



River Valley Technical Center

"Educating Today's Students for Tomorrow's Careers"

2024-2025
STUDENT HANDBOOK

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River Valley Technical Center Statement of Philosophy

At the River Valley Technical Center...

- We believe that we must dream as well as act to accomplish great things.
- We believe that learning is a lifelong adventure.
- We believe in facing each day with minds open to knowledge and hearts open to love.
- We believe in the freedom to wonder, to explore, to ask, to imagine, to create, and to collaborate.
- We believe that success means doing our best, being our best, and being proud of our efforts.
- We believe that every one of us has special talents and that collectively these talents benefit all of us.
- We believe in ourselves, in each other, and in the bright future.

River Valley Technical Center Mission & Goals

*“Educating today’s students for tomorrow’s
careers.”*

The mission of the River Valley Technical Center is to educate today’s students for tomorrow’s careers and for all students to:

- Demonstrate the skills, knowledge and character necessary to become productive workers and lifelong learners.
- Participate in a positive environment that integrates academic and technical education through applied learning.
- Benefit from teachers’ professional growth and continuous improvement of curricula that emphasizes the changing workplace and the pursuit of educational excellence.
- Have the opportunity to attain nationally recognized industry credentials or certifications through the completion of courses and programs.
- Demonstrate a sense of pride and ownership in their school community.
- Have the opportunity to explore various career areas and to participate in workplace experiences.

Staff

Director / Superintendent	Scott Farr	802-885-8301
Assistant Director/Adult Ed	Derek Williams	802-885-8302
Middle School / Outreach	Kelly Broker-Campbell	802-885-8347
AVP: Video Production	Zachary McNaughton	802-885-8326
Business & Entrepreneurship	Jennifer Cummings	802-885-8337
Carpentry	Josh Chamberlain	802-885-8330
Co Operative Education	Dave Culver	802-885-8314
Criminal Justice	Mark Chase / Tim Gould	802-885-8327
Culinary Arts	Dave Groenewold	802-885-8334
Engineering/Mech Design	Christopher Gray	802-885-8321
Guidance Coordinator	Terri Herzog	802-885-8304
Hands On / Tech Essentials	Kristen Wilson	802-885-8314
Health Sciences	Lara Peck	802-885-8319
Horticulture	John Harmer	802-885-8329
Human Services	Courtney Lihatsh	802-885-8332
Industrial Trades	John Hubbard	802-885-8320
Integrated Pre Tech	Gabriel Vastola	802-885-8356
Special Populations	Samantha McCallister	802-885-8338
Administrative Assistant	Tina Bixby	802-885-8303
Building Secretary	Gretchen Austin-Ward	802-885-8354
Registrar	Coralee Choiniere	802-885-8305
Systems Administrator	Christopher Irish	802-885-8307
Fiscal Agent	Christine Balch	802-885-8306

VTVLC Staff

Director/Principal, Interim	Ashley Newton	802-591-3015
Administrative Assistant	Lucey Gagner	802-591-0248
Principal Grade 9-12	Jessica Leo	802-591-0316
Principal Garde K-8	Jennifer Hinds	802-591-0363
Director of Special Ed	Melissa Sargent-Minor	802-591-3723
Director of Technology	Hannah Farnum	802-885-8358
Director of Operations	Nancy Goodrich	802-885-8351
Secretary	Kristalyn Pelletier	802-885-8389
Admissions & Stud Engagement	Kimberly Bovill	802-885-8364
Instructional Assistant	Sonia Comstock	802-885-8499

Attendance Policy

It is the policy of the River Valley Technical Center School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Students who are children between the ages of six and 16 years who are residents of the district; non-resident pupils who enroll in district schools; and children over the age of 16 who are enrolled in a district school, are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law.

Any time a student is not present during their scheduled class time it will be recorded as an absence. Students are allowed four (4) absences per quarter, without loss of credit. For every absence beyond four (4), a student's grade may be reduced by three (3) points. Individual program instructors will determine the procedure used within their course as it pertains to the Center's attendance policy and the specific workplace environment. The procedure for each course and how it will affect student outcome will be outlined by the program instructor in the course expectations for each program. Grade reductions for absences are at the discretion of the individual instructor.

Once a student has reached four (4) absences in a quarter an automated phone call will be made to the parent/guardian. Another automated phone call will be made to the parent/guardian when the student reaches eight (8) absences in a quarter.

If a student demonstrates excessive absences, parents/guardians will receive a student status report by mail that will indicate the number of absences to date. A parental conference may be required to determine the student's continuation in the program.

Planned Absence Notices are available for students to fill out and turn in if they know that they will miss a class period.

Per the description above, if a student is not present in their technical education class, they are considered absent. RVTC does not excuse absences unless a student is hospitalized for an extended period of time, has a death in the family, college visits, scheduled work experiences or is on a documented home school activity.

Tardiness and Leaving Class

Arriving on time and being prepared for class are important aspects of the educational process. Students arriving late to class or leaving class early must sign in/out at the Technical Center Office.

Students needing to leave school early must provide written permission from their parent/guardian and acquire Technical Center administrative approval **prior** to signing out in the Tech Center Office. Leaving class without permission will result in a discipline referral.

Tardiness is when a student enters class after the beginning of class time, 7:45 am and 11:40 am. Students must have a pass from the Technical Center Office in order to be admitted late. An absence will be recorded for every three tardies in a term. Students may be given additional discipline such as, but not limited to, detention or loss of driving privileges if their tardies equal more than three with each subsequent tardy resulting in further discipline.

Class Cut

A class “cut” will be recorded when a student is present at their home school, is not involved in a pre-approved school activity, and does not attend a scheduled class. It is imperative to attend classes regularly. Cutting class will result in the following:

- **First Cut** - Warning, a discipline referral letter will be sent home, discipline may be assigned, and the cut will be recorded as a “First Cut” absence.
- **Second Cut** - A discipline referral letter will be sent home informing the parent/guardian that the student will be removed from their Technical Center program with loss of credit. Students will have five days to appeal the removal from their program.

General Conduct

All students are expected to conduct themselves in a responsible, respectful manner at all times. Serious misconduct may result in a student being suspended from the Technical Center.

Conduct on School Grounds

Upon arrival, students will proceed directly to program areas or other designated waiting areas. Students must have permission from the Technical Center Administration to leave school grounds. All parking areas are off limits during school hours.

Off Site and Bus Conduct

Program related projects and activities often occur at a site off school grounds. The Technical Center also offers a variety of opportunities for youth group activities, conferences and workshops. These off-site experiences are an extension of the classroom. All Technical Center policies apply, and appropriate behavior is expected at all times while traveling and while in attendance at an off-site activity.

Corridor and Waiting Area Conduct

All students are expected to proceed quickly and quietly to and from program areas. Students are expected to be on time to all programs and are not allowed in classrooms or labs without instructor supervision. Students must have instructor permission to be in the hallways during class time. Vending machines on the third floor are off-limits.

Safety Rules

In accordance with the Occupational Safety and Health Act (OSHA) passed by the Federal Government, and regulations recommended by the Vermont Department of Education, safety rules and procedures for safe practices in technical areas are established and posted by technical program instructors and reviewed by the Director. Violations of posted safety rules and procedures will result in disciplinary action by the technical instructor.

Examples of program specific rules include:

1. Goggles or protective face shields are required while operating or in the vicinity of machines being operated. This pertains to all machines or equipment that is capable of producing chips or other particles of debris.
2. Rings and jewelry are to be removed before operating any machine or equipment.
3. Clothing must be appropriate for the task to be done. Loose sleeves, flopping ties and loose coats and jackets are NOT to be worn.
4. Long hair must be protected from entanglement in machines and equipment.
 - a. Hair that covers the ear lobes when hanging straight down must be held tightly to the head with a headband or with goggles that have a wraparound strap.
 - b. Hair that touches the tops of the shoulders must be pulled back in a ponytail and held with a headband or goggles. Long ponytails are to be tucked into the student's clothing.
5. Students shall have instructor approval and instruction in proper use and safety of any equipment prior to use.
6. When a machine requires maintenance, it must be properly stopped and locked prior to removal of any guard or safety devices. These guards and safety devices must be replaced immediately upon completion of maintenance and prior to resuming operation. Students shall not remove guards or other safety devices from the machines at any other time.
7. Students shall know the location of fire extinguishers and fire blankets and will be instructed as to their use.
8. Students shall be cautious of all air hoses assuring that they are never aimed toward another person.
9. Open-toed shoes, sandals and shoes with untied laces are not acceptable footwear for shop areas.
10. Students are responsible for understanding the "Right to Know" laws, blood borne pathogen concerns and cleanup procedures, and the utilization of Hazardous Material Safety Data Sheets.

Displays of Affection

Public displays of affection make some people uncomfortable and are often distracting. Students are expected to maintain levels of behavior consistent in the workplace; therefore, public displays of affection are not acceptable in the Technical Center.

Dress and Appearance

The River Valley Technical Center expects students and staff to model appropriate dress and appearance of the workplace. In addition to meeting the safety requirements of each program, student attire shall not detract from the educational process and appearance will reflect personal cleanliness, neatness and hygiene consistent with the expectations of parents and school authorities.

Any clothing that impedes the educational process will not be permitted. Students dressed inappropriately will be asked to cover up or change. Students may be sent home if they choose not to cover up or change. Repeat offenses may result in a referral for disciplinary action.

Shorts are permissible with instructor approval. Bare midriffs will not be allowed. No underwear may be showing. Obscene, offensive (or suggestive) clothing or any item of clothing with a logo or illustration of drugs, tobacco or alcohol will not be allowed.

Profanity

Profanity and obscenities are forbidden in the school or on school grounds at any time. Incidents will result in a warning to all offenders. Continued use of profanity or obscenities will be treated as a major misconduct. Profanity or obscenities directed at a staff member will result in immediate suspension.

Student Transportation

Transportation to the Technical Center is the responsibility of the sending high school. All rules governing appropriate behavior on the bus must be adhered to. In the event a student wishes to drive a personal vehicle or ride in another student's vehicle to the Technical Center, Permission to Drive/Ride form must be completed and submitted to the Technical Center Office **prior** to the student driving. Students with permission to drive from their sending school must adhere to all of the sending school driving rules and all applicable state laws. Student drivers may only park in the student parking lot. Students who park in unauthorized areas may lose their driving privileges.

Students of Majority Age (18-year old's)

Students of legal age (over 18) remain subject to all school rules. These students may sign their own permission forms and in certain cases sign themselves out of school. The student must have a valid reason for leaving school (doctor's appointment, family emergency, etc.) and may not use being 18 as a means of simply coming and going from school. Therefore, they must obtain Administrative permission and be signed out by a member of the RVTC office staff before leaving the building. In certain cases, as determined by an administrator, verification of the appointment may be required. Students who leave school grounds without first obtaining the proper permission from an administrator and properly signing out from the RVTC office are subject to the penalties for leaving school grounds without permission, even if the student is 18 years of age. The school reserves the right to contact parents of 18-year-old students who are still living at home.

Student Assessment

As a part of its service to students, the River Valley Technical Center will conduct a variety of student assessments that will measure both academic and technical skills. Assessments will be utilized to assist the student in planning for post-secondary education and/or training, apprenticeship and career opportunities.

Grading / Report Cards / Progress Reports

Students receive grades each quarter that represent skill development, daily performance, homework, attendance, quiz and test grades, as well as other skills necessary in their area of

study. Progress reports will be mailed mid-way through the quarter. Report cards are issued quarterly. Grading policy may vary by program and is established by individual instructors and will be defined in the course expectations each student receives at the beginning of the school year.

Student must acquire a final grade of 70 or better in Level I of a program area in order to continue on to Level II. Students who do not meet this requirement will need to meet with the Assistant Director and the program instructor to determine eligibility for continuation.

Parent / Teacher Conferences

Parent / Teacher conferences can be arranged at any time by contacting the instructor or by phoning the Technical Center at 802-885-8300.

Embedded Academics

In addition to the skills learned in program areas, the River Valley Technical Center provides applied learning as part of the curriculum. We encourage all students to enroll in a challenging course of studies at their home school. All program completers may be eligible for embedded academic credit/proficiencies specific to their program area of study. Students should see the Technical Center Guidance Coordinator for more details.

Credit Award

The River Valley Technical Center will recommend to high schools the credit/proficiencies to be awarded based on student performance, attendance and completion of program competencies.

Activities and Honors

Students are strongly encouraged to become actively engaged in youth groups and other extracurricular activities. Examples of youth groups provided include FFA, SkillsUSA and FBLA. Students are also encouraged to apply to the National Technical Honor Society if certain criteria are met, Ambassador trips, workplace tours and competitions may be developed throughout the year to make your school experience fun! Ask the Guidance Coordinator or your instructor for more information.

Career Planning

The School Counseling Coordinator and all instructors are available to help with scheduling, career planning and post-secondary planning. The School Counseling Coordinator is available at any time to assist students with academic, career, and person/social issues.

Student Apprenticeships and Cooperative Work Experiences

The River Valley Technical Center provides students the opportunity to take part in state approved apprenticeships. These programs are an extension of student learning and work closely with the regional businesses and industry partners. Cooperative Education, job shadowing and internships are also available to eligible students. Contact the Cooperative Education Coordinator for detailed information.

School Lockers

Certain program areas have lockers. Each student will be assigned a locker. Students are to use only the locker assigned to them and it must be kept locked at all times. Money and other valuables should not be left in any locker. Please be advised that the student is personally responsible for the contents of their locker. Do not share your combination with others for any reason. As lockers are the property of the River Valley Technical Center, school officials may open a locker at any time.

Visitors

The River Valley Technical Center welcomes student visitors to tour the Center or visit a specific program. All visits to program areas must be scheduled at least 24 hours in advance to assure the program will be operating on site and to confirm space availability to accommodate a visit. Please contact the RVTC Office for details or to arrange a visit.

Moving / Transferring

Students who are moving or transferring out of the district should go to the guidance office for withdrawal papers. Any outstanding debts must be paid and borrowed equipment must be returned at the time of leaving. Records may not be forwarded unless debts are paid, and equipment returned.

Field Trips

Field trips are valuable and important activities. If a trip is planned that requires the student to miss a class, teachers of those classes must acknowledge that the student will miss class. Permission from a parent/guardian is required for out-of-town trips. Forms are available from instructors and in the RVTC office.

Health Services & Medication

Students must notify their instructor immediately and complete an incident report if injured in any way. An "Emergency Information" form must be completed and returned to the RVTC office in order to receive Springfield High School Health Office services or over-the-counter medication. If a student requires medication during the school day, it will be administered in the nurse's office only. There must be a written statement from the doctor or pharmacist detailing the method of taking any prescribed drug, the dosage and time schedule to be observed. The school must also have written authorization from the parent or guardian requesting the school to assist the student when taking medication and that the school be held harmless. All local physicians' offices have the necessary forms, and all medications must be delivered to school by an adult.

Fire Drills / Alarms

Directions for exiting classroom and lab areas in case of an emergency are posted in each classroom / lab area. It is necessary to exit immediately during a fire alarm. Students must remain with their class and follow the direction of their instructor during an emergency drill. RVTC also practices lockdown, shelter in place and lockout drills.

Married and Pregnant Students

The policy of the Board is that married and/or pregnant students shall be offered the same curricular and extra-curricular opportunities that the River Valley Technical Center School District offers other students, and without a separate registration process. Appropriate individual program adjustments may be arranged through the school administration. Each case will be considered individually, and administrative decisions shall be based on the welfare of the student involved, the student body, and the school. In cases of pregnancy, the time for terminating regular attendance shall be determined by the administration with consideration of appropriate medical advice. Homebound instruction shall be available upon request during the period when the student is unable to attend regularly.

Referral / Misconduct

If a student demonstrates difficulty in maintaining mutual respect toward others, instructors may refer that student to the Guidance Coordinator as a proactive, preventative measure to assist the student in choosing more appropriate behaviors. This referral will not be maintained as part of a permanent disciplinary record.

If a student fails to maintain a safe and positive approach to his/her learning, a “discipline referral” will be made by the instructor to the RVTC office. The referral will be evaluated, and the Assistant Director or Director will meet with the student. A series of options may be made available that may include:

Teacher Detention	Office Detention
Teacher & Student Meeting	Suspension ISS / OSS
Guidance Coordinator Conference	Expulsion
Parental Conference / Follow up	Other
Unapproved use of Electronic Instruments	

Major Misconducts

The River Valley Technical Center has identified a series of actions that violate our mutual respect policy. Any of the following violations may result in removal from a technical program until a conference with the student and their parent/guardian can be arranged. A second offense may result in removal from the program for the remainder of the school year. These major misconducts include:

Violation of any Safety Policy	Vandalism
Alcohol, Tobacco or Drug Violation	Cheating
Fighting	Theft
Failure to Follow an Administrative Directive	Truancy
Harassment, Hazing & Bullying	Physical Assault
Leaving School Grounds	Plagiarism
Offensive Action Toward a Staff Member	Insubordination
Profanity	
Any other unacceptable or disruptive behavior	

District Discipline

It is the policy of the River Valley Technical Center School District to maintain a safe, orderly, civil and positive learning environment via a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. § 1161a.

Definitions

- 1) **Weapon** means a device, instrument, material or substance whether animate or inanimate, which, when used as it is intended to be used, is known to be capable of producing death or serious bodily injury.^[2]
- 2) **School** means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, and school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.^[3]
- 3) **Expelled** means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.^[4]

Student Responsibilities

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the School District and individual classrooms.

Administrative Responsibilities

The Superintendent/Director or Designee, in consultation with the educational staff, will develop an overall discipline plan pursuant to 16 V.S.A. §1161a.

The plan will include clear guidelines for student behavior. The guidelines may include provisions for the suspension or expulsion of students who engage in misconduct on school property, on a school bus, or at a school sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school. The guidelines may also include provisions for the suspension or expulsion of students who engage in misconduct not on school property, on a school bus, or at a school sponsored activity where direct harm to the school can be demonstrated or where the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.^[5]

The guidelines for student behavior will also include prohibitions against the possession by students of weapons while at school, and shall allow disciplinary action up to and including expulsion for violations of the prohibition against weapons that are not possessed at school as part of an educational program sponsored or sanctioned by the school.^[6]

Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians. **For further information please review School Board Policy C20.**

Suspension / Expulsion

Students may be suspended from school by the Director/Assistant Director for serious or repeated violations of school policy or disciplinary rules, or for other conduct not defined by a rule which is deemed by the Director/Assistant Director to be inappropriate, disrespectful, or disruptive to the school. Suspended students are suspended from all extracurricular activities. Students are not to be on school property during the suspension period other than during the school day if the student is serving an in-school suspension. Failure to abide by this procedure will result in an additional suspension, subject to separate notice and opportunity to be heard as set forth below. Suspended students are expected to make up work as requested by the teacher, and they will receive credit for all work made up. Responsibility lies with the student to arrange to make up work.

When student misconduct makes the continued presence of the student harmful to the welfare of the school, the Superintendent/Director or Assistant Director may, with the approval of the school board, suspend the student for longer than 10 school days or expel the student.

Suspension and expulsions of students with disabilities under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973 shall be carried out only in accordance with the requirements of those laws and related State law, including Vermont Board of Education Rule 4312 and successor provisions. See Board Policy Long Term Suspension of Students with a Disability under Special Education Laws or under Section 504 of the Rehabilitation Act of 1973. **For further information please review School Board Policy F1.**

School Cancellation / Early Closing

Classes at the Technical Center may be cancelled due to weather conditions. An automated phone call and email will be sent/distributed if school has been cancelled due to weather. You may also listen to WCAX Channel 3 to determine if the Technical Center is in session on days of questionable weather.

Insurance

Each individual student is responsible for obtaining accident insurance. River Valley Technical Center is insured only against negligence in case of injury. Medical insurance can be obtained through your high school at a very reasonable cost. You are encouraged to take advantage of that opportunity.

School Breakfast / Lunch

Students enrolled at River Valley Technical Center may utilize the cafeteria services of Springfield High School. Students are expected to maintain the same positive behaviors and healthy environment as in all technical program areas. If students want to utilize the SHS cafeteria, it must be arranged through RVTC Administration.

Student Surveys

Information about Student Surveys which include questions pertaining to the following: political affiliations (including beliefs of the student or the student's parent, religious practices, affiliations or beliefs of the student or student's parents), mental and psychological problems, sex behavior and attitudes, illegal or anti-social behavior, critical appraisals of family members, privileged relationships such as doctors or lawyers, and income:

- **If the survey is funded by the U.S. Department of Education:**
Parents have the right to inspect the survey and/or any related instructional materials which will be used in connection with the survey. Parents will be informed of the scheduling of the survey and may opt their child out of the administration of such surveys.
- **If the survey is not funded by the U.S. Department of Education:**
Parents have the right to inspect the survey and/or any related instruction materials which will be used in connection with the survey. Parents will be informed of the scheduling of the survey and may opt their child out of the administration of such surveys.

Protecting the privacy of students

The school district will protect the privacy of students who participate in the above-mentioned surveys by not sharing any student identifying information with a third party without the expressed approval of the parent or guardian.

The above does not apply to any survey or evaluation administered in accordance with the Individuals with Disabilities Education act (IDEA). (Periodically, other student surveys may be administered that do not include questions as outlined above. These surveys are educationally oriented and prior notification is not provided).

Bomb Threat Policy

The River Valley Technical Center School District has adopted a comprehensive plan on what to do in the event of a bomb threat. Copies are available from the building administrator/superintendent's office. While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries, to conduct reasonable examination of personal property on school grounds including but not limited to lockers, desks, backpacks, and automobiles. In the event of a bomb threat, such items may need to be searched in order to assure the safety and protection of people and property.

We also want all members of the school community to know that any academic time lost as a result of a bomb threat will be rescheduled, either on a weekend, vacation day, or following what would otherwise be the end of the school year.

In addition, under State law the making of a bomb threat is a very serious criminal offense punishable for even a first offense by as much as 2 years in prison and a \$5,000 fine. The making of such a threat may also lead to civil liability.

Weapons, Gambling & Electronic Instruments

No weapons or gambling will be allowed in River Valley Technical Center. The use of electronic instruments (such as cell phones, iPads, laptops etc.) will not be allowed without prior permission of the instructor. Instructors may allow for use of headphones where appropriate.

Weapons

It is the policy of the River Valley Technical Center School District to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at 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.

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

Weapon means a firearm as defined in Section 921 of Title 18 of the United States Code and 13 V.S.A. §4016, including:

- any weapon, whether loaded or unloaded, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- the frame or receiver of any weapon described above.
- any firearm muffler or firearm silencer
- any explosive, incendiary or poison gas
- bomb
- grenade
- rocket having a propellant charge of more than four ounces.
- missile having an explosive or incendiary charge of more than one quarter ounce.
- mine, or similar device
- any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
- any other weapon (including but not limited to a knife, as per Federal law), device, instrument, material or substance whether animate or inanimate, which in the manner it is used or is intended to be used, is known to be capable of producing death or serious bodily injury.

School means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, and school-sponsored events whether held on or off of school grounds and vehicles used to transport students to and from school or school activities.

Sanctions

Any student accused of bringing a weapon to school may be brought to an Administrative Hearing by the Superintendent / Director or Designee.

A student found after having an Administrative Hearing to have brought a weapon to school shall be removed from a technical center program for at least one calendar year. However, Administration may modify removal from a technical center program on a case-by-case basis when it finds circumstances such as, but not limited to:

- The student was unaware that he or she had brought a weapon to school.
- The student did not intend to use the weapon to threaten or endanger others.
- The student is disabled, and the misconduct is related to the disability.
- The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the student.

An Administrative Hearing conducted under this policy shall afford due process as required by law. In addition, any student who brings a weapon to school shall be referred to a law enforcement agency. **For further information please review School Board Policy C5.**

Search, Seizure, and Interrogation of Students by School Personnel

The River Valley Technical Center School District seeks to provide a safe learning environment, maintain school property to assure the safety and enjoyment of students, school employees, and the general public, and extend the useful life of the school facilities.

To carry out this policy the school retains the right to examine its property at any time. In addition, school officials may search students and search or seize student property upon reasonable grounds for suspecting that the search will reveal evidence of a violation of law or a school rule. In evaluating the reasonable grounds for a search, the school officials should consider the reliability of the information he or she has received, the availability of corroborating evidence, the severity of the suspected infraction, and the intrusiveness of the search to be carried out.

Copies of this policy are available to students and parents on the RVTC website and can be mailed upon request. This policy is meant to explain the legal rights of the school district but is not meant to limit them in any way.

Searches and Seizure of School Property

River Valley Technical Center School District retains the right to search its property at any time. Desks, lockers, textbooks, computers, and other materials or supplies loaned by the school to students remain the property of the school, and may be opened, inspected and searched by school employees at any time. Students should have no expectation of privacy with respect to school owned property.

Search and Seizure of Student and Student Property

Searches of student's persons, personal effects and vehicles may be conducted where there are reasonable grounds for suspecting at the time of initiating the search that the search will reveal evidence of a violation of law or of the Technical Center's rules.

The superintendent/Director or designee shall ensure that all searches of students and all

searched and seizures of student property are conducted in a manner that complies with state and federal constitutional protections against unreasonable searches and seizures of students and student property in schools.

Copies of this policy will be included in the student handbook given to students and parents at the beginning of each school year.

Interrogation of Students

School district employees may detain students to question them regarding violations of law or school rules if reasonable, in light of the possible infraction and the degree of suspicion. School officials may act on information related to violations received from outside law enforcement personnel. School officials are not required to notify parents of interrogations of students. **For further information please review School Board Policy C21.**

Prevention of Harassment, Hazing and Bullying of Students

The River Valley Technical Center School District (hereinafter "District") is committed to providing all of its students with a safe and 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, and/or Title IX of the federal Education Amendments Act of 1972.

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

The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and 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.

Implementation

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents, and guardians how to report violations of this policy and file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)

¹ Throughout this model policy and the related procedures, “District” shall apply to Independent Schools and should be substituted as appropriate. References to the Superintendent shall equate to “Head of School” or “Headmaster” as appropriate, with regard to Independent Schools. Where language suggests a “District” will take action, it shall be the Superintendent, the Head of School, the Headmaster or his/her designee.

2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and 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 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 and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and 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 and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and 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.

Constitutionally Protected Speech

It is the intent of the District to apply and 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 and that has the purpose or effect of substantially disrupting the educational learning process and/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.

Definitions. For the purposes of this policy and 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 and which:

- a. Is repeated overtime;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - 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 and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means 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 and 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) and Title VI (regarding race- based discrimination) for the District and for coordinating the District's compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District's *Preventing and Responding to Harassment of Students and 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 and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and 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, and other verbal, written, visual or physical conduct of a sexual nature, and 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, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and 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 and 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, and 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; and

- (1) 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; and
- (2) The activity or conduct furthers the goals in a manner that is appropriate,

contemplated by the educational institution, and normal and 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 and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and 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, and 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, and reprisal.
- M. **“School Administrator”** means a superintendent, principal or his/her designee

assistant principal//technical center director or his/her designee and/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 and/or bullying.

APPENDIX A

Designated Employees:

The following employees of the River Valley Technical Center School have been designated by the District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti-discrimination laws;

Name: Terri Herzog
Title: Guidance Coordinator
Contact Information: 802-885-8304
307 South Street, Springfield, VT 05156

Name: Derek Williams
Title: Assistant Director
Contact Information: 802-885-8302,
307 South Street, Springfield, VT 05156

Threats of Violence / Destruction

River Valley Technical Center School District policy prohibits students from making oral or written threats and/or threatening actions directed (1) at school personnel (including all school staff, contracted service providers, and drivers of school buses), other students, and or other people using school facilities, or (2) at buildings, grounds or other school facilities. Violation of this policy shall result in discipline, up to and including long term suspension and expulsion. In addition, restitution may be sought where the threat results in expense to the school, school personnel, or other students.

In order to maintain a safe environment for its students, employees, and others who use school buildings, grounds and facilities in a safe and usable condition, the River Valley Technical School District will treat any oral or written threat or threatening action by a student directed against school personnel and/or against others student(s), and/or against the school property and/or people using school property, as a serious offense.

In addition to verbal threats of violence spoken or written by a student to another student(s), school personnel, or school property, the following are other examples of actions which are prohibited by this policy:

1. The bringing onto school property, or possession on school property, of a dangerous instrument, substance or other device capable of injuring people, or of doing damage to

property. Prohibited items would include, for example, poisons, unauthorized chemical substance(s) or an explosive device. (Note: Where the item fits the definition of weapon in the school weapons policy, that policy shall also apply to the offense.)

2. The bringing onto school property, or the possession while on school property, of an item which has the appearance of such a dangerous instrument, substance or device, or which the carrier/possessor claims to be such a device, for example, a fake bomb, a toy handgun or a rubber knife.
3. The phoning in or other communication of a bomb threat, or other threat to destroy school property.
4. Attempted or threatened physical assault directed by a student or staff member, at a student or staff member.
5. The pulling of a false alarm.

There may be circumstances under which an otherwise prohibited item may be permissibly possessed and appropriately used on school grounds. A student shall limit his/her use and/or possession of such items to the purpose and circumstances for which use/possession is authorized.

Where a legitimate purpose exists for a student to bring such an item onto school property, the student should secure prior written authorization from the Director / Asst. Director. The authorization should describe the item, the allowable purpose of bringing the item onto school property, the identity(ies) of the person(s) authorized to possess and use the item while on school property, and the authorized means and location of storage while on school property. Possession, storage or use of the items contrary to the items of the authorization may result in discipline pursuant to the terms of this policy. **For further information please review School Board Policy F5.**

Tobacco Prohibition

In accordance with state law, it is the policy of the River Valley Technical Center School District to prohibit the use of tobacco or tobacco substitutes on supervisory union or school grounds or at school sponsored functions. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school-sponsored activities. The Superintendent or his or her designee shall develop procedures, rules and regulations that are necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

Definitions

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

School grounds means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots.

School sponsored activity means activities including but not limited to field trips, project graduation events, sporting events, work internships and dances.

Tobacco product has the same meaning as set forth in 7 V.S.A. 1001(3), as amended from time to time.

Tobacco paraphernalia has the same meaning as set forth in 7 V.S.A. 1001(7), as amended from time to time.

Tobacco substitutes has the same meaning as set forth in 7 V.S.A. 1001(8), as amended from time to time.

For further information please review School Board Policy B7

Drug & Alcohol Policy

It is the policy of the River Valley Technical Center School District that no student shall knowingly 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.

Definitions

Substance Abuse is the ingestion of drugs and or alcohol in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

Educational Program

The (superintendent, principal, other) shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program. The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan. If the school district is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.

Support and Referral System

In each school the principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems. The support and referral system will include processes to determine the need for further screening, education, counseling or referral for treatment in each referred case. In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.

Cooperative Agreements

The (superintendent, principal, other) shall annually designate an individual to be responsible for providing information to students and parents or guardians about outside agencies that provide substance abuse prevention services and to encourage the use of their services and programs when appropriate.

It is the policy of the district to make appropriate referrals in cases of substance abuse to appropriate sending school staff members.

Notification

The (superintendent, principal, other) shall ensure that parents and students are given copies of the standards of conduct and disciplinary sanctions contained in the procedures related to this policy and are notified that compliance with the standards of conduct is mandatory. Notice to students will, at a minimum, be provided through inclusion of these standards and sanctions in the student handbook distributed to all students at the beginning of each school year or when a student enrolls in the school. **For further information please review School Board Policy C2.**

Student Access to District Electronic Resources

The River Valley Technical Center School District offers students and staff access to electronic resources including but not limited to computers, networks and the internet, cameras, data files, e-mail and file servers which enables individual users in our school community to explore thousands of libraries, databases, and other resources while exchanging messages with people throughout the world. However, on a global network it is impossible to control all materials. Ultimately, school district staff, parents, and guardians of minors are responsible for setting and conveying the standards that students shall follow when using the internet resources.

The school district expects that students will blend thoughtful use of the school district's electronic resources throughout the curriculum. The school district may provide guidance and instruction to students and will expect appropriate use of electronic resources.

This policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) and promotes the safe, ethical, responsible, and legal use of the district electronic resources, including the internet, to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors.

Use of System

The use of electronic resources and access to use of the internet is a privilege, not a right. Access to electronic resources is given to those who agree to act in a considerate and responsible manner. General school rules for behavior and communications shall apply to network use, and River Valley Technical Center School District shall provide guidelines that follow the district policy for acceptable use of electronic resources.

Rules and Responsibilities

1. Responsible Use of Electronic Resources

The following rules will be followed when using the River Valley Technical Center School District's electronic resources:

- Users will be polite.
- Users will not use vulgar or obscene language.

- Users will not transmit, receive, upload, download, store, print, post or distribute pornographic, obscene, sexually explicit, or educationally inappropriate material or messages.
- Users will use caution and discretion revealing an address, email, or phone number.
- Users will abide by generally accepted rules of network etiquette and will not recklessly post false or defamatory information about a person or organization, harass another person, nor engage in personal attacks, including prejudicial or discriminatory attacks.
- Other unacceptable use may be identified at the classroom / program level.

2. Copyright

Users of the River Valley Technical Center School District electronic resources will not engage in copyright infringement, such as:

- Users will make a standard practice of requesting permission from the holder of the copyright or the author of the work if the use of the material has the potential of being considered an infringement.
- Users will not plagiarize work(s) found on the internet.
- Users will cite authors of work(s) found on the internet when using their ideas when creating reports or other communications.

3. Security

- Users will notify the system administrator if a security problem (i.e. User that attempts to gain unauthorized access to the network) is identified.
- Users will not reveal any account password or allow other persons to use their account.
- Users may be occasionally required to update registration, password and account information in order to continue accessing electronic resources
- Any user identified as a security risk will be denied access to the district electronic resources.

4. Limited Expectation of Privacy

The River Valley Technical Center School District owns and operates all hardware, software, and data on the network and equipment, including items issued for use at home. Network files and communication may be subject to review by network administrators to maintain system integrity and ensure that users are accessing and utilizing electronic resources responsibly. Users should not expect that files stored on district servers and computers will be private. Electronic mail is not guaranteed to be private.

The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district network. Users should be aware that data and other materials in files maintained on the school district digital network may be subject to review, disclosure or discovery.

- Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- An individual investigation or search of digital files and the district's electronic resources will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- Teachers may request access to review folders created specifically for their class.

5. Limitation of Liability

- The District makes no guarantee that the functions or services provided by or through the District's electronic resources will be error-free or without defect.
- The District is not responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service.
- The District is not responsible for the accuracy or quality of the information obtained through, or stored on any electronic resources.
- The District will not be responsible for financial obligations resulting from the use of the district's electronic resources.

6. Vandalism / Harassment

Vandalism is defined as any malicious attempt to harm or destroy electronic resources or data. This includes, but is not limited to, deliberate attempts to degrade or disrupt equipment, software or system performance or to create or spread viruses.

Electronic harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted email.

7. Consequences

- Use of electronic resources only under direct supervision.
- Suspension of electronic resources privileges for a period of time to be determined.
- Revocation of electronic resources privileges.
- Suspension from school.
- Expulsion from school.
- Referral to legal authorities as required.

Determination of unacceptable use and the application of disciplinary consequences will be made by the school and district administration.

The River Valley Technical Center School District has established guidelines for acceptable use and the discipline that could be imposed as a result of violations.

Appropriate use of devices includes instruction and its associated academic activities, and research.

Appropriate use of devices includes instruction and its associated academic activities, and research.

Unacceptable uses include, but are not limited to the following:

- Use of Technical Center resources for illegal purposes.
- Knowingly performing an act that will interfere with the normal operation of the computer resources. This specifically includes, but is not limited to, unauthorized additions, deletions, or alterations of software installed on Technical Center computers. (This includes peer to peer file sharing programs.)
- Violation of software license agreements. This includes not only the illegal copying of Technical Center software but also the illegal copying of any software to Technical Center computers.
- Use of Technical Center computers for unauthorized commercial use.
- Masking the identity of an account or computer. Anonymous communications are specifically prohibited.
- Viewing, posting, sending, or printing obscene or sexually explicit material or language using the computers.
- Use of Technical Center computer resources to intimidate or harass others.
- Use of a computer account without authorization from a system administrator. Obtaining a password for an account without authorization. Using a computer account other than the one assigned to you.
- Attempting to circumvent computer security measures or uncover existing security loopholes.

Student violations of any of the above restrictions will be forwarded to the director reporting the name of the student, date, time, place and nature of the violation, and any other pertinent information.

Violations of these policies will result in the immediate loss of network access and may also involve other disciplinary or legal action, as appropriate.

Additionally, while students are accessing the Internet from a Technical Center computer, they represent the Technical Center. Students are expected to be polite in all interactions initiated from Technical Center computers.

The Technical Center reserves the right to view or scan any file or software stored on Technical Center systems or transmitted over Technical Center networks and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of Technical Center resources. **For further information please review School Board Policy D3.**

Connection of “User-Owned” Devices to the RVTC Network

Connection of any user-owned devices such as laptops, computers, wireless access points and other related computer or network devices to the River Valley Technical Center network may be permitted on a case-by-case basis at the discretion of an RVTC Administrator.

Annual Notification of Designation of Directory Information, Right of Refusal and Rights to Inspect Educational Records

The River Valley Technical Center School District may disclose designated directory information on students and eligible students without the prior consent of the parent of eligible students, and without any records of such disclosure. The following types of personally identifiable information have been designated directory information:

- Student's name
- Grade in which student is currently enrolled.
- Degrees and awards received.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams
- Dates of attendance and most recent education agency attended.
- Major field of study
- Disclosures may include personally identifiable information contained or reflected in photographs.

If you are an eligible student and are currently attending school in the River Valley Technical Center School District, or if you are a parent of a student currently attending school in the River Valley Technical Center School District, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child (if you are an eligible student) yourself, by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the principal or the school your child attends (or the school you attend, if you are an eligible student), by third week of September.

Annual notice to parents and eligible students regarding educational records

As an eligible student (18 years or older) or a parent of a student enrolled in the River Valley Technical Center School District, you have certain rights concerning the education records which the school district maintains. These rights are afforded by the Family Educational Rights and Privacy Act (FERPA) and other legal requirements.

The Family Educational Rights to Privacy Act (FERPA) specifies rights related to educational records. This act gives the parents or guardian the rights to:

- Inspect and review his or her child's educational records.
- Make copies of these records.
- Receive a list of all individuals having access to those records.
- Ask for an explanation of any items in the records.
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights.
- A hearing on the issue if the school refused to make the amendment.
- Provide consent prior to disclosure of personally identifiable information in your child's record except to the extent that the law allows disclosure without your consent.

The Annual Notification of Rights is only a summary of rights. Your rights to inspect and review education records, and the school district's duty to have your written consent prior to disclosure of personally identifiable information, are subject to limitations. In order to request

to inspect and review your education record, or if you have questions concerning your rights in this manner or if you wish to have a copy of the School District's Policy, contact the Director/Superintendent, River Valley Technical Center, 307 South Street, Springfield, VT 05156, 802-885-8301. Further details are contained in the school district's detailed student record policy and procedures, and in state and federal law. **For further information please review School Board Policy C1.**

Parental Rights & Responsibilities

The School Board recognizes the value of providing information concerning a students' school participation and progress to both parents where the parents are separated, estranged or divorced. In such cases, the School Board and its employees will attempt to respect the legal rights of both parents with respect to involvement in their child's education, including access to records, education decision-making, and notice and participation in school meetings and activities, as and to the extent provided by State and Federal law.

Upon written request to the child's school Director/Asst Director, the school shall subsequently and routinely mail to each joint-custodial and/or non-custodial parent copies of all school information which is normally sent home with the child. This will include copies of report cards, and class and school newsletters. These mailings should continue for the remainder of the school year in which the request is made. This service may be requested annually.

Parental Right-to-Know about Teacher Qualifications

Parents have the right to request information regarding the professional qualifications of their children's classroom teacher(s) as below. Requests are to be made in writing to the River Valley Technical Center Director.

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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