

Dear Student,

Welcome to the Patricia A. Hannaford Career Center (PAHCC) in Middlebury, VT. Please familiarize yourself with the contents of this handbook, and take full advantage of the planner to help you manage your time.

TABLE OF CONTENTS

Important Dates for 2018-2019.....	2
2018-2019 Daily Schedule.....	3
Statement of Nondiscrimination	4
Mission Statement	4
Admissions Policy.....	5
Support Services	7
Student Organizations	7
Military/Postsecondary Recruiters	7
Attendance.....	8
Student Driving.....	9
Student Conduct.....	10
Treatment of Students.....	17
Grading System.....	17
Locker Search Policy	19
Substance Abuse	18
Dangerous Weapons.....	20
Harassment Policy.....	20
Bullying Policy.....	25
Hazing Policy.....	28
Student Suspension.....	30
Insurance.....	31
Electronic Devices.....	31
Use of Electronic Resources (incl. Internet)	32

IMPORTANT DATES FOR 2018-2019

August 29	First day of School
Sept. 3	No School – Labor Day
Sept. 4	Welcome Assemblies – 9am and 12:30pm
Oct. 2	Early Release Day
Oct. 4	PAHCC Open House – 4-6:30pm
Oct. 19	No School/Recess
Oct. 26	End of Quarter 1
Nov. 1	Parent/Teacher Conferences – 4-8pm
Nov. 2	No School/Recess
Nov. 7	Early Release Day
Nov. TBA	Student Awards Breakfasts for Quarter 1
Nov. 19-23	No School – Teacher In-service and Thanksgiving Recess
Dec. 6	Early Release Day
Dec. 24-Jan 1	No School -Holiday Recess
Jan. 11	End of Quarter 2
Jan. 18	NTHS Nomination Forms Due
Jan. 21	No School – MLK Day
Jan. 22	No School – Teacher In-service
Feb. 5	Early Release Day
Feb. TBA	Student Awards Breakfasts for Quarter 2
Feb. 14	Open House Showcase – 4-7pm
Feb. 18-22	No School – Winter Recess
March 7	Early Release Day
March 8	No School/Recess
March 14	Parent/Teacher Conferences – 4-8pm
March 19	NTHS Induction Ceremony, 7pm
March 28	End of Quarter 3
March 29	No School – Teacher In-service

IMPORTANT DATES CONTINUED

April TBA	Student Awards Breakfasts for Quarter 3
April 10	Early Release Day
April 22-26	No School – Spring Recess
May 1	Deadline for Scholarship Forms
May 7	Early Release Day
May 27	No School – Memorial Day
May 30	Closing Awards Assemblies - 9am and 12:30pm
May 30	Student Recognition Night, 7pm
June 12	Last Day of School (unless we have snow days to make up!)

2018-2019 DAILY SCHEDULE

Main Campus:

AM Classes:	8:45 a.m. - 10:45 a.m.
PM Classes:	12:10 p.m. - 2:10 p.m.
Full-Day Programs:	9:30 a.m. - 2:10 p.m.
English class for Full-day students:	8:45 a.m. - 9:25 a.m. 10:45 a.m. - 11:25 a.m.

North Campus:

For students taking the Automotive Technology or Diesel Power Technology program, the AM and PM class schedules are altered slightly to accommodate bussing to north campus.

AM Classes:	9:00 a.m. - 11:00 a.m.
PM Classes:	12:20 p.m. - 2:20 p.m.

STATEMENT OF NON-DISCRIMINATION

The Patricia A. Hannaford Career Center is open to students from 9th grade through adult and does not discriminate on the basis of race, color, national origin, creed, gender, age, sexual orientation or disability.

Pursuant to 34 C.F.R. if any student believes (s)he may have experienced discrimination at PAHCC, the following personnel have been designated responsible for receiving complaints:

Brenda Logee, School Counseling Coordinator
(802) 382-1007
blogee@pahcc.org

Mike Adaman, Special Needs Coordinator
(802) 382-1027
madaman@pahcc.org

Grievance procedures include informing administration, contacting parents/guardians, conducting an investigation, resolving the complaint. Complaints may be submitted by students, staff or parents.

MISSION STATEMENT

The mission of the Patricia A. Hannaford Regional Technical School District is to provide educational experiences that prepare secondary and adult students with the knowledge and skills to enter the workforce in careers that are high-skilled, in high demand, that pay a livable wage and to continue their education.

ADMISSIONS POLICY

To ensure equal access to regular secondary career technical programs, the following admissions procedure has been established.

Students seeking enrollment in PAHCC technical programs need to be recommended by their sending school counselor, have an acceptable attendance record, meet any prerequisites for the program to which they are applying, and have a four-year plan in place to ensure they meet graduation requirements.

The priority application deadline for the following school year is March 15. Applications received after this date will be considered on a space available basis.

Priority admissions for upper level technical programs:

1. Students returning to complete a technical program.
2. New students in the following order:
For one-year, full day or half day programs:
1st seniors
2nd juniors
3rd adults without a high school diploma
4th adults with a high school diploma

For two-year, half day programs:

- 1st juniors
- 2nd seniors
- 3rd adults without a high school diploma
- 4th adults with a high school diploma

(The full Technical Program Admissions Policy is on file in the Main and Guidance offices at PAHCC.)

Students seeking to return to the PAHCC for a second year need to be recommended for re-admittance by their technical education instructor and have a good attendance record.

Once the class size is reached in a program, qualified applicants will be placed on a wait list. In the event that there are insufficient openings available, students with disabilities and disadvantaged students will be subject to the same nondiscriminatory selection procedures as all other applicants.

Late enrollment to a program is permitted up to ten (10) days into each semester, on a space available basis.

All students enter the PAHCC on a probationary status for ten (10) school days. During this time, a willingness to embrace the PAHCC code of behavior and to develop workplace readiness skills is assessed, as well as whether the student is appropriately placed. Continued probationary standing may be recommended if a student shows promise but needs more time for assessment. The sending school counselor is notified if a student is being considered for extended probation.

The Patricia A. Hannaford Career Center ensures equal employment and educational opportunities regardless of race, color, creed, gender, age, disability, national origin, or sexual orientation, in compliance with federal and state law. Any persons having inquiries concerning the PAHCC's compliance should contact the main office at 802-382-1012.

SUPPORT SERVICES

Specialized and individualized instruction in reading, writing, speaking, reasoning, mathematics, and measuring is available to enable each student to master the essential skills as they relate to his or her technical program.

STUDENT ORGANIZATIONS

Technical students have the opportunity to participate in Career Technical Student Organization (CTSO) activities that are affiliated with the program in which they are enrolled. These activities, which develop leadership skills, will occur during the class time as part of the program of instruction. Organizations affiliated with our programs include: FFA and SkillsUSA.

MILITARY/POSTSECONDARY RECRUITERS

Throughout the school year, the PAHCC hosts a variety of postsecondary education recruiters including military representatives for the purpose of informing students of available opportunities. Parents/Guardians may request that their child's name, address and telephone listing not be released to military or other postsecondary recruiters without prior written parental consent.

ATTENDANCE

The PAHCC believes in educating students for college and career readiness, where attendance is extremely important.

ATTENDANCE PROCEDURES:

1. Parents please call BOTH the high school and the PAHCC if a student is absent to ensure proper recording of the absence. Please call (802) 382-1012, or email Patrice Alexander at palexander@pahcc.org.
2. On the day of return, a note from the parent or legal guardian OR a home high school ADMIT slip must be presented to the PAHCC main office.
3. The main office will give students a PAHCC ADMIT slip. The PAHCC reserves the right to require a doctor's note.
4. Attendance is recorded as:
 - **Present** means the student is on time for class
 - **Excused** absences are due to illness or **Planned Absence. Early Dismissals** must be approved by the main office before class begins. Excused absences do not affect a student's grade.
 - **Activities** are events sponsored by the home high school which students must attend. Activity absences do not affect a student's grade.

- **Tardy** means late. All late students, whether or not they have an authorized official's note, must obtain an ADMIT slip from the PAHCC main office. Three (3) tardies will be counted as an unexcused absence for grading purposes.
- **Unexcused** absences include family vacations, college visits, class cuts, etc., UNLESS the parent/guardian has completed a **Planned Absence** form, and discussed with the instructor how and when work will be made up. Unexcused absences affect student grades.

Letters will be sent to parent/guardians for unexcused student absences. An **ATTENDANCE CONTRACT** will be issued at five (5) unexcused absences. The next unexcused absence after the contract goes into effect will result in a scheduled School/Parent meeting to address attendance and contract revision. Continued student participation in the program will be discussed.

STUDENT DRIVING

No students may drive or ride with another student driver to or from the PAHCC without written permission from their parent and high school principal or assistant principal. Student Permission to Drive forms are located in the PAHCC main office. The permission form, signed by parent and principal, will be brought to the PAHCC main office prior to driving to PAHCC. All signatures must be obtained on the form and filed in the PAHCC main office before a student may drive.

Students qualifying for parking must have a vehicle identification tag issued by the PAHCC main office. This tag will be issued once the driving permission form is signed by all parties and filed in the PAHCC main office.

Driving to field trips requires advance written permission from parent/guardian and the sending high school assistant principal or principal.

Students who wish to drive their cars to the PAHCC for service in the automotive shop must submit a permission slip signed by the sending school administrator. Permission slips are obtained from the automotive instructor and are submitted to the PAHCC main office prior to driving to the PAHCC automotive shop.

STUDENT CONDUCT AND BEHAVIOR CONSEQUENCES

In the PAHCC, as is true in any group of people who spend a good portion of time together, certain basic rules of good citizenship must be observed to maintain a safe and orderly learning environment. Working together we can create an atmosphere of trust and cooperation that will result in a quality education. The following is a list of student conduct expectations:

1. Conduct yourself in a safe manner.
2. Respect others and their property.
3. Engage in non-disruptive behavior.
4. Profanity is prohibited.
5. Be positive and prepared to work.
6. Actively participate in all program activities.
7. Be honest.

School administrators may adjust the Behavior Consequences to accommodate the circumstances of specific situations. Parents/guardians will be notified either in writing or by phone of disciplinary action taken or proposed to be taken. In all cases, students will be afforded the right to be heard prior to receiving consequences for behavior infractions.

Undesirable conduct may result in the following:

Student Behavior	1st Referral	2nd Referral	3rd Referral
Conduct			
Removal from class for inappropriate behavior	Conference w/student and instructor; restitution; detention; Parent & sending school contact	1 day ISS	1 day ISS
Inappropriate behavior at event/trip: Days of Caring, field trip, Award Assembly, etc.	Warning	1-event suspension; Parent contact; Apology	3-event suspension; Detention; Parent contact; Apology
Bus behavior violations	Conference w/student; Apology; Detention	1-day bus suspension	1 day ISS

Respect	1st Referral	2nd Referral	3rd Referral
Action or dress which disrupts school environment	Remediate situation	Remediate situation; Detention	Remediate situation; 1 day ISS
Use of profane language or gesture	Apology; Warning	Apology; Plan to avoid in future;	Apology; Plan to avoid in future;

		Detention	1 day ISS
Inappropriate conduct or language toward staff	Apology; Plan to correct in future; 1 day ISS	Apology; Parent/School Meeting for review of program fitness; 3 day OSS	Meeting to consider program removal; 5 day OSS
Refusing reasonable request, including but not limited to: cell phone use, refusing to perform tasks	Parent & Sending School Contact; Plan to correct; Detention/1 day ISS	1-3 day OSS or 2 day ISS	3-5 day OSS
Excessive public display of affection	Warning	Detention; Plan to correct; Meeting w/counselor	Parent meeting; 1 day ISS
Cruelty to animals	1 day ISS	3 day OSS	5 day OSS
Offensive or Discriminatory Conduct	1st Referral	2nd Referral	3rd Referral
All of the following must be referred to the designated reporting parties. (See page 22.)			
Bullying	Apology; Parent meeting; 1 day ISS/OSS (based on severity); Plan to correct	Meeting to review fitness to continue in program; 3 day OSS	Review for possible removal from program; 5 day OSS
Harassment	Parent meeting; reflection on behavior changes and plan to stop; 1-2 day ISS/OSS	Meeting to review fitness to continue in program. 3 day OSS	5-10 day OSS Removal from program
Hazing	Parent meeting; reflection on behavior	Meeting to review fitness to continue in program.	5-10 day OSS Removal from program

	changes and plan to stop; 1-2 day ISS/OSS	3 day OSS	
Honesty	1st Referral	2nd Referral	3rd Referral
Forgery, misrepresentation	Apology; Correction of action; Detention	Apology; Correction of action; 1 day ISS or OSS	Apology; Correction of action; 3 day ISS or OSS
Academic dishonesty/plagiarism	Detention & 0 grade; work must be redone	Parent Meeting; Work must be redone; 1 day ISS or OSS	Meeting; Plan to correct; Work must be redone 3 day ISS or OSS
Physical Contact & Threat	1st Referral	2nd Referral	3rd Referral
Threatening of other students	Apology; Plan to correct; Detention/ISS or OSS	Apology; Plan to correct; Parent/School Meeting; plan to stop behavior; 1 day OSS	Apology; Plan to correct; Parent/School Meeting; Review program fitness 3 day OSS
Threatening of staff	Parent meeting; reflection on behavior changes and plan to stop; 1-2 day ISS/OSS	Meeting to review fitness to continue in program. 3 day OSS	Review for possible removal from program; 5-10 day OSS
Physical aggression	Parent meeting; reflection on behavior changes and plan to stop; 1-2 day ISS/OSS	Meeting to review fitness to continue in program. 3 day OSS	Review for possible removal from program; 5-10 day OSS
Fighting	Parent meeting; reflection on behavior changes and	Meeting to review fitness to continue in program. 3 day OSS	Review for possible removal from program; 5-10 day

	plan to stop; 1-2 day ISS/OSS		OSS
Contributing to fighting or assault	Parent meeting; reflection on behavior changes and plan to stop; 1-2 day ISS/OSS	Meeting to review fitness to continue in program. 3 day OSS	Review for possible removal from program; 5-10 day OSS
Personal and School Property			
	1st Referral	2nd Referral	3rd Referral
Willful damaging of school property	Restitution and 1 day ISS	Restitution and 1-3 day OSS	Restitution and 3-5 day OSS
Theft	Return stolen article. 1 day OSS and police referral as appropriate	Return stolen article. Plan to correct; Counseling; 3 day OSS and police referral	Return stolen article. Plan to correct; Counseling; Review of fitness for program. 5 day OSS and police referral
Fire related offenses	Pay for damages; police referral; Parent/School meeting 1-3 Day OSS	Pay for damages; 3-5 day OSS; Parent/School meeting; Review Fitness for program	Removal from program
Inappropriate use and/or damaging technology	Apology; Plan to correct; Reparations; Detention and 1 week loss of use	Apology; Parent/School meeting; Reparations; 1 day ISS, review of tech privileges and appropriate consequence	Reparations; Review of fitness for program; 3 day ISS and loss of unsupervised technology use at school
Electronic threats	See Threat or Bullying		

Tobacco/Drugs/Alcohol	Each of the following include referral to law enforcement		
	1st Referral	2nd Referral	3rd Referral
Possession of tobacco	Confiscation. Fine from civil citation per Title 7; Detention	Confiscation. Fine from civil citation per Title 7; Parent meeting	Confiscation. Fine from civil citation per Title 7; Meeting; Plan to correct offenses
Use of tobacco on school grounds	Confiscation. Fine from civil citation per Title 7	Confiscation. Fine from civil citation per Title 7; Parent meeting; Referral to Smoking Cessation	Confiscation. Fine from civil citation per Title 7; Parent meeting; Referral to Smoking Cessation
Possession of or use of drugs/alcohol	Referral to Law enforcement; Parent/School Meeting; Referral to substance abuse counseling; 3 day OSS	Referral to Law enforcement; Parent/School Meeting; Referral to substance abuse counseling & screening; 5 day OSS	Referral to Law enforcement; Parent/School Meeting; Referral to substance abuse counseling & screening; 10 day OSS
Distribution of drug paraphernalia	Referral to Law enforcement; 5 day OSS	Referral to Law enforcement; 10 day OSS	Referral to Law enforcement; 10 day OSS
Possession w/intent to sell, buying or selling drugs/alcohol, or conspiracy to buy/sell drugs alcohol	10 day OSS & referral to Law enforcement & Superintendent for expulsion proceedings		
Driving (see Student Driving section, p. 9)			

	1st Referral	2nd Referral	3rd Referral
Driving without permission	Warning	Detention/call home	Parent meeting to correct behavior; 1 day ISS
Driving a passenger without permission	Warning	1 week suspension of driving privileges	2 weeks suspension of driving privileges
Riding in a car without permission	Warning	Detention/call home	Parent meeting to correct behavior; 2-day detention
Traffic violation on campus	Warning, police referral if appropriate	2 week suspension of driving privileges, police referral	Police referral, loss of driving privileges for rest of year
Expellable Behavior	1st Referral		
Threat with or possession of a weapon (See Dangerous Weapons section, page 20.)	10 day OSS & referral to Law enforcement & Superintendent for expulsion proceedings		
Willful disobedience to the authority of the school	Apology; Parent meeting; 1-2 day ISS/OSS (based on severity); Plan to correct	Meeting to review fitness to continue in program; 3 day OSS	Review for possible removal from program; 5 day OSS
Safety	1st Referral	2nd Referral	3rd Referral
Deliberate unsafe conduct with potential for injury	Immediate removal; call parents to pick up student; Parent/school	1 day ISS or OSS	3 day ISS or OSS

	reentry meeting		
Deliberate unsafe conduct with potential for death	1 day OSS	3 day OSS	10 day OSS and/or removal from program

In school suspensions (ISS) and detentions occur at sending schools and in accordance with sending school schedules and policy. Before determining consequences, PAHCC administrators attempt contact with sending schools to determine previous behavior violations that may have resulted in referrals at those schools. Student behavior which repeatedly interferes with the right of any member of the school community to learn or work in a safe and orderly climate may be considered willful disobedience to the authority of the school and cannot be tolerated according to *Policy JG: Student Discipline*. This document is intended to develop reasonable disciplinary procedures, to implement them in a fair and consistent manner, and to include logical consequences, and reasonable opportunities for students to learn from those consequences.

TREATMENT OF STUDENTS

The Executive Limitations Policy 2.1 regarding the Treatment of Students is as follows:

- With respect to interactions with students or those applying to be students, the SUPERINTENDENT shall not cause or allow conditions, procedures, or decisions that are inequitable, unsafe, untimely, undignified, or unnecessarily intrusive.
- Further, the SUPERINTENT shall not:

1. Elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the material elicited.
3. Fail to operate facilities and programs with appropriate accessibility and privacy.
4. Fail to establish with students and their guardians a clear understanding of what may be expected and what may not be expected from the service offered.
5. Fail to inform students of this policy or to provide a way to be heard for persons who believe they have not been provided a reasonable interpretation of their protections under this policy.

GRADING SYSTEM

To reflect a shift toward proficiency assessment the Grading Scale used by the Patricia A Hannaford Career Center for the 2018-19 school year will be:

- 1 – Beginning
- 2 – Developing
- 3 – Proficient
- 4 – Extending

Progress reports will be mailed home for each technical student at least once each marking period, normally at the midpoint in the term. As the Career

Center moves towards a comprehensive approach to assessing students based on proficiency attainment, students who are at the beginning level will be encouraged to seek support from classroom teachers as well as the student support center. Students who are performing at level 1 at the

midpoint of the quarter will be recommended for support.

Occupational Readiness Records are issued to all program completers. This competency rating indicates success in each major skill in the program area, in addition to work attitudes. It can be used when applying for a job. Our shift in grading for the 2018-19 school year is to move towards a more consistent and cohesive reporting system that focuses on a movement toward proficiency assessment and alignment with Occupational Readiness criteria for our students.

LOCKER SEARCH POLICY

Lockers are available for the storage of books and clothing and are assigned to students by request made to the main office. A school locker is not a student's personal property. Any illegal item or items, which might endanger the safe or orderly operation of the school, are subject to confiscation and could result in disciplinary action against the student. Lockers may be opened and inspected by any member of the administration or designee.

SUBSTANCE ABUSE

There shall be no use of illegal substances. Smoking is prohibited. Any violations will be subject to corrective action including fines, referral to screenings and counseling support, as well as possible referrals to law enforcement.

DANGEROUS WEAPONS

Any student who brings a weapon to school shall be referred to the Director/Superintendent. If, following an investigation and hearing, it is determined that the student has violated the School District's Weapon Policy, or any Federal or State laws applying to weapons, the Director/Superintendent shall recommend to the School Board that the student be expelled from the PAHCC.

HARASSMENT

It is a violation for any person to harass another through offensive or discriminatory conduct or communications. In accordance with School Board Policy, PAHCC maintains a learning and working environment that is free from harassment. Any form of harassment on the basis of disability, marital status, national origin, race, religion, age, gender, gender identity or sexual orientation is prohibited.

Definitions

Harassment means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, gender, sexual orientation, or disability. Harassment 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 and/or creating an objectively intimidating, hostile or offensive environment.

Examples

Examples of harassment include, but are not limited to, physical aggression or force, the threat of physical aggression or force, demeaning comments or behavior, slurs, mimicking, jokes, gestures, name-calling, graffiti, or circulation of written or visual material, stalking, sexual advances, use of nicknames emphasizing stereotypes, comments on manner of speaking, negative references to customs, and derogatory comments regarding surnames.

Sexual harassment is a form of harassment which involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following conditions is present:

- a. Submission to that conduct is made either explicitly or implicitly a term or condition of that person's position.
- b. Submission to or rejection of such conduct by a person is used as a component of the basis for decisions affecting that person.
- c. The conduct has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile or offensive environment.

Reporting

A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee. Complaints are immediately processed and reported to school administrators.

Parents/guardians are also encouraged to notify advocates of allegations of harassment.

The PAHCC has designated the following persons responsible for handling harassment complaints:

Brenda Logee, School Counseling Coordinator
(802) 382-1007
blogee@pahcc.org

Mike Adaman, Special Needs Coordinator
(802) 382-1027
madaman@pahcc.org

Action

Upon receipt of a complaint from a student, parent or school personnel, and an investigation by a designated employee, an administrator will resolve, either formally or informally, any complaints which involve only students, within ten days.

Action taken may include a reprimand, written warning, detention, suspension from school, training, education or counseling, or recommendation to the School Board for expulsion. If the complaint involves school personnel, the Director shall inform the parents/guardians of all students involved, conduct a formal investigation, and report the outcome of such investigation within ten working days of receipt of the complaint.

Upon completing an investigation, and upon determining that harassment has been committed by an employee, the Director/Superintendent will take appropriate action, including, but not limited to, a warning or written reprimand, remedial action, such as counseling, training or education, a suspension from duties, or a recommendation of dismissal to the School Board.

Except in the case of suspension, non-renewal or dismissal, the Director/Superintendent will meet separately with the complainant and the school personnel involved in order to secure their written acceptance of the actions to be taken. If both parties agree to the intended actions, the Director/Superintendent will carry out the actions, and shall complete a report of the actions for inclusion in the employee's personnel file.

If the student complainant, (the student or his/her parent/guardian), or the school personnel involved disagrees with the action to be taken, the Director/Superintendent will make his/her recommendations for action directly to the School Board for appropriate hearings and action.

If an adult files a complaint of harassment against a student, a designated administrator will investigate and attempt to resolve the complaint, either formally or informally, within ten days of receiving the complaint. If a formal investigation is pursued, a designated administrator will inform parents/guardians of all students involved.

If the formal investigation finds that harassment has occurred, the administration will take appropriate action that may include: reprimand, written warning, detention, suspension from school, remedial action, such as training, education or counseling, or recommendation to the School Board for expulsion from school.

Informal Resolution

If the complainant and respondent are both students, they may agree to a meeting facilitated by a school employee. If each student involved agrees the situation has been resolved by such a meeting, the school employee will report to the Director/Superintendent only that the matter has

been resolved informally. If any student involved does not agree that the situation has been resolved, the student may proceed to a formal investigation by making such a request to a designated employee.

Retaliation

Retaliation for reporting harassment or cooperating in an investigation of harassment is unlawful under 9 V.S.A., section 4502 (a) (5)

Other

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the following addresses:

Vermont Human Rights Commission
135 State Street
Montpelier, VT 05644-6301
(802) 828-2480 or (800) 416-2010
human.rights@state.vt.us

or

Director, Compliance Division Area II
Office of Civil Rights, U.S. Dept. of Ed.
33 Arch Street, Ninth floor
Boston, MA 02110
(617) 289-0111
fax (617) 289-0150

BULLYING POLICY

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, may still be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy.

Definition

Bullying means any overt act or combination 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 a school sponsored activity;
- b. is intended to ridicule, humiliate, or intimidate the student; and
- c. is repeated over time.

Notice of Prohibition Against Bullying and Anti-Bullying Interventions

The Patricia A. Hannaford Regional Technical School District recognizes that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated in its school. The Patricia A. Hannaford Regional Technical School District shall:

- a. Include the prohibition against bullying in the student or school handbook and in other ways make students aware of the prohibition against bullying, the penalties for engaging in bullying, and the procedures for reporting bullying.

- b. Develop strategies for school staff to prevent and intervene in bullying.

Reporting, Investigating, and Notifying Parents of Bullying Reports

To address bullying, the Patricia A. Hannaford Regional Technical School District:

- a. Encourages students to report personally or anonymously to teachers and school administrators acts of bullying. The PAHCC has designated the following persons responsible for handling bullying complaints:

Brenda, Logee, School Counseling Coordinator
(802) 382-1007
blogee@pahcc.org

Mike Adaman, Special Needs Coordinator
(802) 382-1027
madaman@pahcc.org

- b. Encourages parents or guardians of students to file written reports of suspected bullying. See (a) above.
- c. Requires teachers and other school staff who witness acts of bullying or receive student reports of bullying to promptly notify the School Counseling Coordinator.
- d. Requires the School Counseling Coordinator and Director to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, school districts shall promptly continue with an investigation. The Director shall investigate any written reports.

e. As with any other disciplinary action, requires school staff to notify the parent or guardian of a student who commits a verified act of bullying of the response of the school staff and consequences that may result from further acts of bullying.

f. To the extent permitted under the Family Educational Rights and Privacy Act, (FERPA, see below), requires school staff to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

g. Any student who knowingly makes false accusations regarding bullying may be subject to disciplinary action.

Data Gathering

The Patricia A. Hannaford Regional Technical School District delegates the responsibility of data collection to the Director. He/she shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and to make such data available to the Commissioner of the Vermont Department of Education and to the public.

FERPA is a federal law designed to protect the confidentiality of student records. FERPA gives parents the right to inspect their child's education records, seek to amend records, and consent to disclosures of personally identifiable information. When the school administrator contacts a parent about the school district's response to a bullying incident, he/she may discuss information about an investigation and corrective action taken, but only to the extent that it may be done without disclosing information about any students other than the student subjected to the bullying. The entire policy outlining FERPA rights is on file in the main office.

HAZING POLICY

It is the policy of the Patricia A. Hannaford Regional Technical School District to provide safe, orderly, civil and positive learning environments. Hazing has no place at the PAHCC and will not be tolerated.

Definitions

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the PAHCC 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 and includes such acts occurring on or off school grounds.

Examples

Examples of hazing include, but are not limited to: any type of physical brutality such as whipping, beating, striking, electrical shocks, placing a harmful substance on or in the body or 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 a student or any activity involving consumption of food, liquid, alcoholic beverage, drug or other substance that subjects a student to an unreasonable risk of harm, or 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.

Reporting

A student who believes that s/he has been a victim of hazing, or who witnesses conduct that s/he believes might constitute hazing, should report the conduct to a designated employee, or to any other school employee. Complaints are immediately processed and reported to school administrators. Parents/guardians are also encouraged to notify advocates of allegations of hazing.

The PAHCC has designated the following persons responsible for handling hazing complaints:

Brenda Logee, School Counseling Coordinator
(802) 382-1007
blogee@pahcc.org

Mike Adaman, Special Needs Coordinator
(802) 382-1027
madaman@pahcc.org

Action

Upon receipt of a complaint from a student, parent or school personnel, the Director/Superintendent will resolve, either formally or informally, any complaints which involve only students, within ten days.

Action taken may include a reprimand, written warning, detention, suspension from school and/or an associated co- or extra-curricular activity or organization, training, education or counseling, or recommendation to the School Board for expulsion. If the complaint involves school personnel, the Director shall inform the parents/guardians of all students involved, conduct a formal investigation,

and report the outcome of such investigation within ten working days of receipt of the complaint. Acts of hazing may also constitute unlawful conduct and may be prosecuted under 16 V.S.A. §570, or other state law.

STUDENT SUSPENSION

- A. The PAHCC administrator will recommend suspension in cooperation with the sending school administration. Suspension from PAHCC is reciprocal with the sending school. Suspension from either is suspension from both.
- B. Students are responsible for class assignments and or work missed due to suspensions. Two point deductions for attendance will not be made for these absences.
- C. The PAHCC administrator, by Vermont statute, can suspend a student for one to ten days without the involvement of the sending school board. These suspensions are normally cumulative and always will be done with the awareness of the parent or guardian.
- D. The following procedure will be followed for all students who are suspended:
 - 1. A conference will be held with the student, and the parent will be informed of the conference as soon as possible.
 - 2. The student will be allowed an opportunity to give his/her interpretation.
 - 3. The student will be told the conditions of the suspension, including duration, dates involved, date of return, etc.
 - 4. A student may appeal any suspension to the PAHCC Board.

- E. The Board of Directors may expel a student, using the procedure defined by the sending school.

INSURANCE

The individual student is responsible for obtaining accident insurance. The PAHCC insures only itself against negligence in case of injury. Medical insurance can be obtained very reasonably through each high school. You are urged to participate in your school's student insurance plan. Accident insurance is provided to all enrolled students in unpaid school-sponsored work experience activities.

ELECTRONIC DEVICES

Use of a personal technology device in the classroom is only by teacher permission for academic purposes. Otherwise, all electronic devices must be turned off during class time and kept out of sight.

The use of cell phones, cameras, and any other digital recording devices to record, videotape, or take pictures of students, faculty, and /or staff, without prior permission is prohibited unless approved for academic purposes.

Consequences for inappropriate cell phone use include:

1. Warning
2. Detention

STUDENT ACCEPTABLE USE OF ELECTRONIC RESOURCES, INCLUDING THE INTERNET

On the school network and on the Internet, students and staff may participate in activities that support learning and teaching.

The following rules must be followed by students attending the PAHCC:

1. All use of the school's network services and/or the Internet will be in support of educational goals and/or standards.
2. No access to chat rooms.
3. No access to personal e-mail, e.g. Hotmail, Yahoo, or games, unless directed to by a teacher for educational purposes.
4. Do not access inappropriate sites, including but not limited to sites that are profane or obscene, pornographic, illegal, unethical or dangerous.
5. If an inappropriate site is accessed unintentionally, report it immediately to a teacher or system administrator.
6. Keep all personal information (name, address, telephone number, etc.) off the network and Internet.
7. All copyright laws apply to Internet and network use.
8. Rights of others must not be violated.
9. Privacy of all users will be respected. No attempts should be made to access privileged information.
10. Computer viruses must not be knowingly spread.
11. Computer use will only be allowed when teacher supervision is available.
12. Use of social media sites as it relates to program content will be allowed, as long as students use it safely, wisely and appropriately.