



**SOUTHWEST
TECH**

STUDENT HANDBOOK

2022-2023



Admission Bennington District Greenfield District Pittsford District South Bennington District South Bennington District South Bennington District South Bennington District South Bennington District

Dear Southwest Tech Families:

Welcome to Southwest Tech! You have chosen an excellent career and college path by enrolling at your regional technical center.

Southwest Tech will continue to follow all Agency of Education and Department of Health guidelines for safe operations of our campus. Our priority is to keep everyone safe and to provide support for a healthy learning environment. Please visit our website for updated information, schedules, contact information and other learning-related materials.

I look forward to seeing you online, in classes and everywhere else. Have a enjoyable, memorable and academically fulfilling school-year.

Respectfully,

Mr. Lawler
Superintendent/Director

Southwest Vermont Regional Technical School District



802.447.0220
802.442.1745 (fax)

321 Park Street
Bennington, VT 05201

Regional Governing Board Members

Chairman

Ken Swierad

Vice Chair

Dr. Jaqueline Kelly

Charles Putney

Asher Edelston

Leon Johnson

Jacqueline Kelly

Francis Kinney

T.J. Anthony Williams

Todd Siclari

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Dane Whitman

Mike Cutler

John MacDonald

School Administration

Michael Lawler, Superintendent/Director

Meg Honsinger, Assistant Director

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OUR MISSION

The Southwest Vermont Regional Technical School District is committed to preparing secondary & post-secondary students for career & lifelong learning in a rapidly changing world.

PHILOSOPHY

We believe that:

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

GOALS

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

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

Non-Discrimination Statement

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

Individuals designated to receive Title IX, Harassment, & Bullying reports:

Meg Honsinger
Assistant Director
(802) 447-0220, ext. 4939

Lisa Harrington-Redding
Guidance Coordinator
(802) 447-0220, ext. 4943

Reports may also be made to:

Vermont Human Rights Commission

*Area II
133 State Street
Montpelier, VT 05602
(800) 416-2010 or (802) 828- 248*

Superintendent/Director, Compliance Division

*Offices of Civil Rights
U.S. Department of Education
Region I 33 Arch Street, Suite 900
Boston, MA 02110
617-289-0112*

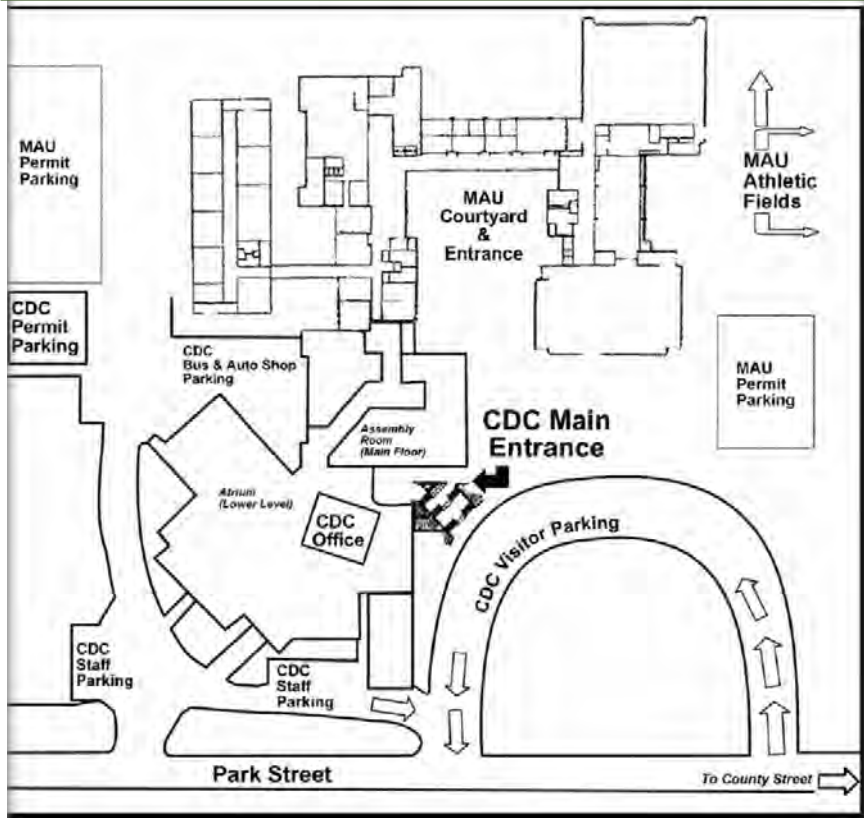
Visitors and COVID-19 Restrictions

Please note there are currently no restrictions on visitation as it relates to COVID-19. This could change at any time and changes will be posted on our website and building doors.

Visitors During Traditional School Times

All visitors and guests must register at the Southwest Tech Office. Students who wish to bring a guest to Southwest Tech must obtain prior approval from the Superintendent/Director or Assistant Director & classroom teacher. Parents are welcome to visit Southwest Tech but must register at the Southwest Tech Office upon entering the school. Visitors will be issued an identification sticker that must be worn prominently while on campus. Visitors to the campus may park only in parking spaces marked for visitors (*see map above*).

Arial Map of Southwest Tech



Southwest Tech

Southwest Vermont Supervisory Union 2022-2023 School Calendar-Revised June 17, 2022

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022

- 10 New Teacher Orientation
- 29 Building-based Professional Learning Day - All
- 30 SU Professional Learning Day - All
- 31 **First Day of School**
MAU & SVUESD Grades K to 9--ONLY
SVUESD Kindergarten students-Half-day
Fisher Elementary Pre K - half-day
Arlington - First day of school all students

September 2022

- 1 MAU - First Day of School Grades 10 to 12
- 1-9 SVUESD - Kindergarten students-Half-day
- 1-9 Fisher Elementary Pre K students - Half-day
- 5 Labor Day
- 28 Half-day for Students
Teachers/Paras full work day

October 2022

- 10 Indigenous People Day - No School
- 26 Half-day for Students
Teachers/Paras full work day

November 2022

- 2 End of MAUHS and AMHS first quarter
- 11 Veterans day
- 23 Half-day before Thanksgiving Break
- 24-25 Thanksgiving Break
- 30 Half-day for Students
Teachers/Paras full work day

December 2022

- 2 K-8 MAUHS, SVUESD and Fisher Elementary End of First Trimester
- 15 & 16 K - 6 SVUESD and MAUHS Half-day for Parent/Teacher Conf.
- 15 & 16 K - 12 Arlington Half-day for Parent/Teacher Conf.
- 23-30 December Break

LEGEND

- Professional Learning - no school for students
- ▲ First/Last Day of School
- ◀ High School End of Quarter
- ◀ K - 8 End of Trimester
- Half-day for Students
- Teachers/Paras full work day
- ⬇ Holidays and Breaks
- No School

The last day of school will be June 14, 2023, if there are no snow days. Snow/Emergency days will be added to June 14, 2023, as needed.

*Please do not make plans for the 2023-2024 vacations until the calendar is released.

June 9, 2023 MAUHS Graduation
June 10, 2023 AMHS Graduation

Southwest Tech FACULTY & STAFF DIRECTORY

PHONE: (802) 447-0220

FAX: (802)442-1745

EXT	NAME	ROOM	PROGRAM
4954	LNA	C156	Adult Education Classroom
4955	LNA Fax	C156	LNA Fax
4949	Assembly Room	C145	On Main Floor-& has exterior door
4963	Heritage Family Credit Union		On Main Floor; Hallway by C150
4940	Bahny, Rob	C140, SCR	Workforce & Ed. Training Coord.
4957/4930	Barrett, Kristen	C222/C057	Business Management /Finance/Acct
4912	Coon, Brian	C038/C041	Building Trades
4917	Dence, David	C030	Forestry/Heavy Equipment
4942	Dovitsky, Linda	C131	Tech Specialist/Bus Driver
4942	Foster, Brian	C131	Tech Specialist/Bus Driver
4951	Gulley, James	C147	Law Enforcement/SPIKE
4943	Harrington Redding, Lisa	C135	Guidance Coordinator
4919	Haskins, Tom	C020	Automotive Technology
4939	Honsinger, Meg	C138	Assistant Director
4947	House, Juli	C131/C156	LNA Administrator
4934/4936	DeLauri, Nick	C128/C129	Culinary Instructor Class/Kitchen
4956	Kane, Elizabeth	C229	Graphic Arts
4945	Klein, Wendy	C133	Work Based Learning/Employability Skills Office
4958	Klein, Wendy	C057	Work Based Learning Classroom
4941	Lawler, Michael	C141	Superintendent/Director
4959/4960	Lamson, John	C220/C221	Pre-Law/Forensics
4958	Marra, Robbe	C223	Special Needs Coordinator
4946	Cooke, Tiffany	C131	Database/Guidance Assistant
4950	McGuire, Dan	C149	Computer Tech/IT Support
4952/4953	Morgan-Hall, Jennifer	C150/C152	Cosmetology/Salon 152
4942	Miles, Bruce	C131	Tech Specialist/CDC Bus Driver
4915/4916	Mullen, Tim	C031	Classrm/Shop
4942	Munoz, Martin	C131	Tech Specialist/Bus Driver
4927	Prentiss-Rogers	C044	Human Services
4942	Redding, Sandra	C131	Admin. Asst. to the Superintendent
4942	Redding, Paul	C131	Tech Specialist/Bus Driver
4944	Sauer, Nicole	C134	Educational & Outreach Coordinator
4932/4933	Scutt, Ryan	C064	Video Productions
4922/4923	Slade, Kathy	C073	Medical Professions
4938	Tattersall, Rebecca	C136	Business Manager
4925/4926	Upright, Pam	C051	Growing Up Right at the CDC
4937	Vosburgh, Catherine	C137	Accounting/Payroll Clerk
4928	Wright, Lauri	C056	Tech Specialist/CDC Store Mngr./HFCC Mngr./Bus Driver

Adult Continuing Education 447-3596

ED to Go: www.ed2go.com/svcdc

Program Information

Technical Programs:

These state-approved programs offer students in-depth study & practice in 14 different technical areas. There is an emphasis on hands-on learning & the application of academic skills in real-world situations. These programs are scheduled as yearlong courses & generally provide the student with three credits per year. Programs average 120 minutes per day; 85 minutes per day for one semester & 155 minutes per day for the other semester. Mastery of at least 90% of the skills taught during the two-year sequence will earn a student a Certificate of Completion. In addition, most technical programs may be counted as fulfilling one or more academic graduation requirement units in specified areas such as math, science, technology, art, social studies or English. (See Embedded Academic Credit on page10.)

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

Career Clusters

Agriculture, Food & Natural Resources

Forestry & Heavy Equipment

Architecture & Construction

Building Trades

Arts, AV Technology & Communications

Theater Arts

Video Production

Automotive

Automotive Technology

Business

Accounting & Finance

Business Management

Culinary Arts

Cosmetology

Cosmetology

Engineering & Manufacturing Technology

Manufacturing Technology

Human Services & Medical Professions

Human Services

Medical Professions

Law, Public Safety, Corrections & Security

Law Enforcement

Pre-Law

Introductory Classes for 9th & 10th Grades:

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

Anatomy of Crime
Automotive Maintenance
Business Basics
Computer Aided Design & Manufacturing
Introduction to Emergency Medicine
Introduction to Forestry
Introduction to Mental Health
Introduction to Cosmetology
International & Regional Foods
Personal Finance
SPIKE (Intro to Law Enforcement)
~~Stagecraft~~
Woodworking & Construction Technologies

Embedded Academic Credit

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

If you need credit in:	Consider these programs &/or classes:
Art	Manufacturing Technology Theater Arts
English	Theater Arts
Math	Accounting Building Trades (must complete year 1 & 2) Manufacturing Technology
Science	Automotive Technology (must complete year 1 & 2) Cosmetology (must complete year 1 & 2) Forestry & Heavy Equipment (must complete year 1 & 2) Medical Professions (A&P credit year 2)
Social Studies	Human Services (must complete year 1 & 2) Law Enforcement Pre-Law (must complete year 1 & 2)

See the Program of Studies or the Southwest Tech Guidance Coordinator, Lisa Harrington Redding for more information. Ms. Harrington Redding can be reached at 447-0220, ext. 4943. These offerings may occasionally change or be modified.

Dual Enrollment Credit / Articulation Credits

Many of the students in our CTE Programs have the opportunity to earn college credit through Dual Enrollment agreements we have with multiple colleges. Please see our website or contact the Southwest Tech Program Teacher for more information at 447-0220.

Work Based Learning Programs

The Work Based Learning Program provides students with opportunities to explore career interests & apply both academic & technical skills learned in the classroom in a real job setting. Work Based Learning experiences available to students include:

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

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

COOPERATIVE WORK EXPERIENCE PROGRAM: This is a paid work experience at a site related to the student's

technical program. Local partners in business & industry work with the Southwest Tech to provide opportunities for students to experience the world of work. Students may earn graduation credit for this program.

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

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

To qualify for Work Based Learning programs, a student must be recommended by an instructor or other appropriate Southwest Tech Staff, have a positive attitude & a willingness to learn new skills. Students must also satisfy Workplace Skills competencies relating to employability.

Educational Support

Students who find themselves in need of support or assistance with their studies can get help from our faculty & staff. For more information, contact the Special Needs Coordinator Mrs. Robbe Marra at 447-0220, ext. 4958 or your program instructor.

Reasonable Accommodations:

Southwest Tech is committed to making reasonable accommodations or adjustments for qualified individuals with known disabilities. An accommodation is not reasonable if it would constitute an undue burden or hardship to provide it, or if it would require a fundamental alteration to the student's program. Students with special needs, their parents or advocates are encouraged to contact our Special Needs Coordinator, Mrs. Robbe Marra at 447-0220, ext. 4958.

Enrolling in Technical Programs

All applications for admission to technical programs are reviewed by the appropriate faculty & administrative staff. The program teacher will interview you after you apply for a first-year technical program. The number of students that can be admitted is limited in some cases by the number of teachers we have, the size of our shops, & the hazardous nature of some of our programs. In general, juniors are given preference for entry into the first-year sections of all technical programs.

Acceptance into Southwest Tech programs & classes is based upon:

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

For more information, see the Program of Studies.

Admission to the second year of a technical program is based on the student's performance during their first year

in that program & the recommendation of the teacher. Please see the Southwest Tech Guidance Coordinator with questions & for information about admissions procedures & appeals.

Continuing Your Technical Education:

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

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

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

There are also a variety of adult technical education evening courses & certification programs offered throughout the year, in Licensed Nurse Assistant (LNA), Veterinary Technician, & manufacturing (including machine trades, CNC, etc.), CDL& other technical areas.

For fall enrollment, contact the Southwest Tech Adult Education Office to apply for training in daytime or evening Southwest Tech technical programs. Our daytime technical programs are described in the Program of Studies. You can view our Program of Studies on our web site at: <http://www.svcdc.org>.

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

School Records

Student records are kept secure. These records may include biographical materials, courses taken, grades & credits received, test scores, & other information. These records are normally available to school officials, to officials of other schools, in cases of transfer, to authorize representatives of other governmental agencies & to appropriate persons to safeguard a student's health & safety in an emergency.

Parents may inspect & review the records, have them explained, & request that no records be released to outside organizations without their written consent. Outside organizations may include yearbook companies, electronic & print media, etc. At age 18, a student acquires these same rights afforded parents. Further details concerning the confidentiality of student records may be obtained from Ms. Meg Honsinger, Assistant Director at 447-0220 ext. 138.

Academic Assessment

Upon entering a Southwest Tech program, students may be required to participate in an academic assessment. This will provide students with the opportunity to demonstrate their abilities in math, language & reasoning. It will also help faculty & staff to identify student strengths & to prepare instruction to better target student needs.

Student Organizations

Many Southwest Tech Programs offer participation in career oriented student organizations. These organizations allow students to develop leadership skills & often provide opportunities for students to travel for state, regional

& national competitions.

HOSA: Future Health Professionals: For students in the Medical Professions program. HOSA is a global, student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services. Its mission is to empower students to become leaders in the global health community, through education, collaboration, and experience. Students participate in State, National & International skill competitions each year.

FBLA: For students in all Business-related programs & classes. The Future Business Leaders of America prepares students by promoting business leadership, understanding of private enterprise, establishing career goals & developing character & self-confidence in its members. FBLA serves 300,000 members & teachers in 13,000 chartered chapters worldwide.

SkillsUSA: Is for students in all Southwest Tech programs/classes. The main goal of SkillsUSA is to develop employability, participatory & leadership skills to compliment the occupational skills developed by students in trade & technical education classrooms or work-based learning sites. SkillsUSA programs & activities help members develop public speaking skills, conduct & participate in meetings, manage financial matters, strengthen problem-solving abilities & assume civic responsibilities. Students participate in State, National & International skill competitions each year. The organization's 250,000 nationwide members strive to become world-class workers & responsible American citizens in the trade, industrial, technical & health occupations.

National Technical Honor Society: The National Technical Honor Society (NTHS) is a nationally recognized organization for promoting excellence in workforce education to meet the demands of today's quality driven businesses & industries. Members of the Southwest Tech Chapter of the National Technical Honor Society will have opportunities to attend leadership conferences & help in the recruitment of new students to the Southwest Tech.

Fewer than two percent of America's secondary students are nominated for membership into this prestigious organization.

The purposes of the Southwest Tech Chapter of National -Technical Honor Society are:

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

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

- Maintain a 90 average or above in their technical program
- Complete the core competencies in their technical program for the year.
- Maintain a 3.0 average or above in their high school career.

- Have no more than 10 absences from their program.
- Demonstrate good character & leadership qualities.
- Participate in extracurricular activities like clubs, sports, community service or employment.
- Be recommended by their Program Instructor & Southwest Tech Guidance Coordinator.
- Be elected by the Southwest Tech faculty & staff.

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

Student Recognition & Awards

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

Technical Excellence – Awarded to program completers who:

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

Special Recognition – Awarded to program concentrators or completers who:

- Are recommended by their Program Instructor.
- Show achievement in their program.
- Demonstrate good character and leadership qualities.

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

The Superintendent Award – Only 1 award issued per year and is awarded to a student who has exceeded technical program expectations or has performed in an exceptional way, overcame adversity and/or exemplifies the willingness to be a life-long learner.

Health & Safety is a responsibility for everyone!

***We respect everybody's level of comfort around facial-coverings. Please
feel free and safe to wear one if you wish.***

Campus Security:

In order to ensure a safe & secure environment, security cameras are located throughout the Southwest Tech & record data continuously. During the school-year, only certain doors may be available for entry. Signs are posted on doors that will inform students, faculty and staff which doors can be accessed.

During a “normal” (in-person) school day, ALL campus doors are locked by 7:50AM and can only be accessed by authorized teachers and staff via a FOB key. After 7:50 AM and before 2:05 PM, students and visitors MUST enter through the Southwest Tech Main Office. Those in violation (***including those assisting a person in entering at a door other than the main office***) will be subject to a warning the first time and a consequence for any additional infractions. At 2:25 PM, all doors will lock again which will require students, visitors and parents to enter through the Main Office. In addition to Southwest Tech School Administrators, safety & service is also provided periodically through Law Enforcement Agencies and the MAUHS Security Management Team.

Nurse:

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

Medications:

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

Universal Precautions/Blood and or Other Pathogens:

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

Child Abuse:

Southwest Tech staff will report suspected physical or sexual abuse of students to the appropriate authorities as required by Vermont law.

Students or Parents wishing to report possible child abuse should contact the Superintendent/Director at 447-0220 x 4941, or speak to any Southwest Tech teacher, administrator or staff.

Identification Card

Each student attending the Southwest Tech will be provided with a photo ID card to identify him/her as a properly enrolled student at the school. Students are required to carry the ID card with them during school hours & when attending all school events & to display the card upon request. Southwest Tech and MAUHS issued photo ID cards will be used at the Identi-Kid Kiosk in the Southwest Tech Main Office for students to sign in and out of the building when he/she is arriving and/or leaving the building during a regularly scheduled time they should be in class. A student failing to wear or produce an ID card upon request will be referred to the Assistant Director for appropriate discipline.

Lost & Found

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

Emergency Closing

In cases where the school schedule may be altered or the school will be closed due to inclement weather or emergency, students should check with local TV &/or Southwest Tech website. Information regarding school delays or closings is usually announced by 5:30 a.m. Southwest Tech will make all efforts to inform parents via robo-call and/or text messaging if the school schedule is altered due to weather or emergency.

Signing In/Out

Students are expected to be in class during their regularly scheduled time. Students that need to leave class early or arrive late must stop at the Southwest Tech Main Office and utilize the "Identi-Kid" computerized system to sign in/out of the building. Non MAUHS students MUST use their Southwest Tech issued Student ID Card to sign (scan) in/out of the building. MAUHS students MUST use their school-issued ID card to sign (scan) in and out of the building.

Students that are enrolled in Work Based Learning are required to sign in & out of the building at the Southwest Tech Main Office. Failure to do so may result in disciplinary action.

Hall Passes

All student hall passes shall state the student's name, destination, time & date & teacher's signature. Upon request, a student must show faculty and/or staff their hall pass. Refusal to do so will result in a disciplinary referral to administration. A student that does not present proper documentation to enter a class will be asked to report to the Southwest Tech Main Office to meet with an administrator.

Attendance

The Southwest Tech attendance policies & procedures outlined below are designed to promote positive work habits & attitudes in our students. The relationship between good attendance at school & success in the workplace is well documented. Learning, like most things, is directly related to time on task. If a student is not present in the classroom or lab, ***whether remote or in person***, that moment in time cannot be recovered or made up. The ideas, the continuity, the conversations, the relationship and the teacher's best effort and opportunity to teach a particular skill or concept are lost. Southwest Tech teachers and office staff will document daily attendance and consistently apply attendance requirements.

"Class Cut":

A "class cut" is *any* absence which the student does not provide written documentation from their sending school, parent/guardian or other authority.

The 4th offense will result in loss of credit for the class (includes both semester long and year-long classes)

Loss of Credit due to Absences:

Students with absences that are non-medically related may be subject to loss of credit.

Short Block/Introductory Classes:

- **5 absences** may result in a warning letter and contact from Southwest Tech.
- **8 absences** may result in a warning letter and contact from Southwest Tech.
- **11 absences** may result in a loss of **all** credit, contact and a certified letter from Southwest Tech.

Full-Year Technical Programs:

- **5 absences** may result in a warning letter and contact from Southwest Tech.
- **8 absences** may result in a warning letter, contact from Southwest Tech and a request for a parent/guardian meeting.
- **11 absences** may result in a loss of **1** credit, contact from Southwest Tech and a letter which will include a request for a parent/guardian meeting.
- **16 absences per year** may result in a loss of **2** credits, contact from Southwest Tech and a certified letter which will include a request for a parent/guardian meeting.

- **22 absences per year** may result in a loss of **ALL** credit, contact from Southwest Tech and a certified letter which will include a request for a parent/guardian meeting.

Southwest Tech Administration will consider restoration of credit based on documented medical issues, legal obligations or death in the immediate family. Documentation from a doctor or legal authority must include:

- Date the student was to miss school.
- Reason why the student was unable to attend school.
- An appointment must include time and date of visit.

A doctor's appointment or legal obligation must include time and date of the appointment. Having a doctor's appointment or legal obligation does not automatically mean a student will be excused for their absence from class. ONLY appointments that happen DURING a student's scheduled time to be engaged in learning may be considered for an excused absence. ***Students under a doctor's care for illness should present a doctor's note to the Southwest Tech Office within 5 days of returning to school.***

The Southwest Tech Administration will consider restoration of credit based on documented medical issues, legal obligations or death in the immediate family.

School-sponsored events by Southwest Tech or student's sending schools are recorded absences but do not count for loss of credit.

An application to restore credit may be submitted to the Southwest Tech by the student and/or parent/guardian. Students that are absent are responsible to gather and complete all missed & compensatory assignments required by the teacher.

Transportation

Parking & Driving

Student parking may be assigned if a student is participating in Work Based Learning, or is attending from outside the MAU district. This privilege is at administrative discretion, & requires that the student provide a valid driver's license, proof of insurance & registration, the written application at the Southwest Tech Office. Parking is a privilege, & those granted a permit must abide by the Southwest Tech & all MAU parking rules & regulations. Failure to do so will result in the loss of parking privileges. Students who park on campus do so at their own risk. The school is not responsible for damage incurred to vehicles parked on campus. Students that do not have permission to park on the Southwest Tech/MAU campus may be issued parking tickets. It is the student's responsibility to request approval to park on campus.

Conduct on School-Owned Vehicles

Southwest Tech students often utilize school-owned vehicles for transportation. It is expected that student's conduct in Southwest Tech vehicles should meet or exceed expectations for behavior as a part of any Southwest Tech activity.

To assure the safety & well-being of all transported students, appropriate behavior must be maintained at all times. **Use of all tobacco products** is forbidden in school vehicles. Poor conduct in a Southwest Tech vehicle may result in referrals & possible loss of transportation privileges. In addition, the complete school discipline policy is extended to cover students while riding in school vehicles.

Since school-owned vehicles are an extension of our school, vehicles may be equipped with video camera and GPS systems. The Southwest Tech Administration may use the video footage during a disciplinary investigation.

Atrium Procedures

If the Atrium becomes available to students for meal times, please know that eating breakfast and lunch in the Southwest Tech Atrium is a privilege and NOT a right. The Atrium is open when there is enough staff to safely supervise students. Therefore, the Atrium may not be open during all breakfast and lunch periods. When it is open, common sense & good manners should dictate student behavior in the atrium. Students should be respectful to each other, the staff, faculty, & administrators & maintenance staff. In addition, **it is the responsibility of all students to clean up & pick up after themselves.** All food must be consumed in the lowest level of the Southwest Tech Atrium or MAU cafeteria. There is to be no eating of food in the

hallways or while leaning over the atrium railings.

If students are not able to meet the behavior expectations as outlined in this student handbook then they may be banned from the Atrium during breakfast and/or lunch periods as well as between classes.

If individual teachers allow students to have food in classrooms, students are responsible for proper transport of food & drinks to the classroom.

In classrooms & programs where eating is allowed, food should be brought to class when the student first arrives. Students **should not** anticipate opportunities to get food during class periods. **No eating is allowed on Southwest Tech front steps.** **Southwest Tech students will not be permitted to walk to the main MAUHS building using outside entrances.**

Dress Code

Students will be required, while attending school & all school sanctioned functions, to present themselves appropriately attired. Proper dress is an important job skill that we must model while attending the Southwest Tech.

In addition, the Southwest Tech administration reserves the right to dismiss any student whose manner of dress does not meet reasonable standards of health & safety or is so unusual as to be disruptive or distracting to normal school routine. Students that refuse to wear face coverings during the COVID-19 pandemic pose a threat to themselves and others. Refusal to wear face coverings while in the Southwest Tech building and/or outside where social distancing is not possible will result in a meeting with an administrator and 1 full day of Out of School Suspension.

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

Any student who fails to wear the appropriate safety related clothing or is otherwise dressed inappropriately for a program is considered unprepared for class. If this lack of preparation will not allow a student to participate safely, s/he may be assigned to the Main Office OR ISS for the remainder of the class period.

The purpose of Southwest Tech's dress codes is to create & maintain a productive & positive learning environment while minimizing disruptions & distractions, therefore we expect students to follow the dress code outlined below. This dress code should also be followed while attending virtual classes.

- Shirts, Blouses & dresses must completely cover the cleavage area, back (covering the shoulder blades, & top of the shoulders. Spaghetti straps, muscle shirts, tube tops, & halter-tops are not permitted. Straps should be at least 1 inch wide. Shirts or tops must at all times cover the waistband of pants, shorts, or skirts with no midriff visible. Boys must wear shirts that have sleeves.
- Clothing that is ripped or torn in a suggestive & revealing way shall not be allowed.
- Body wear that contains or includes messages implicitly or explicitly promoting the use of substances such as tobacco, drugs, or alcohol, or that is suggestive of sexual innuendo, bigotry, or gang affiliation or criminal enterprise (i.e. bandanas & colors) is strictly prohibited, body wear that contains or includes messages that, in the judgment of the administration, are obscene, lewd, vulgar, threatening, intimidating, or demeaning of an individual or group because of sex, color, race, religion, handicap, national origin, or sexual orientation is strictly prohibited.
- Shorts shall have a four-inch inseam. Wearing spanx or biker shorts to compensate for length is prohibited.
- Skirts should be no shorter than mid-thigh or to the tips of the wearer's extended fingers. Wearing spanx or biker shorts to compensate the length is prohibited.
- Undergarments must not be visible at any time. This includes bra straps & the waistbands of underwear. Likewise, see through clothing of any kind is prohibited.
- Sunglasses & hoods worn over the head are not permitted indoors for security & identification reasons.
- Body Jewelry including chains, spikes, & studs that may potentially pose a threat of physical harm will not be allowed.
- Fish hooks worn on any piece of clothing such as hats is prohibited.
- Footwear is required at all times & should be safe & appropriate for indoor & outdoor activity. Slippers are not allowed.
- Hats will be removed once a student enters the classroom & for the duration of the class.
- Pajamas or clothing perceived, as sleepwear will not be permitted.
- Clothing of any kind that is excessively tight so as to be provocative will be prohibited.
- Stretch lycra, spandex or nylon tights, leotards, biker shorts, or underwear worn as an outer garment will not be permitted.
- Stretch pants or hose covered by a skirt, shorts, shirt or top that does not extend beyond the finger reach or mid-thigh will not be allowed.

Students are expected to meet dress code expectations each day of school. Students

who choose to not meet the dress code will not be permitted in class until the inappropriate clothing is replaced with appropriate clothing.

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

Surveillance Cameras

To ensure & monitor the safety of everyone at Southwest Tech, the school is equipped with cameras that record video inside & outside the building as well as in school owned vehicles.

Academic Conduct

Academic Honesty:

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

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

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

The following are consequences for academic dishonesty:

- **First Offense** - The work in question receives a 0 (zero), the student’s parents are informed, a report is placed in the student’s Southwest Tech file. The student will then be required to read & study what plagiarism is & demonstrate their knowledge to the satisfaction of the instructor & administration.
- **Second Offense** - Same as above, plus, parents, student, teacher, & Southwest Tech administrator meet to discuss the offense. If parents do not attend the meeting, the grade for the marking period is withheld, & becomes a failing grade two weeks after the end of the marking period.
- **Third Offense** - Parents or guardians are informed & student receives a

failing grade for the course.

Computer Use

Southwest Tech's Computer Use Policy is meant to apply to school whether remote, hybrid or in person learning.

- 1) ***Privileges:*** The use of the Southwest Tech Network & computers is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. Based upon the guidelines established in this document, & any subsequent modifications hereto, & Southwest Tech policies & procedures, the system administrators will determine what is appropriate use. The Southwest Tech reserves the right to terminate, suspend, or otherwise limit network access at any time as required in their judgment. Use of free proxies to bypass our filters will not be tolerated. The Southwest Tech reserves the right to inspect or review files for security purposes, including those not owned by the school such as portable hard drives, USB flash drives, etc.
- 2) ***Acceptable Use:*** The use of computers must be consistent with the educational & operational policies & procedures of the Southwest Tech. The use of other organizations' networks or computing resources is subject to the rules & limitations of those organizations or networks. Transmission of any material in violation of any United States or Vermont statute or regulation is strictly prohibited. This includes but is not limited to: copyrighted or trade secret material, threatening or obscene material, & criminal activity. Use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to responsible authorities. Persons violating this policy may be subject to civil penalties, & may also be subject to the full range of disciplinary actions, including, but not limited to suspension & expulsion.
- 3) ***Etiquette:*** Students are expected to comply with the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - Comply with all school rules regarding behavior & personal conduct.
 - Be polite.
 - Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.

- Do not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.
 - Do not reveal personal addresses or phone numbers.
 - Electronic Mail (e-mail) is not available on the Southwest Tech network. System administrators have access & reserve the right to monitor the use of the Southwest Tech Network.
- 4) **Reliability:** The Southwest Tech cannot be held responsible for any lost resources or damages incurred through the use of this account, system, or network.
- 5) **Security:** Users of the system agree not to violate or attempt to violate system security or intentionally interfere with system performance, or access to another person's accounts, files, or password. Individuals may be denied access to the system based upon security violation of other computer systems.
- 6) **Fee Services:** Without the express permission of a sponsoring teacher, you may not use the Southwest Tech Network to access any database, service, or download data or software, which charges a fee for such service or access. If you do any of the foregoing you are liable for any & all charges.

Southwest Tech reserves the right to modify the computer use policy & procedures at any time.

Personal Property & School Property

Searches & Seizure:

Guidelines for searches are as follows:

- Desks, lockers, textbooks, & other materials or supplies loaned by the school remain the property of the school.
- When prohibited items are found, they will be confiscated & the student reported to the Superintendent/Director.
- School property may be searched by the Administration upon reasonable suspicion that a law or school policy is being violated or a safety matter.
- Searches of a student's person, vehicle or other property will be

conducted by the Administration 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 gender, &, whenever possible, in the presence of another school employee.
- Search &/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search or seizure.

Rulings made under the Constitution's Fourth Amendment have declared that schools only need "reasonable suspicion" in light of the presented evidence or circumstances to conduct a search.

Student Lockers:

During health restrictions due to the COVID 19 pandemic, students will not be allowed to use lockers or any other storage. However, during a normal school day post pandemic, students should follow classroom rules regarding use of classroom lockers. Proper maintenance of Southwest Tech lockers is the responsibility of each student. Their teacher or Southwest Tech administrator will discipline students who vandalize Southwest Tech lockers.

Theft:

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

Lost or Damaged Books & Equipment:

Many tools & instruments used in the shops & classrooms are furnished at school district expense. Each student is responsible for all books & equipment issued to him/her. If an item issued to a student is misplaced, stolen, or damaged, the student will reimburse the Southwest Tech for any loss. When tools, instruments, or other materials are removed from shops or classrooms, the student to whom issuance was made is held responsible for the return of any such items.

Students are not permitted to take tools from school property unless under the supervision of the faculty/staff. Students whose negligence causes the loss of tools, instruments, etc. will reimburse the Southwest Tech for their loss. Intentional vandalism by a student can, after a due process hearing, result in the student being suspended or

expelled from the Southwest Tech. According to State Statute 16, §556 the parent or guardian of a student shall be liable to a school district for damaged or lost books & other materials.

Personal Property:

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

Student Conduct & Discipline Procedures

Behavior Expectations

Appropriate student conduct includes:

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

In order to ensure a safe & secure environment, security cameras are stationed around the Southwest Tech campus and on.

Discipline

The Southwest Tech believes in correcting unacceptable student behavior. The discipline process should contain the elements of fairness, firmness, & consistency. As a result, the following procedures will be followed when responding to inappropriate behavior & activities. In general, **any** teacher, student, or staff member can refer students who participate in unacceptable behavior to the Southwest Tech Administration.

Teachers may refer a problem to the Superintendent/Director or Assistant Director by filling out a Student Referral Form. The student will be informed & parent(s) will receive a telephone call by the teacher when a written referral is made. The Assistant Director maintains records of all written disciplinary referrals.

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

- Referral to a counselor
- Conference with teacher & student
- Conference with parent & student

- Student issued detention by teacher
- In-school suspension
- Out of school suspension

Behavior disruptive to the learning environment	Student will be removed from class. Duration to be determined by administration & teacher.
Bullying, harassment & hazing	See page 29 for complete policy.
Card playing & gambling	Are not allowed on school grounds. Administrative action will be taken.
Disorderly Conduct	Students who engage in threatening, violent, or profane behavior, after being warned to stop, will be subject to arrest.
False Accusations	Students who knowingly make a false accusation against another student or staff member will be assigned an appropriate consequence which may include suspension or referral to law enforcement depending on the severity of the situation.
Fighting	<p>1st offense- Meeting with administration/parent. In/out of school suspension will be assigned up to 10 days.</p> <p>2nd offense – meeting with administration/parent. A safety assessment will be made. Student will be removed from general population for up to 10 days.</p> <p>3rd offense- Long term suspension/expulsion will be considered.</p> <p>Students engaged in fighting may face legal action through assault charges. In the event that the administration becomes aware of a potential fight & warns the students against this, the students will receive additional consequences if they persist & disregard the warning.</p> <p>If warned & students fight off campus, they will still be subject to school suspension.</p>
Improper behavior to create a hazardous situation. Including: snowballs, water pistols, toy weapons, skateboards, roller blades, & hacky sacks	<p>Administrative action including confiscation of objects specified.</p> <p>(Students should not bring skateboards to school.)</p>
Inciting a fight	Suspension. Length determined by administration.
Insubordination/Disrespect for Authority	<ul style="list-style-type: none"> • Failure to identify oneself to a staff member. • The use of insulting &/or vulgar language or gestures (to anyone). • The intentional disregard of or refusal to follow a reasonable request given by any staff member. <p>The above may result in a suspension of up to 3 days. Vulgarity or swearing directed to a staff member will result in a 3-day suspension.</p>
Leaving Class without Permission	Students who walk out of class without permission may receive additional detention time (lunch, afterschool, etc.)
Leaving School Grounds Without Authorization	Students who do not have prior permission from an administrator & who leave campus may receive a day of suspension and subject to search. School grounds end at the sidewalks on County & Park Streets, beyond the football field/track, the red brick building & maintenance garage on the east, & beyond the Senior parking lot & the red brick building to the north.
Forging a note	Suspension. Length determined by administration

Possession/Sale setting off of explosive devices:	Confiscation & notification to appropriate authorities, extended suspension & possible expulsion proceedings & criminal charges.
Tampering with property	Tampering with school property or the property of others (staff & students) will result in administrative action in proportion to the offense, up to & including dismissal from the Southwest Tech.
Theft/Destruction of Prop.	Restitution & one day suspension. Criminal charges may result.
Threatening Behavior	Threats made to any member of the Southwest Tech community will not be tolerated.
Drugs/Alcohol possession or association with Use,	See substance abuse policy on page 27.

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

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

Disciplinary Procedures

Depending on the severity &/or frequency of offences further consequences will be administered, including referral to law enforcement or to the Center for Restorative Justice. Repeat offenses will be treated as insubordinate acts (Insubordination below).

Suspension, Expulsion & Due Process Hearing:

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

Suspension:

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

1. Students may be suspended immediately for one-day suspension to allow for an investigation to take place that will determine whether further suspension time is warranted.

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

Expulsion:

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

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

Due Process Required for Expulsion:

1. The Southwest Tech shall notify parents or legal guardians (in all cases where reasonably possible) & the student before an expulsion. A written & specific statement of charges will be mailed to the student & parents.

2. The Southwest Tech shall give a full hearing to the student, who shall have the following rights:
 - (a) The right to examine evidence against himself or herself.
 - (b) The right to be represented by counsel (although not at public expense).
 - (c) The right to confront witnesses & examine adverse witnesses.
 - (d) The right to present evidence on his or her own behalf.
3. Both parties have the right to make a record of the proceedings.
4. Decisions of school authorities shall be based upon substantial evidence & in accordance with policy & law.

Maintaining a Respectful Learning Environment

Public Displays of Affection:

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

Gambling:

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

Inappropriate Clothing:

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

Cell Phone Use & Possession by Students at the Southwest Tech:

Using cellular phones during an emergency situation can create hazardous conditions including the distribution of false information, distraction from directions. Therefore, the Southwest Tech does not allow the use of cell phones by students during an emergency or at instructional site during class time, unless specific permission is given by an instructor for an educational task.

If a cell phone is visible or audible, the student will be given a warning.

If the student disregards the warning or the cell phone is seen or heard again, the cell phone will be confiscated & the student may pick it up in the office at the end of the school day. Teachers will write a referral & contact the parents.

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

The student who possesses a cellular phone shall assume all responsibility for its care. At no time shall Southwest Tech be responsible for preventing theft, loss, or damage to cell phones brought onto its property.

Students should not expect to send or receive messages or call on or answer a cell phone during class time.

Parents who need to contact their student during class time must do so by contacting the main office receptionist at 802-447-0220 x 4942.

Maintaining a Safe & Healthy Learning Environment

Tobacco:

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

Tobacco/Smoking/Chewing Tobacco (including possession of) on school property or at a school function *per Vermont Law	1st offense: Fine & lunch detention OR enroll in smoking related health program. 2nd offense: Fine & mandatory attendance in smoking related health program. For this & any subsequent offenses, suspension or ISS until further notice may be assigned. 3rd offense: See ABOVE
E-Cigarettes/non-Medical Inhalers	E-cigarettes & apparatuses used to inhale substances not approved by a doctor are not permitted on school grounds. Students will be disciplined as under the tobacco/drug standards, including law enforcement referral.
Vaping, Juuling & Liquid Nicotine	SEE ABOVE

Substance Use & Abuse:

The Southwest Tech participates in the Substance Abuse/Administrative Procedure (Policy #5175C) adopted by the Southwest Vermont Regional Technical Governing Board.

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

- A minimum three days suspension from Southwest Tech programs/classes.
- Where appropriate, referral to the student's home school for further actions or consequences as determined by the sending school administration & policies.
- A re-entry meeting with the Southwest Tech administration is required, & may result in providing certain conditions for re-entry.
- In situations where safety is an issue, a student may have to submit to a drug test in order to be reinstated to a program, lab, shop, or Work Based Learning placement.

The Southwest Tech cooperates with law enforcement in cases of substance possession & use.

Substance Abuse (Policy # 5175C) *The current version is always posted online.

It is the policy of the Southwest Vermont Regional Technical Governing Board that no student shall knowingly be in the presence of, possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, alcohol, or drug paraphernalia or mind/behavior altering substance on any school property, or at any school sponsored activity.

1. Definitions

- a.) **Drug(s)** as used in this policy includes any narcotic substance, hallucinogenic substance, any substance taken for the purpose of "getting high", and all chemical and controlled substances as defined by State or federal law, including but not limited to, those described and/or listed in the schedules in the Federal Controlled Substances Act, 21 U.S.C. (812 or successor statutes). Such drugs include, but are not limited to, substances commonly known as marijuana, LSD, cocaine, crack, heroin, amphetamine and methamphetamine, and barbiturates. The term "drug(s)" also includes all prescription medicines, except when used or possessed in accordance with the school prescription medication Policy # 5176C.

- b.) **Alcohol & drug abuse** is defined as “the ingestion of a substance in such a way that it interferes with a person’s ability to perform physically, intellectually, emotionally or socially.” (VT Dept. of Ed. Reg #4211)

2. **Statements of Purpose**

- a.) **Educational Programs:** The Southwest Vermont Regional Technical School District recognizes that all students have a right to receive an appropriate education in an alcohol free and drug free environment. Therefore, the Regional Governing Board will encourage educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with substance abuse in accordance with the K – 12 Health curriculum as defined by the State K – 12 Curriculum Plan.
- b.) **Prevention Education and Intervention:** Alcohol and drug abuse dependency are treatable health problems that are primarily the responsibility of the home and the community. The Southwest Tech shares this responsibility in the areas of prevention (education) and intervention (identification and referral) by providing a system for support and referral for students involved with alcohol or drug use on school property or at school functions due to their own or another(s) uses of alcohol or other drugs.

Additionally, the Board believes that the community and schools share in this responsibility because chemical problems interfere with behavior, learning and the fullest possible development of each student.

- c.) **Enforcement:** Violation of this policy will result in disciplinary action following the accompanying Administrative Regulations and Policy 5050C.
- d.) **Students with Disabilities:** If a student with a disability under the IDEA or Section 504 violates this policy, the Administration shall refer to Vermont Department of Education Special Education Regulations Section 4312 – Long-term Suspension or Expulsion of Students with a Disability or Students who are Disabled According to Section 504 of the Rehabilitation Act.

Legal References:

Controlled Substances Act, 21 U.S.C. §812
VT Dept. of Ed. Reg. # 4211

District			Date Drafted	Date Warned	Date Adopted
Southwest	Vermont	Regional	05/21/07	08/20/07	09/17/07
Technical School District					

Parking/Driving Violations:

When students are allowed on campus, restricted parking applies in all lots from 7:00 a.m. – 3:00 p.m. Parking regulations will be enforced as follows:

- Repeat offenders of Parking Regulations shall be subject **to towing of car at owner expense.**
- Owners/operators shall be responsible for all removal & storage charges incurred. Any law enforcement officer or Southwest Tech employee who has authority & orders removal of a vehicle from Southwest Tech property shall be exempt from any liability for damages to any vehicle removed or stored.
- Fire Lane violations shall be enforced under sections 10-12.08 & 10-19.06 of the Bennington Town Ordinance.
- Handicapped parking violations shall be enforced under sections 10-5.16 of the Bennington Town Ordinance.
- Parking on any crosswalk or sidewalk is prohibited & a ticket shall be issued.
- Parking in a non-designated area or parking without a parking permit.

***Multiple offenses may result in additional disciplinary action.**

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

Safety Equipment:

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

Firearms, Knives, Fireworks, & other Weapons:

Vermont State Law (Title 13 V.S.A. §4004 & Title 16 V.S.A. §1166) prohibits carrying these or other dangerous or deadly weapons in school or on school grounds. Any student found violating this law shall be referred to the appropriate police authorities. After a due process hearing, a student may also face suspension or expulsion from the Southwest Tech. Students currently enrolled in Southwest Tech courses which require the use of a bladed tool during class-time, are not allowed to carry it outside of that program. A firearm, under this policy, may be either loaded or unloaded. (Title 13 V.S.A. § 4016)

Bomb or Other Threats:

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

Prevention of Harassment, Hazing & Bullying of Students (Policy 5004C)***I. Statement of Policy***

The Southwest Vermont Regional Technical School District (hereinafter “District”) is committed to providing all of its students with a safe & supportive school environment in which all members of the school community are treated with respect.

It is the policy of the district to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont’s Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, &/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the district to prohibit the unlawful hazing & bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing & bullying according to the procedures accompanying this policy, & shall take appropriate action against any person -subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which,

although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

The Model Procedures are expressly incorporated by reference as though fully included within this Model Policy. The Model Procedures are separated from the policy for ease of use as may be required.

II. Implementation

The Superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents & guardians how to report violations of this policy & file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing & Bullying of Students)
2. Annually, select two or more designated employees to receive complaints of hazing, bullying &/or harassment at each school campus & publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, & standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly & effectively address all complaints of hazing, harassment, &/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment &/or bullying is substantiated, the District shall take prompt & appropriate remedial action reasonably calculated to stop the hazing, harassment &/or bullying; prevent its recurrence; & to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees &, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations & individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the district's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

It is the intent of the district to apply & enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below & that has the purpose or effect of substantially disrupting the educational learning process &/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions

For the purposes of this policy & the accompanying procedures, the following definitions apply:

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

a. Is repeated over time;

b. Is intended to ridicule, humiliate, or intimidate the student; &

c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity; or

(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity & can be shown to pose a clear & substantial interference with another student's right to access educational programs.

B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.

C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.

D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment & bullying pursuant to subdivision 16 V.S.A. §570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.

E. **"Employee"** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.

F. **"Equity Coordinator"** is the person responsible for implementation of Title IX (regarding sex-based discrimination) & Title VI (regarding race-based discrimination) for the District & for coordinating the District's compliance with Title IX & Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District's Preventing & Responding to Harassment of Students & Harassment of Employees policies. This role may also be assigned to Designated Employees.

G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively & substantially undermining & detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment. Harassment includes conduct as defined above & may also constitute one or more of the following:

(1) Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, & other verbal, written, visual or physical conduct of a sexual nature, & includes situations when one or both of the following occur:

- (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
- (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student’s ability to participate in or benefit from the educational program on the basis of sex.

(2) Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color, & includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, & taunts on manner of speech & negative references to cultural customs.

(3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity & includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, & negative references to customs related to any of these protected categories.

H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; & which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (1) The goals are approved by the educational institution; &
- (2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, & normal & customary for similar programs at other educational institutions.

With respect to Hazing, **“Student”** means any person who:

- (A) is registered in or in attendance at an educational institution;
- (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) intends to attend an educational institution during any of its regular sessions after an official academic break.

I. **“Notice”** means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source & nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity & credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; & whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, & which is affiliated with the educational institution.

K. **“Pledging”** means any action or activity related to becoming a member of an organization.

L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, & reprisal.

M. **“School administrator”** means a superintendent, principal or his/her designee assistant principal//technical center director or his/her designee &/or the District’s Equity Coordinator.

N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment &/or bullying.