

Arlington Memorial

Middle ♦ High School



Family Handbook

2021-2022



Arlington Memorial Middle/High School Contact Information

Phone Number.....	802-375-2589
Superintendent's Office.....	Extension 156
Principal's Office.....	Extension 109
Administrative Assistant to the Principal.....	Extension 157
Director of Equity & School Culture.....	Extension 115
Main Office.....	Extension 110
Guidance Office.....	Extension 106
Special Education Office.....	Extension 157
Fax Number.....	802-375-1541
Website: www.arlingtonmemorialhighschool.org	

Statement of Non-Discrimination

The Arlington School District does not discriminate on the basis of race, creed, color, sex, or handicapping condition. The district is an equal opportunity and affirmative action employer. The Arlington Memorial Principal shall serve as the Coordinator of the Title IX and Section 504 programs.

Arlington Memorial Family Handbook

August 23, 2021

Dear Arlington Memorial Families,

Welcome to the 2021-2022 Arlington Memorial school year! We are excited to welcome our learners back to a full, in-person learning experience.

It is an honor to serve the Arlington School District as Arlington Memorial Administrators. The 2021-2022 Family Handbook is designed to provide you with important information regarding the practices, procedures and policies which guide the work of students, staff, and families.

At Arlington Memorial our educational culture is defined by pride, respect, responsibility and accountability. These 4 attributes guide the work of students and staff, along with expectations of the greater community. In addition, we must attend to the cognitive, physical and social/emotional needs of all students. Therefore, the main objectives are to guide, support and communicate with all partners, so we can provide every learner with a personalized, positive, well-rounded educational experience. We must work together, forming a critical relationship, for the success of all Arlington children, in a safe, caring and respectful environment of excellence where students are uniquely challenged to reach their physical, social/emotional and academic potential.

Please take the time to read through, and review with your child, the contents of the handbook. We are excited to work with you to ensure this school year is a positive, rewarding experience for our school community. If you have any questions, please do not hesitate to contact us at 375-2589.

Sincerely,

Sarah M Pickering

Principal

Ext. 109

pickering@sbsu.org

James Aschmann

Director of Equity and School Culture

Ext. 115

aschmann@sbsu.org

EDUCATIONAL CULTURE AT ARLINGTON MEMORIAL

An educational culture is a belief system that reflects the norms of a community, is incorporated into the school's mission, and is established through the consistent actions of a school system on behalf of its students. While this culture differs from town to town and district to district, there are several important qualities that remain constant in an educational setting regardless of the many individual or philosophical differences that exist from school to school.

At Arlington Memorial, our educational philosophy focuses on four important, interrelated and all-encompassing qualities that are key and necessary to ensure a student's success in school, and at the same time, establish a culture in which we want our students to thrive. Success is the goal we set and encourage all students to strive for and help them to achieve. As educators, it is in part our responsibility to assist students in accomplishing their goals by sharing our experiences and knowledge and by guiding students through what are sometimes difficult and complex decisions. The success of a student can be measured in a number of ways, but most importantly, we strive to develop well-prepared students who, as adults, contribute to society in a positive, meaningful way. It is imperative that our students possess the qualities necessary to realize their potential; and thus, be successful in whatever field of study or job they pursue. The personal qualities we believe all students must have to ensure this success are *Pride, Respect, Responsibility, and Accountability*.

These above-mentioned qualities are displayed in part on how students present themselves through their appearance, in the quality of their school work, in lessons they learn, in standards they achieve, and how students feel about themselves and their school. A school where students have a sense of pride and respect creates an atmosphere where these qualities become part of an everyday theme and become ingrained in a school's culture. Students learn to accept others and their differences, develop a respect for an individual's or school's property, assume responsibility for themselves, and become accountable for doing the very best they can.

There are many factors that contribute to a student experiencing success. The strong influence of the home, involvement in activities outside of the classroom through athletics, theatre and music, as well as service on the student council, or being involved in other extra-curricular activities a school has to offer. As educators, we must ensure our time and energy meets the growing needs of our students with a sense of understanding and compassion, combined with a work ethic that underscores a commitment to excellence. That is the educational culture Arlington Memorial strives to achieve.

Core Values and Beliefs

Arlington Memorial, in partnership with the community, believes in creating a safe, respectful and rigorous academic environment that will prepare students for the 21st century. Students will pursue a course of study that fosters creativity, problem solving, personal responsibility, good decision-making, and respect for all members of our growing global community.

Student Expectations for Learning

With support from the Arlington Memorial community, students will:

- read, write and communicate effectively.
- think critically and creatively to solve complex problems.
- utilize technology to access and use information in an appropriate way.
- interact and collaborate competently and respectfully with others.
- demonstrate an understanding of civic rights and responsibilities.

Expectations for School

Arlington Memorial will offer a curriculum which meets individual needs, abilities, and interests. It will also provide opportunities for students to develop critical-thinking skills to make responsible decisions. Arlington Memorial promotes cooperation between the school and the home, and strives for effective school-community relationships.

Arlington Memorial Staff

ADMINISTRATORS

William Bazyk, Asst. Superintendent/Special Education Director
Sarah M. Pickering, Principal
James Aschmann, Director of Equity and School Culture

bazykw@bvsu.org
pickering@bvsu.org
aschmannj@bvsu.org

FACULTY & STAFF

Brett ApRoberts	Science	aprobersth@bvsu.org
Rachel Boisvert	Teacher of the Deaf//LEA	boisvertr@bvsu.org
Alex Borsari	Physical Education/Health	borsaria@bvsu.org
Dottie Conklin	Food Service Director	conklind@bvsu.org
Gayna Cross	English	crossg@bvsu.org
Marshall Cross	Math	crossm@bvsu.org
Yolanda D'Alessio	Middle School Math	dalessioy@bvsu.org
Breana Einsig	Spanish	einsigb@bvsu.org
Mike Denerley	Facilities	denerleym@bvsu.org
Laurie DiStasio	Nurse	distasiol@bvsu.org
Carol Farley	English	farleyc@bvsu.org
Sigrid Holmgren	Science	holmögens@bvsu.org
Brian Howe	Math/Science	howeb@bvsu.org
Kendell Jennings	Admin Asst. to Principal & SPED	jenningsk@bvsu.org
Alicia Jobson	Learning Center	jobsona@bvsu.org
Heidi Kirchner	Learning Center	kirchnerh@bvsu.org
Luke Krueger	English	kreugerl@bvsu.org
Steve Kruger	Social Studies	krugers@bvsu.org
Chantelle Lamoureux	Main Office & Guidance	lamoureuxc@bvsu.org
Joanna Lederer-Barnes	Guidance Director	lederer-barnesj@bvsu.org
Benjamin Leslie	Technology	leslieb@bvsu.org
Lei Liu	Chinese	liul@bvsu.org
Lynn McCloe	MS English/Social Studies	mccloel@bvsu.org
Tristan Muriel	Counselor	murielt@bvsu.org
Thomas Neeson	Instrumental Music/Chorus	neesont@bvsu.org
Jamie Paustian	Head of Facilities	paustianj@bvsu.org
Errin Pickering	Nurse	pickeringe@bvsu.org
Hooper Pickering	History	pickeringh@bvsu.org
Thomas Powers	School Psychologist	powerst@bvsu.org
Caitlin Saunders	Math	saundersc@bvsu.org
Karen Schroeder	Science	schroederk@bvsu.org
Tim Stewart	Shop	stewartt@bvsu.org
Reg Trayah	Athletic Director	trayah@bvsu.org
Missy Wilcox	Communications	wilcoxm@bvsu.org
Christine Wood	Art	woodc@bvsu.org
Mike Wood	Transportation Coordinator	woodm@bvsu.org
Seth Woodman	Social Studies	woodmans@bvsu.org
Zink, Dara	Central Office	zinkd@bvsu.org

SCHOOL BOARD

Arlington Chair, Todd Wilkins
Arlington Vice-Chair, Matthew Bykowski
Arlington Clerk, Robert Zink
Arlington Member, Dan Wood
Arlington Member, Nicol Whalen

wilkinst@bvsu.org
bykowskim@bvsu.org
zinkr@bvsu.org
woodd@bvsu.org
whalenn@bvsu.org

ACADEMICS

ACADEMIC COUNSELING

Students are encouraged to talk with their School Counselors, teachers, advisor, or the principal to learn about Arlington Memorial's curriculum, course offerings, and graduation requirements. Students interested in attending a college or technical school must work closely with the school counselor to ensure they take the high school courses that will best prepare them for further education. The school counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and scholarships.

ACADEMIC HONORS

Academic excellence at Arlington Memorial is recognized in a variety of ways:

- **The National Honor Society** inducts students who qualify for academic membership.
- **Principal's Honors:** Students with the highest GPA, with no grade below an 80.
- **High Honors:** Students who have earned a GPA of 90 or above, no grade below 80.
- **Honors:** Students who have earned a GPA of 80 or above, no grade below 80.

To qualify for Principal's Honors, High Honors, and Honors, a student must be taking five AMHS credits, which include a minimum of three core classes (*English, Science, Math, Social Studies, World Language*), that are graded numerically. Classes graded by Pass/Fail do not count toward honors recognition. Academic certificates are awarded for Principal's Honors, High Honors, and Honor Roll at Academic Awards assemblies.

SOUTHWEST TECHNICAL CENTER (SWT)

Students are provided the opportunity to enroll in programs at the SWT. Arlington Memorial High School will issue the appropriate credits upon successful completion of a course at the Southwest Technical Center. All students attending the SWT must ride to and from the center on the school bus unless otherwise authorized by the Arlington Memorial principal and approved by SWT Administration.

Students attending the Southwest Technical Center must maintain a passing grade in all course work at the Center, and at AMHS, by the semester break. A failing grade at the semester break may result in the removal of the student from the SWT for the remainder of the school year.

PARENT-TEACHER CONFERENCES

There are two scheduled parent-teacher conferences concerning student progress during the year. Conferences may be scheduled at other times as well. If at any time you have a question regarding your

child's academic progress, please contact the teacher directly. Due to COVID-19 guidelines we may be modifying student parent-teacher conferences. More details to come.

COURSE REQUIREMENTS/CLASS STANDING POLICY

All students in grades 9-11 attending AMHS are required to register as full-time students, taking a minimum of 6.5 credits. Seniors must take a minimum of 6 credits. Seniors enrolled in two or more AP or college-level classes must take a minimum of 5 credits. Exceptions may be made by principal discretion for students enrolled in an approved, alternative educational program, or a program approved by the administration.

Freshman: Must enroll in a minimum of at least 6.5 credits including (1) English credit.

Sophomore: Must have earned a minimum of at least 6.5 credits including (1) English credit.

Junior: Must have earned a minimum of 13 credits including (2) English credits.

Senior: Must have earned a minimum of at least 19.5 credits including (3) English credits.

Class standings are at the discretion of the Principal.

*Twenty-six (26) academic credits are required to graduate from Arlington Memorial.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

The Multi-Tiered System of Support (MTSS) can help your son/daughter if he/she is having difficulty in school. Parents/guardians may refer their students to the team or the student may be referred to the team by school staff. If parents have concerns, they may refer the student to the MTSS by contacting the principal or school psychologist.

The MTSS may develop a plan to assist the student. Parents/guardians are considered active partners with the school and may attend an MTSS meeting to discuss any concerns they have. At the meeting, the MTSS will discuss services or accommodations designed to assist the student in the school setting. Examples include extended time to complete tasks, an after-school homework group, a behavior plan, tutoring, a peer buddy, and/or the services of a para, the school nurse, or community service providers. Assistance may also be useful from a special educator. If parents or the team believes it would be helpful, a referral may be made for a comprehensive evaluation which is part of the special education process. The MTSS may also work with the principal to develop plans to assist students in alternative ways.

FACULTY/STUDENT ADVISOR

A faculty advisor is assigned to each student at Arlington Memorial. The faculty/student advisor is able to help students with a wide range of personal concerns and school-related issues. The advisor may direct students to other sources of information and assistance.

FAMILY VACATIONS:

Family vacations during the school year are discouraged as students will be forced to miss valuable class time. If a student is going to be absent, he/she is responsible for all work missed. Arrangements should be made in advance with each teacher, however it is not an expectation all work will be provided prior to vacation. There is a large learning component based on direct instruction and group work, which can not be completed prior to a student's departure. All absences due to vacations are counted as an unexcused absence.

FIELD TRIP ELIGIBILITY

A student's academic record and attendance may impact their participation in field trips and extended learning opportunities.

GRADE/COURSE TRANSFERS

When a student transfers from another district, grade points will be given only for classes in which credit was received. Any letter grades will be equated to the middle of the grade point scale for that class.

GRADING SYSTEM—HIGH SCHOOL

The grading system for the district consists of a numerical scale from 0-100. Grades which are temporarily incomplete will be indicated by the mark "I." No nine-week or semester average of more than 100 shall be recorded.

The following numerical values are assigned to each respectively:

97-100	A+	93-96	A	90-92	A-
87-89	B+	83-86	B	80-82	B-
77-79	C+	73-76	C	70-72	C-
67-69	D+	63-66	D	60-62	D-
below 60	F				

GRADUATION REQUIREMENTS

Twenty-six (26) academic credits are required to graduate from Arlington Memorial.

English	4.0 credits
Social Studies	3.0 credits
Math	3.0 credits
Science	3.0 credits
Arts	1.0 credits
Physical Education	1.5 credits
Health	.5 credits
Electives	<u>10 credits</u>
	26 credits

Additional Graduation Requirements

Community Service	32 hours (completed during high school years) *Hours may be modified due to COVID-19 restrictions
ISTE Standards	To be completed through coursework and technology courses

ADVANCED PLACEMENT/PSAT/SAT TESTING

Advanced Placement/PSAT/SAT testing offered at the school requires a fee for taking the exam. Please access the parent portal at collegeboard.org or contact James Aschmann for more information.

2021-2022 High School Course Offerings

<u>English</u>	<u>Math</u>	<u>Science</u>
English 11/12 Honors	Math I	Earth Science
English 11/12 CP	Math A Honors	Biology
English 11/12	Math II	Chemistry
English 9/10 Honors	Math III	AP Chemistry
English 9/10 CP	Math B Honors	Physics
English 9/10	Foundations of Math	Foundations of Science
Foundations of English	Pre-Calculus Honors	Anatomy & Physiology
AP English Literature & Composition	AP Calculus	
Learning Center English	AP Statistics	
Senior Seminar	Learning Center Math	<u>Languages</u>
		Spanish I, II, III, Honors IV, Honors V
<u>Social Studies</u>		Chinese I, II, III, Honors IV, Honors V
Foundations of History	<u>Physical Education</u>	
Introduction to Social Studies	Physical Education	
US History	Wellness	
US Military History	Personal Fitness	
Genocide	<u>Arts</u>	<u>Arts</u> <i>(continued)</i>
Civics & Law	Ceramics	Jazz Band
Social Movement	Drawing	Room 129 Productions
Philosophy	Painting	Exploring Popular Music
History Through Film	Advanced Art	Wood
Controversial History	Chorus	Music Technology
Cultural Anthropology*	Band	

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AP Government		
Contemporary Issues		

<u>Media & Technology</u>	<u>Southwest Tech. Center</u>	<u>Southwest Tech. Center</u> <i>(continued)</i>
Introduction to Digital Media	Accounting & Finance	Law Enforcement
Coding	Auto Technology	Manufacturing Technology
Film	Building Trades	Medical Professions
	Business Management	Know your rights/Forensics
	Cosmetology	Theater Arts
	Culinary Arts	Video Productions
	Forestry & Heavy Equipment	Graphic Design
	Human Services	

GRADUATION RANKING

Seniors will be ranked for graduation at the end of the first semester of the senior year. Arlington Memorial will use the Academic Honors/Class Rank Policy for ranking students. This policy takes into account the added rigor of honors, AP and college courses to calculate class rank using a point system. The top six students will be ranked. In case of a tie, the senior with the highest grade point average from a public or state approved independent school in required courses will be valedictorian. For more detailed information about the calculation of class rank, please contact the Guidance Office.

HOMEWORK

Students are expected to do homework on time. All homework is due at the beginning of class. If a homework assignment is incomplete or returned to the student for quality reasons, the student is required to complete the assignment as directed by the teacher.

HONOR STUDENTS

Students who have attained an “honored position” such as valedictorian or salutatorian, have been selected as a member of the National Honor Society, the student council, or as a class officer, are expected to conduct themselves in a manner befitting the position. If it is determined that a student holding one of these positions conducts himself/herself in an inappropriate manner, the privileges of those positions may be removed at the discretion of the Principal.

INDEPENDENT STUDIES

An Independent Study may be an option if the student cannot fit the class into his/her schedule, due to extenuating circumstances or at the discretion of the Principal.

MAKE-UP WORK

Students are expected to make up work missed due to absences. *It is the student's responsibility to check with each teacher after an absence.* The number of consecutive school days equal to the number of days absent will be permitted to make up the work.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued after the close of each grading period. Parents have access to their child's grades throughout the school year via the online parent portal. Parents/Guardians should be aware that circumstances arise where a student **does not** receive a failing grade at report card time, but may still fail a class. Parents are encouraged to call the teacher and set up a meeting to discuss their son's/daughter's report.

PROGRESS REPORTS 2021-2022 (*All dates are approximate and subject to change.*)

First Quarter

August 25	Quarter 1 begins
October 29	Marking period ends

Second Quarter

November 1	Quarter 2 begins
January 14	Marking period ends

<i>Mid Term Exams</i>	TBA
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Third Quarter

January 18	Quarter 3 begins
March 25	Marking period ends

Fourth Quarter

March 28	Quarter 4 begins
June 8	Marking period ends

<i>Final Exams</i>	TBA
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DAILY BELL SCHEDULES

The Arlington Memorial daily bell schedules are listed below. Due to the restructuring of our Grade 6 and Middle Level Team (grade 7/8), the class periods pertain mainly to the high school schedule. Although our Middle School has a defined schedule, varying from the high school periods, there is great flexibility in their schedule.

Arlington Memorial Daily Bell Schedule 2021-2022

High School Schedule

Time	Monday	Tuesday	Wednesday	Thursday		Time	Friday
8:00-8:25	Advisory	Advisory	Advisory	Advisory		8:00-8:30	Advisory
8:30-9:25	Period 1	Period 4	Period 3	Period 2		8:30-9:10	Period 1
9:30-10:25	Period 2	Period 1	Period 4	Period 3		9:15-9:55	Period 2
10:30-11:25	Period 3	Period 2	Period 1	Period 4		10:00-10:40	Period 3
11:30-12:00	MS/HS Lunch	MS/HS lunch	MS/HS Lunch	MS/HS Lunch		10:45-11:25	Period 4
						11:30-12:00	MS/HS lunch
12:05-1:00	Period 5	Period 8	Period 7	Period 6		12:05-12:45	Period 5
1:05-2:00	Period 6	Period 5	Period 8	Period 7		12:50-1:30	Period 6
2:05-3:00	Period 7	Period 6	Period 5	Period 8		1:35-2:15	Period 7
						2:20-3:00	Period 8

SCHEDULE CHANGES

A request form for a change in a student's schedule may be picked up in the guidance office. The form must be filled out, **signed by the student, parents and teachers**, then returned to the guidance office. Any significant changes must be approved by the Principal.

Note:

- No course will be dropped or schedule changes made without approval from the School Counselor and/or Principal and parent.
- If a student drops a class prior to the end of a quarter, eligibility for sports participation will be determined by the student's marking period average at that time.
- A student cannot drop a class to retain eligibility for sports participation.

STUDENT INCOMPLETE GRADES

A student will receive an incomplete if he/she can make up the work within one (1) week of the absence. An extension to complete work may be increased for medical reasons and/or reasons approved by the Principal. If a student fails to complete the required work, he/she will not receive credit or a grade for the class.

TRANSCRIPTS

When applying to colleges (or for employment), a copy of a student's transcript (record of grades) is usually required. Parents must make a request to the guidance office in order to have a transcript sent to a specific place. Seniors may request transcripts if a signed parent form is on file in the guidance office.

TUTORIALS

Arlington Memorial may provide tutorial services, if possible. For information, please contact the principal or Guidance Director.

CAMPUS LIFE

BICYCLE SAFETY Bicycle parking is in the front of the school by the flagpole area.

Students may ride bicycles to school. Students who ride bicycles must obey bicycle safety rules. The school district is not responsible for loss or damage to bicycles. Bicycles must be parked correctly and left only in specified areas. Each student must provide his/her own chain and lock for the bicycle.

CLASS ELECTIONS

Students must be in good academic standing to be eligible to run for an elected office. In the event a child failed a course, they are not eligible to be a class officer. Once the school year begins and an elected officer fails a quarter, he/she will be on probation for the following quarter. In the event or he/she will lose the office and a new election will be held. Student representatives are expected to behave properly. If they do not follow the rules of the school, they may be removed from office at the advisor's discretion.

CLUBS, EXTRACURRICULAR and PERFORMING ARTS ACTIVITIES

Students are encouraged to be a part of clubs and performing groups such as student council, band, chorus, and theater. A faculty member or school-approved advisor must sponsor the club, and the

principal must approve the organization. Detailed rules and regulations governing specific extracurricular activities are available from the advisor. Due to COVID-19 we will follow all guidelines for extra-curricular and performing arts per the Vermont Agency of Education.

EXTRACURRICULAR ACTIVITIES

A student must maintain a minimum average of 60 in each class to participate in extracurricular activities. Students absent from school on a given day will not be allowed to represent the school in any capacity that afternoon or night, unless the absence is considered justifiable by the Principal. This is inclusive of a student's role as spectator. These rules also apply to participating on Saturday when a student is absent on Friday. A student must be in school by 11 a.m. to participate in after-school activities, unless extenuating circumstances are approved by the athletic director or principal.

Participation in extracurricular activities is a privilege. Students have no constitutional rights to participate in extracurricular activities. Extracurricular activities at AMHS include:

Yearbook, Student Council, Language Trips, All-State Music Festival, Band, Patti's Angels, Theatre, Art Exhibits, Cross Country, Golf, Basketball, Soccer, Baseball & Softball, and Track & Field.

Athletic Philosophy & Goals

The Arlington Memorial athletics program strives to promote the physical and mental well-being of student-athletes. We encourage all students to participate in at least one sport each year to complement their academic goals.

The goals of Arlington Memorial athletics are to:

- Promote athletics as a source of physical fitness and mental well-being.
- Promote good sportsmanship among players and coaches.
- Encourage teamwork and the principles of competition.
- Instill a sense of pride in one's work ethic as both an individual and a team player.
- Instill the importance of attending practice as a way to show dedication to the sport and respect to teammates.
- Promote a sense of personal pride and team spirit at the end of each competition.

COTILLION/PROM

There are two formal/semi-formal dances sponsored at the high school for students in grades 9-12. The Cotillion is held in the winter, and the Prom is held in the spring.

DANCES

All dances must be scheduled through a school advisor, and have a minimum of three chaperones. Students who leave the vicinity of the event, will not be allowed back into the dance. Students who create a disciplinary situation at a dance may not be allowed to attend other dances during the school year. Students absent the day of the dance may be denied attendance at the dance.

EARLY DISMISSAL/CHECKING OUT

Students must bring a note to the front office **before** homeroom which should include the student's name, reason for dismissal, and time of dismissal. The note must be signed by a parent/guardian and must have a phone number where the parent/guardian can be reached for verification.

SICK POLICY

Students and staff will be **excluded from school if they:**

- Have any symptoms of COVID-19 such as a cough, shortness of breath, chills, fatigue, repeated shaking with chills, muscle pain or body aches, headache, sore throat, or new loss of taste or smell, congestion or runny nose, nausea, vomiting or diarrhea.
- Have a temperature of 100.4 or higher
- Have a significant new rash, particularly when other symptoms are present
- Have congestion or runny nose in the absence of allergy diagnosis
- Have any of these other conditions requiring absence:
 - The first 24 hours of antibiotic treatment for strep throat, pink eye, etc. unless presents a doctor's note stating they may return to school
 - Undiagnosed, new and/or untreated rash or skin condition

The Vermont Department of Health and Agency of Education provided guidance on staying home when sick as part of the COVID-19 Prevention Measures for Fall memo distributed on August 5, 2021.

Stay Home When Sick School health personnel should use the COVID-19 in Pediatric Patients Flow Chart (Pre-K – Grade 12) Triage, Evaluation, Testing, and Return to School in partnership with pediatric providers and families to guide medical decision-making.

Students and staff who are sick should stay home. This is the most important prevention message. All students and staff should stay home if they:

- show symptoms of COVID-19
- have a fever (temperature greater than 100.4°F)
- are currently in quarantine due to close contact with an individual with COVID-19 or in isolation due to testing positive for COVID-19.

If symptoms begin while at school, the student or staff member should be sent home as soon as possible, and the individual should be isolated from other staff and students until they can go home.

If a student or staff member presents with any of the above symptoms they will be monitored by the nurse in the isolation room and must be sent home as soon as possible. The Department of Health is working on a guidance and communication tool for primary care providers and nurses to collaborate safe return to school plans. When this tool is released, we will update here.

Healthy students and staff with asthma or allergies should have current documentation from their healthcare provider of a current treatment plan. If an individual presents with a new cough or runny nose, the school nurse will perform an evaluation and will collaborate with the healthcare provider to determine school inclusion or exclusion.

An individual with a new diagnosis of asthma or allergies during the school year will require written confirmation from their healthcare provider.

EMERGENCY CLOSING INFORMATION

Snow/Emergency closing announcements are sent to:

District Website: www.bvsu.org

TV Channels: 6, 10, 13

School “Robo-Call” (Phone call or text)

****Please note** - whatever numbers you list on your annual renewal forms are the same numbers that will be automatically called/texted in a closing or emergency.

EMERGENCY MEDICAL TREATMENT

Parents/guardians shall complete an emergency card form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law.

Parents/guardians shall also be asked to supply other information that may be required in case of an emergency; parents should update this information as often as necessary.

The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent or guardian.

FUNDRAISING ACTIVITIES

Fundraising activities by student groups and/or for school-sponsored projects shall be allowed, “with prior administrative approval and under the supervision of the project sponsor,” for students in all grades.

LOCKERS

Lockers will be assigned to students during the first week of school. Guidelines for use of school lockers are as follows:

1. Each student should use only one locker.
2. Locks may be placed on lockers. **The school is not responsible for losses** from lockers whether they are locked or not locked. Locks for lockers can be signed out for the year in the Principal’s Office. An unreturned and/or damaged lock fee of \$10.00 will apply at the end of the year.
3. Money, jewelry or other valuable items should *never* be placed in lockers.
4. Supervised locker clean-outs are scheduled periodically throughout the year.
5. New students enrolling after the start of school will be assigned a locker by their advisor.
6. If a student has a locker problem, he/she should contact his/her advisor.
7. No material deemed inappropriate for a school setting is permissible in/on lockers.

LOST AND FOUND

All items lost or found should be reported or brought to the front office. Students should not bring large sums of money or valuables to school. The school does not assume responsibility for personal loss.

OFF-LIMITS AREAS

Areas outside of the school building are off-limits to students during the day without adult supervision or permission of the principal.

VEHICLE PARKING

Vehicles parked on school property are under the jurisdiction of the school. Students have full responsibility for the security of their vehicles and should make certain cars are locked and that keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons found in their cars and will be subject to disciplinary action. The school reserves the right to search any vehicle if reasonable cause exists to do so. Searches of vehicles and general searches of school property may be conducted at any time there is reasonable cause to do so, with or without the presence of the students. Students are also responsible for parking vehicles legally. If parked illegally, the vehicle is subject to being towed at the expense of the owner. The principal shall have the discretion to set eligibility for parking on campus.

Students who drive vehicles to school park at their own risk and must understand that the school or school board cannot be held responsible for the vehicles. **Parking is a privilege, not a right.** That privilege will be removed for violations of parking procedures. Parking will be on a first-come, first-served basis. Students are NOT allowed to go to their cars during school hours without permission. Tags, bumper stickers, signs, or flags that suggest profanity, advertise tobacco or drugs, are inflammatory, or degrade another person because of race, creed, or culture are prohibited. Neither the school nor any staff members will be responsible for any damage to cars, car locks or batteries if a request for help is made by a student or parents. For the safety of all students, a 10 mph speed limit will be strictly observed on campus. Reckless driving will result in loss of parking privileges at the school (no warning will be issued).

Students **may not** leave with other student drivers during school hours.

STUDENT ORGANIZATIONS

Clubs within the school shall be open to all students who qualify under the rules of the school to fill the special aims of the organizations. Students are not allowed to participate in illegal organizations such as a fraternity, sorority, secret society, gang or cult. A fraternity, sorority or secret society, gang or cult is any organization composed, wholly or in part, of members of the student body of the school which seeks to perpetuate itself by taking in additional members from the student body of the school on the basis of the decision of its membership rather than upon the free choice of any student in the school who is qualified by the rules of the school to fulfill the special aims of the organization. It violates the standards of conduct of the district to be or remain a member of, to join or promise to join, to become pledged to become a member of any such fraternity, sorority, secret society, gang or cult. It is a violation of the standards of conduct of the district to wear any attire signifying membership in a fraternity, sorority, secret society, gang or cult if wearing of such attire materially and substantially disrupts the operation of the school, or the administrator has reasonable cause to forecast that material and substantial disruption will occur.

STUDENT TRANSPORTATION TO AND FROM ACTIVITY TRIPS

In all extracurricular activity programs, students will be required to ride to and from the activity in school-provided vehicles. Students may be released to parents/guardians to travel from school-sanctioned activities with permission from the principal, coach, or advisor.

Approvals granted to students/parents requesting to travel to an activity **will be granted only** in extenuating circumstances. The final decision to grant or deny the request rests with the building principal/activity advisor. The release will occur only if the request has been arranged in writing by the

parent or legal guardians. The request must have written approval from the building principal. If any doubt exists as to who the legal guardian is, the administration will deny the request. Students will be released **ONLY** to their parents or legal guardians. Requests for students to ride home with other parents **must be in writing**.

TELEPHONE MESSAGES AND DELIVERIES

Classes will not be interrupted for messages or deliveries, except for verified emergencies, during the school day. Deliveries sent to school for students on special occasions may be picked up at the Front Office after school.

VISITORS

Arlington Memorial is equipped to provide only for its own students, not those from other schools or communities. Students not enrolled will not be allowed to visit during school hours. Students are expected to show courtesy to parents and special guests who are on campus.

Visitors are required to sign in at the front entrance and to conduct themselves according to school rules. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave. Visitors are required to remain in the office waiting area until an appointment has been confirmed. Parents are always welcome but must report to the Front Office and state the reason(s) for their visit. Parent visits must be approved by the Principal.

CONDUCT

STUDENT CODE OF CONDUCT

The philosophy of the Arlington School District is to provide an instructional program designed to meet the individual needs and abilities of all students.

To realize these objectives, the Arlington School District has the responsibility of maintaining an exemplary program for its students. If this is to be accomplished, the school environment must be free from disruptions and distractions that interfere with teaching and learning activities. Parents, students, and district personnel share responsibility for providing an environment conducive to teaching and learning, which includes the responsibility to maintain social order.

The student code of conduct is designed to assist students, parents, teachers, and school administrators in identifying appropriate and inappropriate behaviors as well as understanding the rights and responsibilities of each individual involved.

The student has the responsibility to:

1. Conduct himself/herself in a safe and responsible way;
2. Seek help from school personnel when having school or personal problems;
3. Demonstrate an attitude of respect towards individuals and property.
4. Use appropriate language when speaking to others;
5. Be familiar with and obey school rules and regulations;
6. Attend school, be punctual, and be prepared for class;
7. Follow teachers' directions and stay on task during instruction;
8. Be familiar with and meet state and district curriculum requirements;

9. Be familiar with and use district support services as needed;
10. Cooperate with school staff in all matters; and
11. Maintain an appearance and grooming conducive to learning.

The parent/guardian has the responsibility to:

1. Establish and maintain a positive attitude toward education;
2. Participate in identifying and responding to school-related concerns;
3. Ensure that a student's general grooming and appearance is conducive to learning;
4. Demonstrate an attitude of respect toward others and their property;
5. Keep the student from school when he/she is ill;
6. Have a conference with a teacher following a report of lack of progress, and/or a significant change in the student's achievement or behavior;
7. Provide an undisturbed area in the home for the student to use for study;
8. Maintain current home, work and emergency information in the school records;
9. Send the student to school on each scheduled day and on time;
10. Report each unavoidable absence or tardy to the school;
11. Communicate with the school staff regarding conditions which affect the child;
12. Provide for the student's physical needs;
13. Ensure the student's attendance at required tutorials;
14. Be responsible for negligent, willful, or malicious conduct of the student; and
15. Be knowledgeable of state, district, and school policies, regulations, and requirements.

BUS RULES

Students being transported in school-owned vehicles shall comply with the student code of conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

Failure to adhere to the above noted rules shall constitute just cause for suspension of student's riding privileges.

A three-day suspension of riding privileges is automatic upon the receipt of the two (2) violation notices during the course of a school year.

Upon further violation notices, bus-riding privileges will be suspended until a conference can be held with parents, bus driver and principal. Each violation notice must be signed by the parent and returned to the principal before the child is readmitted to the bus.

CYBER BULLYING

Unlike traditional bullying, cyber bullying takes place via electronic means. Regardless of where the cyber bullying takes place, if the resulting behavior makes a "real threat" or causes a "substantial disruption" on the school climate or poses any interference with another student's right to access educational programs, the Principal will impose whatever disciplinary action is necessary to stop cyber bullying. Cyber bullying falls under the Hazing, Harassment and Bullying policy and procedures.

CELL PHONE PROCEDURES

Arlington Memorial Family Handbook

Cell phone use at Arlington Memorial can be a serious disruption to the educational environment. Social media, gaming, and the availability of constant communication is posing a serious distraction from teaching and learning. In addition, there is a direct connection between inappropriate student behaviors and the use of cell phones.

In an effort to establish a more positive school culture, cell phones will not be allowed on a student's person for any reason between the hours of 8:00 am and 2:56 pm.

During this time, the following procedures apply:

1. Students are not allowed to have their cell phone on their person during the school day.
2. Cell phones must be kept in the student's backpack or locker during the school day.
3. Cell phones are not allowed during breaks, lunch, or study halls.

If students need to reach their parents, the phone in the main office is available during break and lunch. If parents need to reach their children, they may contact the main office. The school will relay any emergency messages to students throughout the day.

Consequences

First Offense: Cell phone confiscated and given to the director of equity and school culture for the day. (Office Discipline Referral)

Second Offense: Cell phone confiscated, given to the director of equity and school culture for the day followed by a phone call home. (Office Discipline Referral)

Third Offense: Cell phone confiscated, given to the director of equity and school culture for the day followed by a phone call home. Parents must pick up the cell phone from the director's office. (Office Discipline Referral)

Fourth Offense: Cell phone confiscated, given to the director of equity and school culture for the day followed by a phone call home. Parents must pick up the cell phone from the director's office. A plan with the family is created by the administrative team to help facilitate a phone-free school day. (Office Discipline Referral)

If a student fails to give their cell phone to a staff member when asked to do so, they will immediately be sent to the director of equity and school culture. (Office Discipline Referral)

iPods are included in this procedure. In the event additional devices become a growing issue, we reserve the right to include any, and all, in this procedure.

DISRUPTION OF CLASS AND LAWFUL ASSEMBLY

Students shall attend and participate in class, in assembly, or in any school-related activities as directed. Students shall not willfully disrupt, alone or in concert with other(s), the conduct of classes or other school activities.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension is an alternative setting in school. Students are provided the opportunity to complete regular class work under strict supervision. Exams must be made up at an alternative time with the teacher. Tablets, iPods, etc. cannot be used while serving an in-school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

Removal from campus may take place if it is determined that:

- The student's presence in the classroom or on campus presents a danger of physical harm to the student or others; or,
- The student has engaged in serious or persistent misbehavior, which violated the previously communicated Code of Student Conduct.

Any student in OSS is prohibited from attending any school-related activity regardless if the activity is on or off campus.

EMERGENCY DRILLS

Students, teachers, and other district employees shall participate in drills of emergency procedures. When the alarm is sounded, students must follow the directions of teachers quickly and in an orderly manner.

EMERGENCY REMOVAL

Students may be removed from regular classes or district premises for disciplinary, health, welfare, and safety reasons when the principal determines that an emergency exists. Such removal must be for as short a time as is reasonable under the circumstances. Reasons constituting an emergency include, but are not limited to the student:

1. being highly agitated; and/or
2. engaging in serious or persistent misbehavior, which violated the previously communicated Code of Student Conduct.
3. suffering from any other condition that temporarily threatens the student's welfare, another individual's welfare, or the efficient operation of the school.

The student shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers. The administrator shall make reasonable efforts to notify the parent prior to removal of the student from school. Failing that, the parent shall be notified as soon as possible of the circumstances of the emergency removal.

SENIOR PRIVILEGES

To be eligible for senior privileges, a senior student must have earned a minimum average final grade of 70 in all classes from the previous quarter, and carry fewer than three Office Discipline Referrals per

quarter. Failure to meet the standards above will result loss of senior privileges. Seniors who wish to access their privileges must complete an application with the Director of Equity and School Culture.

The Senior Privilege Program is available to seniors at Arlington Memorial High School. Seniors are allowed to leave once during the day (must sign out/sign in), leave early if they have study halls at the end of the day, park in the middle section of the back parking lot, and be exempt from structured study halls while remaining on campus. To keep this privilege, a student must remain in good standing, academically and behaviorally. The administration may revoke participation in the Senior Privilege Program at any time for reasons determined by the administrative team.

Students may not leave with other student drivers during school hours.

IMMEDIATE REMOVAL

The procedures outlined above do not infringe upon the right and responsibility of school authorities to ensure a safe school environment. Under Vermont law, a superintendent or principal has the right to immediately remove from a school a "...student for up to 10 school days or, with the approval of the board of the school district, expel a student for up to the remainder of the school year or up to 90 school days, whichever is longer, for misconduct." (T.16 § 1162, *Vermont Education Law Book*)

DISCIPLINE POLICY

Restorative Practices Model

Restorative Justice promotes values and principles that use inclusive, collaborative approaches for being in community. These approaches validate the experiences and needs of everyone within the community, particularly those who have been marginalized, oppressed or harmed. These approaches allow us to act and respond in ways that are healing rather than alienating or coercive.

~Lorraine Stutzman Amstutz and Judy H. Mullet, *The Little Book of Restorative Discipline*

In a climate of awareness and change, Arlington Memorial is moving toward a restorative practice model centered around community and restoration rather than traditional punitive measures. Traditional criminal justice focuses on the violation, guilt, blame, and punishment. Through restorative measures, students will participate in, and begin to understand, reflection, ownership, and repair. By helping students through this process, Arlington Memorial hopes to build a stronger, more cohesive community where all have the opportunity to learn and grow.

When an Arlington Memorial student damages relationships and/or norms, he/she will participate in a restorative process of reflection, ownership, and repair. There is no set time for how long this process will

take. For some, all three steps will occur after an hour or less. For others, the steps may take longer. Regardless, the most important result is a student's continued understanding of reflection, ownership, and repair to the community.

Some transgressions may require additional steps to restitution. These steps will include (but may not be limited to) in-office reflection, community service, the development of a plan, the creation of a safety contract, a conference with a parent/guardian, in- and/or out- of school suspension. In other cases, additional time away from school may be necessary.. All matters of student conduct and restitution are subject to the discretion of the administrative team.

For more information about concepts of restorative practices and principles of restitution, please contact Arlington Memorial's Director of Equity and School Culture.

ADVISORY

Advisory is a 15-30 period in which each student in the school is assigned a teacher who assists the student in achieving his/her academic and personal goals. This daily support period is designed to facilitate the physical, academic, social/emotional needs of all students. Students will participate in community building activities, Personal Learning Plan development, and academic monitoring. As the opening period of the day, it is important that all students arrive at school promptly to ensure active participation in this important part of their school experience. It is equally important that all remote/hybrid learners log on to join their advisory for the day.

TARDIES

A student is considered tardy if he/she is not in the classroom when the bell rings to start the school day (8:20 a.m.) or for any other class periods.

Tardiness disrupts the continuity of the instructional process. Parents share the responsibility to ensure their son/daughter arrives at school and class on time. Students who are tardy must report to the Main Office for a late pass. This pass will prevent the student from being marked absent for the entire day.

A student is considered absent if he/she misses 20 minutes or more when late to a class. Continued tardiness indicates a problem and will be referred to the principal. Any work missed due to a tardy is due that same day. If a student comes to school tardy, he/she is still responsible to turn in all homework assigned or take tests given earlier that day.

TRUANCY

See school attendance policy (F2).

THEFT AND DAMAGE—SCHOOL PROPERTY

The taxpayers of the Arlington School District has provided excellent support for the education of its students. The Board of Education recognizes its responsibility for the maintenance and security of these facilities. All reasonable efforts are made on a continuing basis to fulfill this responsibility. Most of the school building is equipped with electronic security systems. Damage, destruction, and theft of school property will not be tolerated. Violators will be required to make full restitution and face the possible consequences of prosecution within the limits of the law.

Residents of the district are encouraged to exercise their responsibility as citizens by fully cooperating with school officials in the identification and apprehension of thieves and vandals. Residents should notify school officials and the police whenever they observe suspicious activities on school property or in school buildings.

The Arlington School Board is prepared to pay a reward, amount to be set by the principal, to any individual who provides information leading to the arrest and conviction of a person or persons found guilty of stealing, damaging, or vandalizing school property. The individual(s) responsible for the theft, damage, or vandalism will be responsible to reimburse the school district for the reward money and repairs/replacement of vandalized property.

WORK RELEASE PROGRAM

As a participant of the Work Release Program, the student must follow the rules stated in the handbook under Student Code Conduct. The Student Code of Conduct is a policy that follows more restrictive regulations than those related to the general student community. Work Release is a co-curricular privilege allowed by Arlington Memorial High School in which each employed student must sign and follow the policy.

POLICIES & PROCEDURES

ACADEMIC DISHONESTY/PLAGIARIZING

Academic integrity is highly valued at Arlington Memorial and reflects a commitment to honesty, trust, fairness, respect, and responsibility in the academic process. Therefore plagiarism and cheating in any form, whether intentional or unintentional, are unacceptable at Arlington Memorial.

Academic misconduct includes, but is not limited to, cheating, plagiarism, falsification, and multi-submission.

Cheating

Giving or receiving unauthorized assistance in any academic work or examination. Unauthorized assistance includes, but is not limited to:

- copying
- allowing others to copy
- submitting another student's work as one's own
- giving or receiving test information
- using cheat sheets
- using electronic devices
- using Internet or other sources without teacher approval
- working on and/or completing an assignment collaboratively without teacher approval

Plagiarism

Intentional and unintentional use of another's intellectual property, including ideas or words without clearly acknowledging the source, thus representing the work as one's own:

- using words, ideas, sequence of ideas, the arrangement of material, or pattern of thought from a source without proper citation and documentation
- paraphrasing or summarizing the ideas or text of another without proper citation and documentation
- incomplete citations and documentation
- using graphics, visual images, video, or audio without permission or without acknowledgement of the source

Falsification

Falsifying or inventing any information, data or citation.

Multi-Submission

Submitting substantial portions of any academic exercise more than once without prior authorization from the teacher.

Procedures for Academic Misconduct

Offenses are cumulative for a school year regardless of the class(es) in which the offenses occur.

First Offense in a School Year

- The student will receive a zero for the assignment.
- The classroom teacher will notify the principal and the parents/guardians.
- The classroom teacher will notify guidance who will notify all teachers.
- The student will attend an after-school lesson on academic integrity.

Second Offense in a School Year

- The student will receive a 30-point deduction from the quarter grade for the class in which the offense occurred.
- The classroom teacher will notify the principal and the parents/guardians.
- The classroom teacher will notify guidance who will notify all teachers.
- The student's report card will show an academic misconduct comment.

Third Offense (and Subsequent Offenses) in a School Year

- The student will be removed for the rest of the school year from the class in which the offense occurred.
- The student will receive a zero (0) as a final grade for the class in which the offense occurred.
- The classroom teacher will notify the principal and the parents/guardians.
- The classroom teacher will notify the student's other teachers.
- Previously written letters of recommendation may be rescinded by the original writer or notification of unethical academic conduct may be sent to prospective colleges and/or scholarship donors.
- The student's report card will show an academic misconduct comment for the course.

EXTRA- AND CO-CURRICULAR ACADEMIC ELIGIBILITY

All students are eligible at the start of the school year. However, any student who fails a fourth quarter course of the preceding year must be passing all courses at the time progress reports are issued to remain eligible. A progress report in any course indicating a failing grade results in the student-athlete being ineligible for a minimum of two games.

Students who failed a course in the first quarter, must raise that grade to passing as of the date of the activity. Failure to do so will result in the student being ineligible for a minimum of two events. If the student who fails the first quarter subsequently receives a failing grade in any subject during the second quarter, he/she is then ineligible for the remainder of the season. A student who fails a subject for the first time during the second quarter is ineligible for a minimum of two events.

Any student who fails a subject in the third quarter is ineligible for a minimum of two events.

HEALTH & WELLNESS

COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal, so other students who have been exposed to the disease can be alerted as advised by the Health Department. Convalescing students are not allowed to come to school until the disease is no longer contagious.

PRESCRIPTION MEDICATION

Arlington Memorial recognizes that many students are able to attend school because of the effective use of prescribed medication in the treatment of chronic illnesses. It is more desirable for the medication schedule to be arranged so that it may be given in the home. However, any student who is required to take prescribed medication during regular school hours must comply with school policy. Please call Errin Pickering LPN to arrange medication drop off.

ALCOHOL, TOBACCO, AND DRUG USE & ABUSE

No student shall possess or use any illegal substances on school premises during any school term or off school premises at a school-related activity, function, or event.

Policy

It is the policy of the Arlington School District that no student shall possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school-sponsored activity away from or within the school. "Drug" means any controlled substance as defined by state or federal regulation or statute. See Policy Handbook for additional information.

Possession

Possession means actual care, custody, control, or management. A student shall be considered to be in possession when:

1. On the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, briefcase;

2. In any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; and
3. In any school property used by the student including, but not limited to, locker or desk.

SEARCH AND SEIZURE, AND INVESTIGATIONS

1. Desks, lockers, textbooks and other materials or supplies loaned by the school to students remain the property of the school and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of an emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the principal or superintendent that a law or school policy is being violated. Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.
3. Searches of students' persons or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and, whenever possible, in the presence of another school employee.
4. School employees are not agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the board's policy on interrogations by law enforcement officers have been complied.

Interrogation or Searches of Students by Law Enforcement Personnel or other Non-School Personnel

1. School employees are not agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure.
2. A student in school may not be interrogated by any authority without the knowledge of the school administrator, and knowledge and permission of parent or guardian, unless the interview or interrogation is part of a child abuse or neglect investigation conducted by the Department of Social and Rehabilitation Services in accordance with Chapter 49 of Title 33 of the Vermont Statutes Annotated.
3. Any interrogation by non-school personnel must be conducted in private with the principal or his or her designee present.
4. A student may not be released to the custody of persons other than a parent or legal guardian, unless placed under arrest by legal authority.
5. If a student is removed from the school by legal authority, the student's parent(s) or guardian(s) should be notified of this action by school officials as soon as possible.
6. No question by non-school personnel of a student under the age of eighteen who may be accused of an offense shall occur unless the parent(s) or guardian(s) have been notified and have been given the opportunity to be present at the time of the questioning. Questioning may, however, take place without notification of parents if such questioning is required due to an emergency or urgent potential danger to life, or property, as determined by the principal, and reasonable efforts to notify the student's parents are unsuccessful.

BULLYING

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, still may be subject to intervention and/or discipline under another section of the discipline plan or the discipline policy.

Bullying is defined as, any overt act or combination of acts directed against a student by another student or group of students which is:

- Repeated over time
- Intended to ridicule, humiliate, or intimidate the student; and
- Occurs during the school day on school property, on a school bus, or at a school sponsored activity or before or after the school day OR
- Does not occur during the school day or school property (etc.) and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

See Policy Handbook.

HARASSMENT

General Statement of Policy

The Arlington School District is committed to providing all students with a safe and supportive school environment in which all members of the school community are treated with respect. Harassment is a form of unlawful discrimination and disrespectful behavior, which will not be tolerated.

Harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Arlington School District. This policy is intended to comply with the requirements of 16 V.S.A. §565 and federal requirements.

Whether a student voluntarily submits to sexual advances, requests or other harassment is irrelevant for purposes of this policy. See Policy Handbook.

HAZING

It is the policy of the Arlington School District (hereinafter "District") that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated on or off school grounds.

"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 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.

ATTENDANCE POLICY

Arlington Memorial's Attendance Procedures are intended to support the efforts of administrators in each of the schools of the Arlington School District as they work with their communities and staff to establish positive attendance patterns for each student in their respective districts. Administrative attention to

establish positive attendance patterns for students with a tendency to poor attendance and tardiness will be a priority.

Definition of Absences

A student not present in class for any reason is considered absent. An absence is classified in one of four categories.

1. Excused and doesn't count toward accumulated absences: Illness with medical note from a doctor, death in the family, medical appointments, court, and religious holidays as well as college visits with documentation from the college.
2. Excused/School-Sponsored Activity doesn't count toward accumulated absences: Field trips, athletics events, music events, and all other school-approved activities. Students may lose this privilege if not in good academic standing.
3. Excused by parent but counts toward accumulated absences: Notes from home verifying the absence are required.

Understanding that regular school attendance is essential to learning, the Arlington School Board has adopted a mandatory attendance policy. See Policy Handbook.

- When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. The office will give him/her an admit slip. This will be shown to each teacher throughout the day.
- Students, who have an excused absence, have the same number of days they were absent from school to make up the work they missed. Failure to make up work may result in academic penalties.
- It is the student's responsibility to request missing assignments. Parents may request assignments for a student who will be absent by calling the school office. In many cases the work will need teacher explanation, so it will be in the student's best interest to speak directly to the teacher.
- Students who are absent (after 11 a.m.) in part or whole from school will not be allowed to attend school-related activities that day or evening, unless excused by the principal/activities director.
- Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action. The parent/guardian of a student is responsible for requiring their child to attend school every day.

ATTENDANCE DURING ASSESSMENTS AND EXAMS

Mid-year and final exams are an integral part of course requirements for students in Arlington. All students will be required to take these exams for courses in which they are enrolled at the time those exams are scheduled.

A schedule of exam dates will be published in order for students and parents to be informed of the exact dates of the exams. If a student must miss an exam due to illness or emergency, a parent/guardian must contact the teacher directly. It is the student's responsibility to arrange a time with the teacher to make up the exam. Students will only be permitted to make up an exam if the absence is excused by the Principal. All students must remain in their exam a minimum of one hour. No students are allowed to leave in between exams.

A student must complete the requirements of a course in order to receive credit and a final grade. Course requirements include completing a midterm and final exam.

All other tests and homework are administered and evaluated at the discretion of the classroom teacher. Make-up tests will be administered in the event of an excused absence from class.

A student who is absent on the day an assessment is given, will take the test on the first day of his/her return to school unless other arrangements are made and approved.

Exemptions: Students may be exempt from their final exams with the permission of the teacher, provided they receive a grade of 90 or above in all four marking periods and no grade below an 85 on their mid-term exams.

ON-CAMPUS POLICY

No student will be allowed to leave the school building or campus during the school day without permission from a parent/guardian and from the Principal. When a student receives permission to leave the campus because of illness or like cause, he/she must first report to the nurse's office for evaluation where the parent/guardian will be notified.

When a student is dismissed, parents must come into the building and sign them out.

COMMUNITY SERVICE POLICY

Thirty-two hours of community service are required for graduation. Participation in community service beyond the required hours is encouraged. Required hours will be prorated for students entering after their ninth grade year.

Arlington Memorial defines community service as the “**donation of a student's free time in the service of others.**” Extracurricular activities or any activities for which a student receives credit or school-wide recognition such as a varsity letter or certificate of participation will not constitute community service. In addition, students may not receive community service hours for any activity that exempts them from their daily responsibilities as a student.

- All community service hours submitted by a student must be verified by the signature of an adult supervisor. The adult supervisor may not be a relative of the student, and the service must not be performed for a relative.
- Community service requirements must be completed by the mid-term of a student's senior year.
- Community service hours for the 32-hour graduation requirement cannot be accrued until after the completion of 8th grade.
- Students with questions regarding whether their particular service work will count as community service should contact the Guidance Office.

COMPREHENSIVE HIV POLICY FOR SCHOOLS: PRE K-12

See Policy Handbook.

DRESS CODE

All students are expected to be groomed and dressed appropriately for school. Student apparel must be neat, clean and suitable for school activities. Clothing must cover the chest, torso, undergarments and buttocks. Shirts and shoes must be worn at all times. Articles of clothing depicting messages contrary to a positive learning environment may not be worn to school. (Promotion of alcohol, drugs, tobacco, vulgar language and/or violence). Hats and sunglasses are not permitted to be worn in school.

The principal of the school shall have the discretion to determine if a student's attire, hair and/or grooming is acceptable and within appropriate health, safety, and educational standards. The principal has the authority to set the mode of attire for special occasions. Students who violate the dress code will be asked to adhere to the dress code. If the student refuses to comply, they are subject to disciplinary action.

EIGHTEEN-YEAR-OLD STUDENTS

Students who are 18 years of age may choose to assume full responsibility for their schooling. The school district's discipline policy, rules of conduct, academic eligibility standards and attendance requirements shall apply to all students at Arlington Memorial regardless of age. Report cards, discipline reports and other communications from the school will be provided to parents/guardians of all students regardless of the age of those students.

REQUEST FOR A WAIVER—GRADUATION REQUIREMENTS

This policy refers only to those requirements that the School Board has established beyond those required by the State of Vermont. State requirements cannot be waived.

Philosophy: Graduation requirements are stated in the Program of Studies and the Student Handbook. Students consult with the Guidance Director and plan their yearly schedules according to the need to complete these requirements in four years of high school.

Procedure: Courses are scheduled with these requirements as guidelines, and every attempt is made to facilitate each student's ability to meet the requirements. If, due to a documented scheduling complication, a student cannot be scheduled into a required course, the following process may be used by a student to request a waiver:

1. The student writes a letter to the Guidance Director stating the reason for the request of a waiver.
2. The Guidance Director meets with the student and parent and reviews the student's records and reason for the request. The Guidance Director may decide that an opportunity exists for the student to schedule a course, which will meet the requirement; or the Guidance Director may decide to forward the student's request to the principal.
3. After reviewing the request with the superintendent, the request is presented to the school board for action. The board's decision will be final.

GRADUATION—EARLY

For any student at AMHS who desires to receive a high school diploma in less than four years, the following procedure shall be followed:

1. The parent/guardian shall submit a letter to the superintendent prior to the academic year preceding the requested date of early graduation. The letter shall outline the rationale for the request and include plans for further education or employment beyond graduation. In the absence of the above plans, they must show considerable personal desire to achieve a goal consistent with their abilities.
2. The principal and Guidance Director shall review the academic records of the student. They will develop, in conjunction with the parent and student, a document, which will be submitted to the school board outlining the methods recommended to satisfy all graduation requirements of the school district and the State Department of Education.

GRADUATION CEREMONY PARTICIPATION

Students must meet these criteria to participate in awards and graduation ceremonies:

1. Earn sufficient credits;
2. Be in compliance with the student code of conduct and be in good standing with the requirements of the code;
3. Be in compliance with the grooming code as well as any additional dress requirements established by the principal for the graduation ceremonies.

The commencement programs (awards and graduation ceremonies) for the district shall be conducted according to the following guidelines:

1. Students will be grouped, recognized, and permitted to participate in these categories:
 - a. students who have satisfied all requirements for graduation with honors
 - b. students who have satisfied all requirements for graduation
2. Meetings with students shall be held to ensure understanding of the requirements for graduation and for participation in the commencement program.
3. Students who participate in graduation programs and attend the Awards Night shall complete the practice exercises for graduation.
4. Participation in the Awards Night and graduation ceremonies are considered extracurricular activities and are privileges. Students who don't adhere to graduation requirements or rules are subject to removal before, during, or after the ceremony.

HOME SCHOOLING / PART TIME SCHOOLING

Arlington Memorial recognizes a student's right to be home-schooled. Home-schooled students who wish to attend school may take classes subject to available space. No home-schooled student in grades 6-12 will displace a full-time student in a class or activity. Part-time and home-schooled students are ineligible for all school-related awards and recognition other than a certificate of participation or "letter" for the activity. Arlington Memorial will allow students from Arlington the free use of textbooks subject to availability. If a home-schooled student attends and participates in an extracurricular activity, the principal shall have an opportunity to review the home-schooled student's work to determine if it is acceptable in meeting school standards.

PHYSICAL RESTRAINT

Any district employee may, within the scope of the employee's duties, use and apply restraint to a student when a student's behavior poses an imminent and substantial risk of physical injury to the student or others.

PUBLICATIONS

All student publications and other written material intended for distribution shall be submitted to the Principal and/or the Advisor for review and approval.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Purpose

The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect and to ensure that school district employees meet their legal reporting obligations under 33 V.S.A. §4913. It is further the purpose of this policy to make clear to school district employees that it is not their role to be investigator, judge and jury in cases of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained and experienced investigators.

Any school district employee, regardless of whether he or she is a "mandated reporter," shall report suspected child abuse or neglect to the building principal or his or her designee. If the building principal or designee is the person suspected of child abuse or the person who suspects the abuse or neglect, the report shall be made to the superintendent of schools. Any school district employee who is a "mandated reporter," in addition to reporting such suspected abuse or neglect to the principal, principal's designee or superintendent, shall immediately report the suspected abuse or neglect to the Department of Children and Families (DCF).

SCHOOL RECORDS

Schools in the Battenkill Valley Supervisory Union may disclose designated directory information on students and eligible students without the prior consent of the parent of eligible students, and without any record of such disclosure. The following types of personally identifiable information have been designated directory information.

- Student's name, address, date of birth, dates of enrollment;
- Parent or legal custodian's name and address;
- Student's grade level classification;
- Student's participation in recognized school activities and sports;
- Student's diplomas, certificates, awards and honors received.

NOTE: Disclosure may include such personally identifiable information as in photographs.

If you are an eligible student and currently attend Arlington Memorial, or the parent/guardian of a student, you have the right to refuse to permit the designation of any or all of these types of information as directory information concerning your student, by providing written notice of your refusal, listing the types of information which you refuse to have so designated, to the principal of the school your student attends.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older) and school officials with legitimate educational interests are the only persons who have general access to a student's records.

PROBLEM SOLVING CHAIN OF COMMAND

Students, or parents, who have a concern, problem or complaint should first bring up the matter with the teacher whom is directly involved. If the outcome of that discussion is not satisfactory, the student and/or parents who have a complaint should contact the Principal. If the outcome of this next discussion remains unsatisfactory, the student and/or parents have the right to contact the superintendent directly.

WEAPONS

It is the intent of the board to comply with the federal Gun Free Schools Act of 1994 and Act No. 35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions:

For the purposes of this policy, the terms "weapon" and "to school," and "expelled" shall have the following meanings:

- **Weapon** means a firearm as defined in Section 921 of Title 18 of the United State Code and any instrument designed to inflict injury.
- **To school** means any setting, which is under the control and supervision of the school District. It includes school grounds, facilities and vehicles used to transport students to and from school or school activities.
- **Expelled** means the termination for at least a calendar year of educational services to a student. At the discretion of the Board and Administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

TITLE IX

Prevention of Sexual Harassment As Prohibited by Title IX

I. Statement of Policy.

A. **Prohibiting Title IX Sexual Harassment.** Per Title IX of the Education Amendments Act of 1972 ("Title IX") the District does not discriminate on the basis of sex in its educational programs and activities, including employment and admissions. All forms of sex-based discrimination, including sexual harassment, are prohibited in the District. A District with actual knowledge of sexual harassment in an educational program or activity of the District against a person in the United States must respond promptly in a manner that is not deliberately indifferent. A District is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. A District may be deemed to have been deliberately indifferent based on its restriction of rights protected under the U.S. Constitution, including the First, Fifth and Fourteenth Amendments.

B. **Retaliation.** Retaliation as defined by this Policy is expressly prohibited. Complaints alleging retaliation may be filed according to the Title IX Grievance Procedures set forth in Section IV.

C. **Concurrent Statutory Obligations.** While all forms of sex-based discrimination are prohibited in the District, the purpose of this policy is to address, and only address, *sexual harassment as defined in Title IX and Section II.M. below*. For conduct which satisfies that definition, a school's response is governed by this policy, and in those cases for which they have received a filing of a formal complaint of same, as set forth under the Title IX Grievance Process set forth in Section IV below. For other forms of inappropriate conduct, or conduct which may satisfy the definition of harassment on the basis of sex under Vermont law, including student misconduct and employment based statutes prohibiting unlawful harassment and other forms of misconduct, the District may have the separate obligation to address those behaviors as required by other school policies and applicable laws.

D. **Covered Parties.** This Policy shall apply to all students, employees and any third party who contracts with the District to provide services to District students or employees, upon District property or during any school program or activity. A third party under supervision and control of the school system will be subject to termination of contracts/agreements, restricted from access to school property, and/or subject to other consequences, as appropriate.

*See school website for complete document.

NOTIFICATIONS PER THE VERMONT AGENCY OF EDUCATION

TRANSGENDER AND GENDER NONCONFORMING STUDENTS

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

MANDATED REPORTING

As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. § 4913(c). Review the joint memo from VDH and AOE regarding Mandated Reporting.

NEW AMERICANS

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

Public schools may not:

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