tobacco

The use of tobacco or any tobacco products on school grounds is a violation of state law and is, therefore, prohibited. This ban extends to all students, employees, or visitors to the school, and applies at all times, whether or not school is in session. For the purposes of this policy, “school grounds” means any property or facility owned or leased by the school and used at any time for school related activities, including school buildings, areas adjacent to school buildings, athletic fields, work sites and parking lots. Prohibition on the use of tobacco extends to all off-site CDC activities. Fines are enforced as defined in the Vermont Statutes.

1st Offense: \$25.00 fine

2nd Offense: \$25.00 fine

3rd Offense: \$25.00 fine

NOTE: These tickets will be issued by law enforcement agents upon the written request of school administration.

Substance Use and Abuse

The CDC participates in the Substance Abuse/Administrative Procedure (Policy #5175C) adopted by the Regional Governing Board of the CDC.

Students found in possession of or under the influence of alcohol or any other controlled substance will be subject to the following sanctions:

- A minimum three days suspension from CDC programs/classes.
- Where appropriate, referral to the student’s home school for further actions or consequences as determined by the sending school administration and policies.
- Referral to Police if school administration believes the student has committed an illegal offense.
- A re-entry meeting with the CDC administration is required, and may result in providing certain conditions for re-entry.
- In situations where safety is an issue, a student may have to submit to a drug test in order to be reinstated to a program, lab, shop, or Co-op placement.

The CDC cooperates with law enforcement in cases of substance possession and use.

Skateboarding and Rollerblading

Skateboarding and rollerblading can create hazardous situations. Therefore, skateboards and rollerblades are not allowed on school property. Skateboards and rollerblades may be securely stored by the CDC administration until the earliest time at which the student can remove them from the campus.

Parking/Driving Violations

Restricted parking applies in all lots from 7:00 a.m. – 3:00 p.m.

Parking regulations will be enforced as follows:

- Repeat offenders of Parking Regulations shall be subject to booting or towing of car.
- Owners/operators shall be responsible for all removal and storage charges incurred. Any law



enforcement officer or CDC employee who has authority and orders removal of a vehicle from CDC property shall be exempt from any liability for damages to any vehicle removed or stored.

Fire Lane violations shall be enforced under sections 10-12.08 and 10-19.06 of the Bennington Town Ordinance. Fines for Violations shall be as set forth in the appendix under section 19-19.07.

1st offense	\$25
2 nd offense	\$30
3 rd offense	\$45

Handicapped parking violations shall be enforced under sections 10-5.16 of the Bennington Town Ordinance. Fines for violations shall be as set forth in the appendix under section 19-19-07.

1st offense	\$25
2 nd offense	\$30
3 rd offense	\$45

Parking on any crosswalk or sidewalk is prohibited and a ticket shall be issued.

1 st offense	\$5
2 nd offense	\$10
3 rd offense	\$25

Parking in a non-designated area or parking without a parking permit.

1 st offense	\$5
2 nd offense	\$10*
3 rd offense	\$25*

*Multiple offenses may result in additional disciplinary action.

- Reckless Driving shall be strictly prohibited. Violations shall result in permanent loss of parking privileges. Referral to police may result based on the severity of the situation.
- Illegal purchase, sale or transfer of parking permits, shall result in permanent loss of parking privileges.
- Transportation of students off campus without authorization is subject to disciplinary action.

Safety Equipment

The unauthorized alteration of, misuse or tampering with any equipment or device intended for use in preserving or protecting the safety of members of the school community, including but not limited to keys, exit signs, fire extinguishers, fire alarms, fire boxes, standpipes, first aid equipment or emergency telephones is prohibited. Any such alteration, misuse or tampering shall result in appropriate disciplinary action.

Maintaining a Non-violent and Safe Environment

Fighting

Fighting, either physical or verbal, is an inappropriate way to settle personal disputes. As such, it is not allowed at the CDC. Students who are found to be fighting or acting in any way supportive of fighting on CDC grounds or at project sites may be subject to the following sanctions:

- First Offense - Up to 10 days Suspension
- Second Offense - Appearance before the Disciplinary Committee or E.S.T. and possible Expulsion from the program and/or the Career Development Center following a due process hearing.

Firearms, Knives, Fireworks, and other Weapons

Vermont State Law (Title 13 V.S.A. §4004 and Title 16 V.S.A. §1166) prohibits carrying these or other dangerous or deadly weapons in school or on school grounds. Any student found violating this law shall be referred to the appropriate police authorities. After a due process hearing, a student may also face suspension or expulsion from the CDC. A weapon as defined in Vermont law is “any firearm...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.” A firearm, under this policy, may be either loaded or unloaded. (Title 13 V.S.A. § 4016)

Bomb or Other Threats

No person shall make, issue, or communicate by any means, a threat that a dangerous or deadly weapon has been, or will be placed or used on school grounds or property, before, during, and after school as well as at any school sponsored activity. Violators may be referred to appropriate law enforcement agency and may be subject to the full range of disciplinary actions, including, but not limited to suspension and expulsion.

Harassment Prevention (Policy 5002C)

It is the policy of the CDC to maintain a safe, orderly, civil and positive learning environment. The CDC prohibits any form of unlawful harassment or bullying as defined below on the basis of a student’s race, creed, color, national origin, marital status, sex, sexual orientation, or disability, perceived or actual. It is a violation of this policy for any student, teacher, administrator, or other school personnel through conduct or communication unlawfully to harass or bully a student or staff on the basis of the characteristics stated above.

Definition of Harassment: *Unlawful harassment* as used in this policy and the procedures implementing it includes verbal or physical conduct based on a student’s race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose of creating an intimidating, hostile, or offensive environment. Harassment includes sexual harassment and bullying. Examples of behaviors which would be unlawful harassment, if unwelcome and sufficiently severe, pervasive, or persistent to interfere with a student’s ability to participate in or benefit from school programs, include but are not limited to the following:

- physical aggression or force
- the threat of physical aggression or force
- demeaning comments or behavior, racial, sexist or ethnic slurs, mimicking, jokes, gestures, name-calling
- graffiti
- stalking
- sexual advances
- use of nicknames emphasizing stereotypes
- comments on manner of speaking
- negative references to customs
- derogatory comments regarding surnames.

Students or Parents wishing to report possible harassment should contact the Asst. Director, 447-0220 x135.

Sexual Harassment (See the CDC website, www.svcdc.org, for a copy of policy # 5002C)

It is the policy of the Southwest Vermont Regional Technical School District to oppose and prohibit without qualification, sexual harassment in our school

Sexual harassment violates an individual’s basic civil rights, undermines the integrity of the school environment and adversely affects students, teachers, and other school personnel whether or not they are direct subjects of harassment. Sexual harassment is a form of unlawful discrimination according to federal and state statutes. Sexual harassment committed by a student, faculty member, or member of the administration or other school personnel and can result in formal student discipline or employee/ personnel actions up to and including dismissal.

Sexual harassment is a form of unlawful harassment and is defined as; any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature if occurring in the context of a working or learning environment.

Sexual harassment occurs:

- (a) when submission to such conduct is made either explicitly or implicitly a term or condition of employment or a student’s education success.

- (b) when submission to, or rejection of, such conduct by an individual is used as a basis for official decisions affecting the student, teacher or employee;
- (c) when such conduct has the purpose or effect of substantially unreasonably interfering with someone's working or learning performance or creating an intimidating, hostile or offensive working or learning environment.

Examples of sexual harassment include, but are not limited to, the following, when such acts or behavior come within one of the above definitions:

- **Verbal** – offensive sexual comments, insults or threats; jokes of a sexual nature, unwanted flirtations, or sexually degrading words to describe someone.
- **Non-verbal** – sexual suggestive objects or pictures on books, lockers or clothing; suggestive obscene or insulting sounds, whistling, gestures, leering, graffiti or other writings of a sexually insulting nature.
- **Physical** – unwanted contact including offensive touching, pinching or brushing up against someone's body, coercing sexual intercourse or assault.

Any student or employee who feels that he or she is a victim of sexual harassment shall report the incident to the Asst. Director at 447-0220 x135. Any teacher/staff who observes, overhears, or otherwise witnesses any sexual harassment shall take immediate and appropriate action to stop that harassment and to prevent its reoccurrence. Thereafter, the teacher/staff shall report the incident to the Assistant Director for investigation and enforcement of the student grievance or personnel discipline policy as set forth below.

Applicability - This Student Anti-Harassment Policy shall apply to behavior that occurs on school district premises, school buses, CDC work sites, and/or at school sponsored events (including school trips) regardless of the location of the event. Upon receipt of a complaint or report of unlawful harassment, the CDC shall conduct and complete an investigation or, where applicable, an informal resolution process in accordance with procedures adopted under this policy.

False Reporting Prohibited - A person who knowingly makes a false report or complaint may be subject to the same action that the CDC may take against individuals who violate this policy. The term "*false report or complaint*" refers only to those made in bad faith and does not include a report or complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Retaliation Prohibited - The CDC shall take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person for making a good faith report or complaint of unlawful harassment or for participating in an investigation or other part of the procedures implementing this policy.

Reporting Procedure

Students or Parents wishing to report a possible sexual harassment incident should contact Robert Montgomery, Assistant Director, 447-0220 x135. The report of sexual harassment shall be in writing or, if made orally to the Assistant Director, shall be summarized in writing by the Interim Director and shall be kept in the Assistant Director's office. Sexual harassment complaint forms are available from building administrators.

Investigation Procedure - An investigation of any report of harassment, sexual harassment, hazing, bullying, abuse or neglect, violation of rules or civil rights, will be initiated before the end of the next school day. Within 3 school days an initial determination of the validity of the report shall be made. If the report is found to be valid, then a plan of corrective action will be drawn up and implemented.

Corrective Actions

First Offense: Student will be trained and assessed on his/her knowledge of the harassment policy and the reasons for its existence.

Second Offense: Student will be subject to the above and other discipline at the discretion of the Interim Director or his/her designee.

Additional Offenses: Appearance before the Educational Support Team, and any consequences they deem appropriate and reasonable.



Grievous acts in violation of this policy will receive immediate suspension until a meeting of parents, student, Educational Support Team and Interim Director takes place. Such action may result in the full range of disciplinary actions, including suspension and, after the appropriate hearing, expulsion.

Whenever possible, and to the extent permitted by law, the parent or guardian of the person who was the victim of a verified act of harassment will be notified of the steps taken to prevent any further acts of harassment.

NOTE: All CDC School Policies are available online at our website at www.svcdc.org.

Bullying Prevention (See the CDC website, www.svcdc.org, for policy #5003C)

Because the Regional Governing Board, administration, faculty, and staff wish to maintain a learning environment which is respectful to all and free of violence, any actions which constitute "bullying" are strictly prohibited.

Bullying means any overt act or combinations of such acts directed against a student by another student or group of students and which:

- a) occurs during the school day on school property, on a school bus, or at school sponsored activity;
- b) is intended to ridicule, humiliate, or intimidate the student; and
- c) is repeated over time.

If you believe that you are a victim or know a victim of bullying, you are strongly encouraged to speak to a member of the faculty or staff, and/or to make a report, either personally or anonymously to the CDC Director.

Reporting Bullying

Students are encouraged to report, personally or anonymously, acts of bullying to teachers and/or school administrators. Students may report acts of bullying directly to the Administration at the CDC Office, or may leave anonymous voice mails at 447-0220.

Students or parents are encouraged to report acts of bullying in writing to the Director at the CDC Office. All reports of bullying will be investigated fully by the Administration.

Consequences

If, after an investigation, the Interim Director and Administration determine that acts of bullying have taken place, the student or students involved will be subject to consequences that may range from being trained in the prevention and harm of bullying behavior to suspension and/or expulsion, depending upon the severity of the behavior determined in the investigation.

In all cases, the parents/guardians of the student who has committed a verified act of bullying will be notified and will be informed of the current penalty imposed and any the possible penalty for any further acts of bullying.

Whenever possible, and to the extent permitted by law, the parent or guardian of the person who was the victim of a verified act of bullying will be notified of the steps taken to prevent any further acts of bullying.

Hazing Prevention

It is the policy of the CDC to maintain a safe, orderly, civil and positive learning environment. As such, sexual harassment, harassment, hazing and bullying have no place and *will not be tolerated* at the CDC.

Definition of Hazing ((16 V.S.A. 140b)

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging for, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating, or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or

otherwise participating actively or passively in the above acts. Hazing may consist of activities that occur on or off school grounds.

Examples of hazing include but are not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
2. 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 of harm or that adversely affects the mental or physical health or safety of the student; or
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
4. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the Regional Governing Board and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the RGB, and normal and customary for similar public school programs. An example of this exception might be reasonable training exercises.

Organization means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the District, and which is affiliated with the District.

Pledging means any action or activity related to becoming a member of an organization.

Principal means the principal of a school or the director of a technical center or any person designated by them to carry out a particular function.

Student means any person who: (1) is enrolled in any school or program operated by the District, (2) has been accepted for admission into any school or program operated by the District, or (3) intends to enroll in any school or program operated by the District during any of its regular sessions after an official academic break.

Procedure for Reporting

Students or Parents wishing to report a possible Hazing incident should contact Robert Montgomery, asst. Director, 447-0220 x135 at the CDC. Reports may also be made to the Office of Civil Rights.

Penalties: See Harassment Prevention, *above*.

In addition:

- Anyone who commits an act of hazing may be subject to a civil penalty of not more than \$5,000 under Vermont Law.
- Any law enforcement officer may issue a summons and complaint for an act of hazing.
- A person may be subject to criminal prosecution for hazing.

Whenever possible, and to the extent permitted by law, the parent or guardian of the person who was the victim of a verified act of hazing will be notified of the steps taken to prevent any further acts of hazing.