

# MILTON HIGH SCHOOL



**2018-2019 CALENDAR/HANDBOOK**

## TABLE OF CONTENTS

|                                                     |        |
|-----------------------------------------------------|--------|
| Anonymous 24/7 Reporting Hotline 893-5497 .....     |        |
| Asbestos Materials in Schools .....                 | 16     |
| Athletics.....                                      | 15     |
| Attendance Procedures .....                         | 3-5    |
| Class Advisors .....                                | 24     |
| Closed Campus .....                                 | 17     |
| Clubs & Activities .....                            | 15     |
| Core Value & Beliefs .....                          | 1      |
| Daily Schedule .....                                | 24     |
| Dances.....                                         | 19     |
| Discipline Procedures .....                         | 5      |
| District telephone #'s .....                        | 21     |
| Emergency School Closing .....                      | 17     |
| Expectations for Student Learning.....              | 2      |
| Faculty telephone numbers.....                      | 22, 23 |
| Family Education Rights & Privacy Act .....         | 8      |
| Fire Drills, .....                                  | 19     |
| Food Service/Cafeteria.....                         | 16     |
| Harassment, Hazing & Bullying (Prevention of) ..... | 9,10   |
| Health Program .....                                | 17     |
| Library Media Center .....                          | 16     |
| Lockers .....                                       | 17     |
| National Honor Society .....                        | 16     |
| Non-Discrimination Policy .....                     | 6      |
| Other Rules.....                                    | 19     |
| Parent Concerns Procedures .....                    | 20     |
| Parking Regulations.....                            | 18     |
| Policy References .....                             | 20     |
| Safety Concerns .....                               | 5      |
| Section 504.....                                    | 9      |
| Student Activity Accounts .....                     | 15     |
| Student Alcohol & Drug Policy .....                 | 12-15  |
| Student Appearance .....                            | 19     |
| Student Progress/PowerSchool/Student Records .....  | 15     |
| Student Support Center .....                        | 6      |
| Study Halls .....                                   | 18     |
| Surveillance Cameras .....                          | 6      |
| Teacher/Paraprofessional Information .....          | 9      |
| Technology .....                                    | 7      |
| Title IX Regulations .....                          | 6      |
| Visitors .....                                      | 17     |
| Weapons Policy .....                                | 11     |

## CORE VALUES AND BELIEFS

*Milton High School is an inclusive and supportive educational community for students, educators, parents, and the community. Our educational community believes students must take ownership of their learning- thinking critically, creatively, and globally across disciplines, and adapting to a rapidly-changing world. We foster a collaborative partnership among teachers, parents, students and community. In addition to learning in the classroom, co-curricular educational opportunities take place so that Milton students value wellness, cultural literacy and global awareness.*

*All students have challenging 21<sup>st</sup> Century learning opportunities. Instruction is personalized, research-based, and data-driven. Curriculum, assessments, and instruction, aided by technology, involve students in authentic Learning opportunities that require curiosity, imagination, and healthy risk-taking while embracing their personal learning styles. Students, educators and school leaders engage in active and purposeful learning within an organizational structure that promotes collaborative learning partnerships and instills school pride. Assessments provide variety and choice that inform on both the formative and summative level. The Milton learning community values technology as a way of leveraging learning beyond the traditional boundaries of the school.*

*We actively encourage and support student education beyond the secondary level.*

## EXPECTATIONS FOR STUDENT LEARNING

### Vermont Transferable Skills

#### ACADEMIC EXPECTATIONS

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clear and Effective Communication      | <ul style="list-style-type: none"> <li>a. Demonstrate organized and purposeful communication.</li> <li>b. Use evidence and logic appropriately in communication.</li> <li>c. Integrate information gathered from active speaking and listening.</li> <li>d. Adjust communication based on the audience, context, and purpose.</li> <li>e. Demonstrate effective, expressive, and receptive communication, including oral, written, multi-media, and performance.</li> <li>f. Use technology to further enhance and disseminate communication.</li> <li>g. Collaborate effectively and respectfully.</li> </ul>                                                                                                                                                                                                                      |
| Creative and Practical Problem Solving | <ul style="list-style-type: none"> <li>a. Observe and evaluate situations in order to define problems.</li> <li>b. Frame questions, make predictions, and design data collection and analysis strategies.</li> <li>c. Identify patterns, trends, and relationships that apply to solutions.</li> <li>d. Analyze, evaluate, and synthesize evidence, arguments, claims, and beliefs.</li> <li>e. Generate a variety of solutions, use evidence to build a case for best responses, critically evaluate the effectiveness of responses and repeat the process to generate alternate solutions.</li> <li>f. Identify opportunities for innovation and collaboration.</li> <li>g. Use a range of tools, including technology, to solve problems.</li> <li>h. Persist in solving challenging problems and learn from failure.</li> </ul> |
| Informed and Integrative Thinking      | <ul style="list-style-type: none"> <li>a. Apply knowledge from various disciplines and contexts to real life situations.</li> <li>b. Analyze, evaluate and synthesize information from multiple sources to build on knowledge.</li> <li>c. Apply systems thinking to understand the interaction and influence of related parts on each other, and on outcomes.</li> <li>d. Use evidence and reasoning to justify claims.</li> <li>e. Develop and use models to explain phenomena.</li> <li>f. Use technology to support and enhance the critical thinking process.</li> </ul>                                                                                                                                                                                                                                                       |

#### CIVIC EXPECTATIONS

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Responsible and Involved Citizenship | <ul style="list-style-type: none"> <li>a. Participate in and contribute to the enhancement of community life.</li> <li>b. Take responsibility for personal decisions and actions.</li> <li>c. Demonstrate ethical behavior and the moral courage to sustain it.</li> <li>d. Respect diversity and differing points of view.</li> <li>e. Demonstrate a commitment to personal and community health and wellness.</li> <li>f. Practice responsible digital citizenship.</li> </ul> |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### SOCIAL EXPECTATIONS

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Self-Direction | <ul style="list-style-type: none"> <li>a. Identify, manage, and assess new opportunities related to learning goals.</li> <li>b. Integrate knowledge from a variety of sources to set goals and make informed decisions.</li> <li>c. Apply knowledge in familiar and new contexts.</li> <li>d. Demonstrate initiative and responsibility for learning.</li> <li>e. Demonstrate flexibility, including the ability to learn, unlearn, and relearn.</li> <li>f. Analyze the accuracy, bias, and usefulness of information.</li> <li>g. Collaborate as needed to advance learning.</li> <li>h. Persevere in challenging situations.</li> <li>i. Use technology and digital media strategically and capably.</li> </ul> |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Collaboration, Innovation, Inquiry** and **Use of Technology** are EQS-required Transferable Skills that are woven throughout the Performance Indicators.

## **ATTENDANCE PROCEDURES (24 HOUR VOICEMAIL 893-5463 EMAIL [attendance-mhs@mymtsd-vt.org](mailto:attendance-mhs@mymtsd-vt.org))**

Section 4321 of the General Laws of Vermont REQUIRES SCHOOL ATTENDANCE. We are required by the State of Vermont to maintain careful attendance records. Students will benefit from regular attendance in classes. It is a fundamental expectation that all students be in school, be on time and follow their assigned schedule. We appreciate when students are in attendance absences need to be verified by a phone call from a parent or guardian; followed with a written note the next school day.

**EXCUSED ABSENCE:** The student is absent with parental knowledge and approval. This is documented by a signed note from the parent which states the reason; example, absent due to illness. No notes will be accepted without a specifically stated reason. Reasons must be for business that **cannot be conducted during after school hours.** Parent/Guardian excused notes for students must be received by the office within 24 hours of the student's return to school. Excused absences will allow a student to make up homework equal to the number of excused days out. (i.e. 2 days excused absence = 2 days allowable homework make-up time). Extended absences need to be discussed with the individual teachers.

**1. MEDICALLY EXCUSED ABSENCE:** The student is absent due to an illness, injury or other condition severe enough to warrant medical attention. These absences must be documented by a note signed by the attending physician ordering the student to be out of school, stating the times and dates of the absences in question. This note must be given to the attendance secretary in the main office of the high school. In case of chronic conditions such as asthma, diabetes, etc., only one doctor's letter documenting the condition is necessary.

**2. SCHOOL RELATED ABSENCE:** The student is absent as the result of participation in a school associated activity.

**3. SUPERINTENDENT EXCUSED ABSENCE:** The student is absent and has secured written permission from the Superintendent. The student and parents/ guardians should request this permission 15 days prior to the anticipated absence, but for not more than ten (10) consecutive school days and such excuse shall be granted only for emergencies or absences from town. The student should notify the Administrative Assistant in charge of attendance in the main office and the student's teachers that the request has been made and a permission granted. Students will be responsible for advising the teacher of a future absence.

**UNEXCUSED ABSENCE:** Any absence for reasons excluding medical, school-related, or Superintendent's other than those allowed by law shall be considered unexcused. For absence of any reason, a student will be allowed to make up work missed. This does not entitle the student with an unexcused absence to a passing grade on any assignments missed. Unexcused tardies are recorded in PowerSchool.

### **EARLY DISMISSAL**

All students requesting an early dismissal must present a note signed by a parent or guardian stating the reason for leaving and must contain the telephone number where a parent can be reached for confirmation. The note is to be presented to the main office **BEFORE SCHOOL**, on the day of the dismissal. Students leaving without first submitting an early dismissal note will be considered truant and late notes will not be accepted. **The school will not honor early dismissal notes for reasons such as missing a class or study hall or for leaving the school building for lunch.** In case of illness the nurse must be consulted. Parents, guardians, or the individual named on the emergency medical form will pick up the child and sign him/her out at the main office.

## **Milton Town School District Truancy Prevention/ Attendance Procedures**

### **Responsibilities:**

**Parent/Guardians:** Will notify the school, in writing, in advance of a student's absence, whenever possible.

**Principal and/or designee:** Shall be notified daily of student absences. Shall determine if it is a valid absence, and attempt to contact a parent or guardian by telephone to confirm the cause of absence. However, it is the parent/guardian's responsibility to notify the school in advance if the student is going to be absent. An absence will be considered unexcused unless the school hears from the parent. Inability by the school's Principal and/or his/her designee to reach the parent does not alter the absence being unexcused.

**School:** Shall annually document the cumulative absences on each student, as the number of absences will determine the thresholds for intervention as scribed in these procedures.

### **5 Days Absent:**

If the parent/guardian has not made reasonable attempts to contact the school regarding their child's absence, reasonable attempts will be made to make a telephone call or personal contact with the parent/guardian. If appropriate, support services shall be offered (e.g. social work, guidance, student assistance program services.) **If telephone or personal contact is not made, a letter will be sent to the parent/guardian outlining the consequences for further absences and a warning of the possible prosecution for truancy.** The Administrative Assistant in charge of attendance will maintain documentation of all contacts regarding absences for each student. Such documentation may be used to support any filings concerning truancy, child in needs of care and supervision, or other matters.

### **10 Days Absent:**

After 10 cumulative absences during a school year, the building administrator will make contact with the parents/guardians to inquire about the excessive absences. If appropriate, support services shall be offered (e.g. social work, guidance, student assistance program services). The parent/guardian will be reminded of the consequences for further absences and the warning of the possible prosecution for truancy. This contact shall be documented and put in the student's truancy file.

### **15 Days Absent:**

After 15 total absences during a school year, the building administrator will require that the parent/guardian attend a school conference attended by representatives from the school. The conference may also be attended by the Chittenden County's State's Attorney's Office, DCF, and other appropriate community or independent resources as deemed appropriate by the school. This meeting may be facilitated by an independent/neutral person. The student's absences will be discussed and a plan that may include supportive services such as prevention, diagnostic, intervention, and remedial services, alternative programs, and other school and community resources will be developed for ensuring the student's future attendance. A person will be identified who will follow-up with the family and student as to any problems they have following through on the plan as outlined. The conference shall be followed up by a letter which outlines the plan agreed to for the student and of the action to be taken if the student has subsequent absences as outlined in these procedures. A copy of the letter will also be sent to the Superintendent of Schools.

### **Parent/Guardian do not attend the 15-day meeting:**

If the parent/guardian fails to attend the conference, the appropriate personnel will make a home visit or other contact with the parent/guardian. If the appropriate personnel determines that there was no valid reason for missing the conference, an affidavit regarding the absences may be immediately filed by the school with the Chittenden County State Attorney's Office. The Chittenden County State's Attorney can pursue the matter as truancy or as a child in need of care and supervision.

### **20 Days Absent:**

After 20 total absences during any school year but before 30 absences, the school will, at its discretion, file an affidavit concerning the absences **with the Chittenden County's State's Attorney's Office. The building administrator will notify the parent/guardian that the filing has been made with the Chittenden County State's Attorney's Office and the possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision. The court could determine that the child is in need of care or supervision potentially resulting in loss of custody as the most serious consequence.**

### **SAFETY CONCERNS (see Policy F1/F1P Student Conduct & Discipline)**

The following will result in immediate removal from school and a conference with a parent or guardian prior to re-enter.

1. Physical aggression - any physical action which intimidates, provokes or inflicts harm, which is unwanted and judged by an adult to be unsafe to one or more of the students involved.
  - a.) Throwing objects at someone
2. Possession or consumption of drugs or alcohol - as defined by the drug and alcohol policy and in accordance with State and Federal law.
3. Possessions of weapons - as defined by the weapons policy and in accordance with State and Federal law.
  - b.) Including knives & lighters
4. False Alarms/Communication of Threats.
  - a.) Calling in threats
  - b.) Malicious intent in setting off alarms
5. Serious verbal aggression.
  - a.) Continual Harassment/Hazing/Bullying - as defined by policy and in accordance with State and Federal Law.
  - b.) Threats
6. Leaving school grounds without permission/truancy.

### **DISCIPLINE PROCEDURES**

All students violating defined safety procedures will be suspended from school immediately.

|                           |                                                       |
|---------------------------|-------------------------------------------------------|
| <b>First Infraction:</b>  | 1 day suspension                                      |
| <b>Second Infraction:</b> | 3 day suspension (student referred to MTSS)           |
| <b>Third Infraction:</b>  | 3 day suspension                                      |
| <b>Fourth Infraction:</b> | Indefinite suspension-pending board expulsion hearing |

\*Drug and Alcohol infractions will be a maximum 10 day suspension. A student making a threat will be suspended 3-10 days pending a risk assessment. After the completion of the risk assessment a parent meeting will be held to determine further consequences.

### **UNFORESEEABLE ACTIONS**

As a matter of policy, it is recognized that not all-foreseeable situations or their severity can be anticipated. Students and parents should understand that if unforeseeable situations should occur, the administrators would deal with these offences at their discretion. The number of days for a suspension will be based on the severity of the incident as judged by the administration.

### **Behaviors that warrant a written referral to Student Support Center:**

1. Continual disruption/habitual defiance
2. Out of control behavior
3. Throwing objects
4. Destruction of property
5. Directed obscenities
6. Skipping Class
7. Inappropriate gestures
8. Inappropriate cell phone use
9. Theft

### **STUDENT SUPPORT CENTER PROCESS**

1. Warning
2. Written Teacher referral regarding behavior
3. Parent/Guardian Contact

While working with the Student Support Team,

- a.) A success plan is created with the Student Support Team.
- b.) A phone call is made home by the student.
- c.) Student returns to classroom with plan in hand.
- d.) The plan must be signed by the sending staff member and returned to the Student Support Team within two days.

### **NON-DISCRIMINATION POLICY C6 (refer to the district website [mtsd-vt.org](http://mtsd-vt.org) for full policy)**

The Board will not unlawfully discriminate against any person or group on the basis of race, age, marital status, color, sex, sexual orientation, religion (creed), disability, ancestry or national origin.

### **TITLE IX REGULATIONS**

Pursuant to the intent of Federal legislation (i.e. Title IX of the Educational Amendments), the Milton Town School District will not discriminate on the basis of sex in all matters related to the operation of and the programs offered by the public schools of the Town of Milton., Citizens desiring information relating to Title IX or wishing to file a complaint of sex discrimination within the Milton Town School District may do so by contacting the Superintendent of the Milton Town School District or the designated Title IX Complaint Officer at 42 Herrick Avenue, Milton, VT 05468. Telephone 893-5400

### **SURVEILLANCE CAMERAS POLICY E100/E100P (refer to the district website [mtsd-vt.org](http://mtsd-vt.org) for full policy)**

To enhance the safety of our school community, the Board of Trustees commits to the use of security cameras according to this policy. Security cameras may be used in any school facility and on school buses.

The Superintendent shall not cause or allow security cameras to be used in any way that is unlawful, imprudent, in violation of commonly accepted practices, or that violates the mission and core values of the school district. The Superintendent will ensure that a formal written agreement is in place prior to providing the police with access to security cameras.

### **Procedure:**

Security cameras placed in the schools and on buses will be operational at all times. Recordings are only kept for 10 days (due to technology capabilities.) Available school cameras will be directed toward entrances and halls next to entrances.

The Superintendent will provide recordings when formally requested by the Milton Town Police Department in cooperation with police investigations.

### **INFORMATION TECHNOLOGY TECHNOLOGY USE EXPECTATIONS**

Students are expected to utilize all technology in a responsible manner. This includes the following:

- Keep your device safe at all times; know where it is and handle it appropriately.
- Your device is primarily an educational tool, and should be maintained for that purpose.
- We are required by State and Federal agencies to provide “safe, filtered” Internet access, and have configured your devices to comply with this. Do not attempt to bypass Internet filtering or other restrictions, as this could result in your device being disabled.
- Behaviors that are not acceptable in other situations are also not acceptable through technology. This includes bullying and harassment.
- Be proactive when you see that your assigned device or one of its accessories is in need of repair or replacement, and come to IT for assistance.
- Turn your device and all of its accessories in to IT at the end of the year for summer “tune-ups”. If you are taking classes over the summer, you can get a waiver from your principals.

There are several MTSD Policies regarding technology use: F100 (Student Computer and Internet Use) and its three subsequent procedures, as well as G102 (Social Media). These can be viewed online, [www.mtsd-vt.org](http://www.mtsd-vt.org), or you may call the school to request a paper copy. **Bring completed permission slips when picking up your device in the fall.**

When picking up your device at the start of the school year, we appreciate it when you come prepared with all permission slips fully signed. These are sent home each summer to all families. If you misplaced your copy, additional copies may be obtained from the main office.

### **IT SUPPORT FOR YOUR DEVICES**

The IT offices are located on the first floor, in the north hallway across from Guidance. We hold office hours each day where we are open for walk-in requests. It is helpful for us if you complete some steps ahead of time:

- - Create a ticket at the Helpdesk (<http://mtsd.freshservice.com>)
- - Back up your data if you are able
- - Make sure your device is charged up and ready
- - If you are having a problem charging, bring both the device and your power cord so we can check both out

More information about troubleshooting common problems and accessing resources can be found on the “Solutions” page of our Helpdesk website, <http://mtsd.freshservice.com>.

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

Parents and guardians have the right to:

- Inspect and review their children's records.
- Seek amendment of the record if it is inaccurate or misleading.
- Consent to disclosure of personally identifiable student information except as provided in Federal Regulations 34 C.F.R. §99.32

If you wish to request to review or to amend your children's records, please contact the school principal.

Access to student records will be provided:

- To school officials with legitimate educational interests
- To officials or another school in which parents intend to enroll their children
- To federal or state government officials and other authorities as provided by law
- To appropriate individuals in health and safety emergencies
- To comply with a judicial order or lawfully issued subpoena
- As directory information (name, grade, parent/guardian contact information, field or study, academic or other honors attained, participation on sports teams or other school activities)

If you do not want the school to release some or all of the directory information, please communicate that in writing to the school principal within 14 calendar days of this notice.

If you believe the Family Educational Rights and Privacy Act has been violated, you may file a complaint with the Family Policy Compliance Office of the United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202

Protection of Pupils Rights Act

**Parents and Guardians have the right to:**

- Inspect surveys created by a "third party" (meaning not federally funded before it is administered).
- Make arrangements to protect student privacy with respect to surveys on sensitive matters.
- Inspect any instructional materials used as part of the educational curriculum.
- Be informed of the administration of any physical examinations and screenings.

Please contact the school principal if you wish to inspect a survey, to make arrangements to protect student privacy with respect to surveys on sensitive matters or to inspect instructional materials.

Parents and Guardians also have the right to:

- Be informed of and opt out of the administration of certain surveys. The Youth Risk Behavior Survey is administered to grades 9-12 students in March. Please contact the school principal if you wish to opt out.
- Be informed of and opt out of the collection or disclosure of student information for marketing purposes. The PSAT is administered in October and the Pre-ACT is administered in March.. Student contact information is disclosed to colleges for marketing purposes. Please contact the guidance office 893-5374 if you do not want contact information to be provided to colleges.
- Inspect any instrument used in the collection of personal information for marketing purposes before such information is collected or disclosed. Please contact the guidance office 893-5374 if you wish to inspect any instrument used in the collection of personal information for marketing purposes.

- Require written consent prior to the release of their children's name, address, and telephone number to military or postsecondary recruiters. Federal Law requires school districts release student names, addresses, and telephone numbers to military recruiters. Periodically our high school will release this information to colleges. If you DO NOT wish to have this information released, please complete the "RELEASE OF DIRECTORY INFORMATION AND PERMISSION FORM" found on the district website [mtsd-vt.org](http://mtsd-vt.org)

### **SECTION 504, Rehabilitation Act of 1973**

No otherwise qualified individual with a disability shall solely be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. The Milton Town School District does not discriminate on the basis of disability.

#### **Section 504 Grievance Procedures**

Grievances should be directed to Director of Student Services Tim Dunn at 893-5306

### **MILTON TOWN SCHOOL DISTRICT**

#### **F:24 PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS POLICY (refer to the district website [mtsd-vt.org](http://mtsd-vt.org) for full policy, procedures and updates which reflect new state law)**

The Milton Town School 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.

#### **TEACHER/PARAPROFESSIONAL INFORMATION**

Parents, upon request, have the right to obtain information as to their child's teacher's qualifications according to licensure and college major. Also, if your child receives services from a paraprofessional, the paraprofessional's qualifications must will be furnished, if requested. For more information please refer to 20 U.S.C. 6311(h)(6)

**DEFINITIONS:** For the purposes of this policy and procedures, the following definitions apply:

**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 over time; 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. Examples: Taunting another student daily during lunch; threatening to beat up another student; purposely shutting another student's locker every day during 3rd period.

**Harassment** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, bases 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 of 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. Examples: Making fun of another student's skin color; calling another student gay; stating only boys can lift heavy objects.

**Hazing** means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds. Examples: Making only the freshman pick up after the team practice is finished; telling students that varsity membership is limited to students who shave their heads a certain way; creating a schedule for all players to participate in a dangerous activity such as high cliff jumping.

**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, and reprisal.

**Designated Employees:**

The following employees have been designated to receive complaints of harassment at Milton High School: Co-Principal, Mary Jane Stinson, Angela King, HHB Primary Contact, 893-5467, Nicole Martel, School Counselor, 893-5372, Matt Rector, School Counselor, 893-5373 or Jen Haas, School Counselor, 893-5371.

**Anonymous Reporting 24/7 Hotline - If you have concerns or information regarding bullying/harassment, please leave a voicemail. 893-5497**

## **MILTON TOWN SCHOOL DISTRICT**

### **WEAPONS POLICY F21/F21P (refer to the district website [mtsd-vt.org](http://mtsd-vt.org) for full policy)**

It is the policy of the Milton Town School District (MTSD) to comply with the federal Gun Free Schools Act of 1994, and 16 V.S.A. §1166 requiring school districts to provide for the possible expulsion of students who bring to or possess firearms at school. It is also the policy of the district to take appropriate disciplinary action, including long-term suspension, against students who bring to or possess weapons at school. It is further the intent of the district 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.

#### **Procedures:**

**1. Confiscation of the Weapon** – Administrators or other delegated school officials will exercise judgment and caution, using law enforcement if necessary, to confiscate any article identified as a weapon under this policy. Any such actions should be taken so as to minimize the risk of further endangering self or others.

**2. Notification of Law Enforcement** – A student who brings a firearm to or possesses a firearm at school shall be referred to a law enforcement agency, as required by 16 V.S.A. §1166. Where the student's possession or use of any other weapon may constitute a criminal violation, school officials shall immediately notify the appropriate law enforcement agency.

**3. Disciplinary Proceedings** - A student found to have brought a weapon to school (see Definitions items c and d above) may be brought to the school board for a hearing and subject to a long-term suspension from school for the remainder of the school year or up to 90 school days, whichever is longer. However the Board may modify the expulsion or long-term suspension on a case by case basis when it finds circumstances such as, but not limited to:

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

With respect to incidents involving firearms, case-by-case modifications may not be used so that the overall effect is non-compliance with the calendar year expulsion for possession of a firearm pursuant to the Gun Free Schools Act and 16 V.S.A. §1166.

**4. Reporting** - As required by state law, the Superintendent shall annually provide the Commissioner of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of weapons involved

## **MILTON TOWN SCHOOL DISTRICT**

### **STUDENT ALCOHOL AND DRUGS F7 (refer to the district website [mtsd-vt.org](http://mtsd-vt.org) for full policy)**

#### **Philosophy**

Consistent with state and federal laws, Milton Town School Trustees believe:

1. Every student has the right to a safe and healthy learning environment and that it is the responsibility of our communities, and specifically all students, parents and school personnel to work together to achieve this goal.
2. A student's substance abuse is detrimental to the education of that student and is likely to be detrimental to the education of other students and to the well being of the entire school community.
3. Substance abuse and dependency are treatable health problems and that the school's responsibility is to provide preventative education for all students, intervention (identification and referral) for those students using substances, and support for those students attempting to maintain their recovery.

#### **Policy**

It is the policy of the Milton Town 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, alcohol, tobacco or drug paraphernalia on any school property (including buses), or at any school sponsored activity away from or within the school. For purpose of this policy, alcohol, tobacco, and drugs include substances that a student represents or believes to be a drug. The only exception to this policy is medication, authorized in writing in advance by a licensed health-care provider. Any student required to take medications during school hours is required to comply with school policies, procedures and regulations for the administration and possession of medications. It is also the policy of the district to make appropriate referrals in cases of substance abuse.

#### **Violations and Consequences**

All disciplinary measures taken in accordance with this policy will comply with due process requirements and, where appropriate, will be consistent with the rights of students with disabilities as reflected in the school's discipline policy. All violations are cumulative within each level: K-5, 6-8, 9-12, and will not be carried over from one level to the next. Any students who violate this policy while they are members of a school team are subject to additional disciplinary actions as are defined in the school's training rules. Any student who commits a second offense, in the same year, of the School District's policy may not represent the school and consequently the student will immediately be dismissed from all co-curricular activities (athletic and non-athletic) for the remainder of the school year.

#### ***A. Tobacco and Tobacco Product: Sale; Distribution; Exchange***

1. **First Violation:** A student found to be selling, and or distributing tobacco products or attempting to sell and/or distribute tobacco products on school property or at a school- sponsored event will receive the following consequences:
  - a) Parent/Guardian notification.
  - b) Police notification.
  - c) Confiscation of tobacco products.
  - d) Suspensions at each level, as follows: K-5, one to two days; 6-8, 9-12, one to three days.
  - e) Student will participate in a mandatory in-school tobacco education program, if available.
2. **Second and Subsequent Violations:** A student found to be in violation on school property or at a school-sponsored event will receive the following consequences:

- a) Parent/Guardian notification.
- b) Police notification.
- c) Confiscation of tobacco products.
- d) Suspensions at each level, as follows: K-5, two to three days; 6-8, 9-12, three to five days.
- e) Student will participate in a mandatory in-school tobacco education program, if available.

***B. Tobacco: Purchase; Use; Possession; Possession of a Reasonably Related Tobacco Device; Participation in a Related Incident or Refusal to Cooperate with an Investigation***

**1. First Violation:** A student found to be in violation on school property or at a school sponsored event shall receive the following consequences:

- a) Parent/Guardian notification.
- b) Police notification.
- c) Confiscation of tobacco products.
- d) Student will participate in a mandatory in-school tobacco education program, if available.

**2. Second Violation:** If a student is found to be in violation on school property or at a school sponsored event, the following shall occur:

- a) Parent/Guardian notification.
- b) Police notification.
- c) Confiscation of tobacco products.
- d) Suspensions at each level, as follows: K-5, one day; 6-8, 9-12, two days.

**3. Third and Subsequent Violations:** If a student is found to be in violation on school property or at a school sponsored event, the following shall occur:

- a) Parent/Guardian notification.
- b) Police notification.
- c) Confiscation of tobacco products.
- d) Suspension at each level, as follows: K-5, two days; 6-8, 9-12, three days.

***C. Alcohol or Other Drugs: Sale; Distribution or Exchange***

**1. First and Subsequent Violations:** A student found to be selling and/or distributing alcohol and other drugs, or attempting to sell and/or distribute other drugs on school property or at a school sponsored event shall receive the following consequences:

- a) Parent/Guardian notification.
- b) Police notification.
- c) Confiscation of alcohol and/or other drug.
- d) Suspension for 10 school days at the 6-8, 9-12 levels.
- e) At the K-5 level, suspension will be for five days with an automatic referral to the Child Protection Team.
- f) Recommendation to the School Board for an expulsion hearing; procedure is as follows:
  - 1. The school Board shall convene a hearing within the 10 school days of the suspension period.
  - 2. All parties shall be entitled to representation by counsel at their own expense.
  - 3. Upon conclusion of the hearing, the Board shall make its decision

4. The student and parents shall be notified of the Board's decision as soon as possible but within five working days, and a written decision shall follow regarding expulsion.
5. A drug and alcohol assessment shall be required at parent/guardian expense, and be made by a certified drug and alcohol counselor prior to re-entry to school.
6. Student/parent(s)/guardian must release the assessment information to the designated school person and the treatment recommendations must be followed.
7. Student shall meet with the student assistance counselor upon return to school

***D. Alcohol and Other Drugs: Purchase; Use; Possession; Being Under the Influence; Possession of a Reasonably Related Alcohol or Drug Device/Paraphernalia; Participation in a Related Incident or Refusal to Cooperate with an Investigation***

1. **First Violation:** A student found to be in violation on school property or at a school sponsored event shall receive the following consequences:

- a) Parent/Guardian notification.
- b) Police notification.
- c) Confiscation of alcohol or other drug when possible.
- d) Suspension at each level, as follows: K-5, two to three days; 6-8, 9-12, three to five days.
- e) The student shall meet with the student assistance counselor and shall procure a Proof of Contact/Release of Information form. If counselor is unavailable, please refer to an administrator for this form.
- f) Upon or before return to school:
  1. The student must provide Proof of Contact of a scheduled drug/alcohol assessment appointment at parent/guardian expense
  2. This assessment shall be made by a certified drug/alcohol counselor and must be completed within one week of the date of return. Exceptions to this time frame may be made by the Superintendent or designee in the event of scheduling difficulties.
  3. The student/parent/guardian must release the assessment's education and treatment recommendations to the designated school person(s).
  4. The assessment recommendations will be followed.
  5. Student shall meet with the student assistance counselor upon return to school.
  6. Failure to comply with numbers 1-5 above will result in further disciplinary action as determined by administration.

2. **Second and Subsequent Violations:** If a student is found to be in violation on school property or at a school sponsored event, all of the following shall occur:

- a) Parent/Guardian notification.
- b) Police notification.
- c) Confiscation of alcohol or other drug when possible.
- d) Suspension for 10 school days.
- e) Recommendation to the School Board for an expulsion hearing; procedure is as follows:
  1. The School Board shall convene a hearing within the 10 school days of the suspension period.
  2. All parties shall be entitled to representation by counsel at their own expense.
  3. Upon conclusion of the hearing, the Board shall make its decision.

4. The student and parent shall be notified of the Board's decision as soon as possible but within five working days, and a written decision shall follow regarding expulsion.
5. A drug and alcohol assessment shall be required at parent/guardian expense, and be made by a certified drug and alcohol counselor prior to re-entry to school.
6. Student/parents/guardian must release the assessment information to the designated school employee and the treatment recommendations must be followed.
7. Student shall meet with the student assistance counselor upon return to school.
8. Failure to comply with numbers 5-7 above will result in further disciplinary action as determined by the administration.

### **STUDENT PROGRESS/POWERSCHOOL**

Did you know that you can access your students' grade and attendance information using our online access through PowerSchool? The PowerSchool Parent and Student Portals give students and parents access to real-time information including attendance, grades, and assignments. The program uses a feature called Parent Single Sign-On. This allows you to need only one login to access multiple students, and each student can have multiple parents and guardians able to access their information without having to share a single login between them. If you have an existing Single Sign On account, you can easily add additional students to it as PowerSchool becomes available to them.

To get started with Single Sign On (SSO), parents will need to have a valid email address. For those without email addresses, free accounts can be obtained from several sources, including Yahoo (<http://mail.yahoo.com>) and Google (<http://mail.google.com>). Each student is assigned an "Access ID" and password. You will need the Access ID & Password for each student you wish to add to your SSO account. **Parents & Guardians of freshmen should be receiving their students' PowerSchool information prior to the start of the new school year. <http://powerschool.mtsd.vt.org/public> If you have lost or have not received this information, please contact the main office 893-5463.**

### **MHS ATHLETICS— <http://miltonyellowjackets.org>**

|               |                                                                                 |
|---------------|---------------------------------------------------------------------------------|
| Fall Sports   | Cross Country, Girls Field Hockey, Football, B & G Soccer, Golf                 |
| Winter Sports | B & G Basketball, Cheerleading, Gymnastics, Ice Hockey, Wrestling, Indoor Track |
| Spring Sports | Baseball, Boys & Girls Lacrosse, Softball, Ultimate Frisbee, Track and Field    |

### **MHS CLUBS AND ACTIVITIES**

Athletic Leadership Club—ALC, Coffee House, Community Book Discussion, Drama, EPSCOR, Fire and Rescue Cadets, Game Club, Garden Club, Gay Straight Alliance-GSA, Governor's Institute, Guitar Club, HOBY/Girls State/Boys State, International Club, Iron Chef, Math League, Morning Announcements, Mu Alpha Theta, National History Day, National Honor Society, Poetry Out Loud, Rotary Club Interact, Reading Buddies, Select Ensemble, Spinning, Student Welcoming Committee, Student School Board Rep, Student Council, TASC, Volleyball, Writers' Block/Literary Magazine, Yearbook.

### **STUDENT ACTIVITY ACCOUNT**

Student Activity accounts are set up for each class, club, team sport etc. These accounts are used to hold funds that have been raised by students during their Milton High School years. The money is used to fund class trips, proms, special events, class gifts etc. throughout their HS years. **In the case of class accounts the funds will expire upon their graduation.**

## **LIBRARY MEDIA CENTER**

In order to use the LMC students must follow these guidelines:

1. Obtain a signed pass from a subject teacher to use the library.
2. Report to the assigned study hall for attendance.
3. The only library pass to be initiated by a study hall teacher is to sign out a book for reading.
4. All students using the library during any period must remain there for the entire period.
5. Be quiet and return books on time.
6. Students who fail to return or pay for library materials at the appropriate time will be billed for the lost materials.

## **NATIONAL HONOR SOCIETY**

The National Honor Society was founded in 1921. It ranks as one of the oldest and most prestigious national organizations for high school students. The name of the Milton Chapter is the Blue and Gold Chapter of the National Honor Society of Secondary Schools.

MEMBERSHIP—Students are inducted into the Blue and Gold chapter of the National Honor Society based on adherence to the four pillars of scholarship, leadership, service and character. All students who meet the pillar of scholarship, which is defined as a cumulative GPA of 3.67 on a 4.3 scale, at the beginning of their junior year (or senior year if not yet inducted) will receive a letter in the mail saying they are being considered and will have a chance to provide further evidence as to how they meet the remaining 3 pillars. Student information will be reviewed by a 5 member faculty council who will decide if the student has shown sufficient evidence of meeting the four pillars. Once a member of the National Honor Society Students will take a pledge to uphold the four pillars, which will include maintaining the required GPA, doing a minimum of 10 individual hours of service and 3 group service projects as well as maintaining good character and leadership.

## **MILTON HIGH SCHOOL FOOD SERVICE:**

We encourage all students to participate in the food service here at Milton High School. We provide many options for lunch including the Main Entrée, Made to order Deli, Fresh Selection Salad Bar, Home Made Pizza and new Specialty Bar. We also have a great breakfast program with Hot Breakfast Sandwiches, Bagels, Cereal and More.

We encourage parents to take advantage of our on line payment center at [www.myschoolbucks.com](http://www.myschoolbucks.com) sign up is easy and student account activity can be monitored at this site there is only a charge if you use the payment option. Also please remember if you think you may qualify for free or reduced meals please fill out the application. All information is available on the Milton School District web site or please call Steven Marinelli, Food Service Director at 893-5500. **Student lunch \$3.75/Reduced lunch free/Adult lunch \$5.00/Student Breakfast \$2.75 / Reduced breakfast free.**

**The students are expected to observe the following guidelines in the cafeteria:**

1. Report to the cafeteria promptly.
2. Leave the tables and surrounding area clean and orderly.
3. Put trash and compost in the proper containers.
4. Do not leave the cafeteria while eating or carrying food without permission.
5. Please remain seated until dismissal.

## **ASBESTOS CONTAINING MATERIALS IN SCHOOLS, (40 CFR Part 763 93 (g) (4)**

Final rule and Notice (AHERA) requires that written notice be given that the following schools have management plans for the safe control and maintenance of asbestos containing materials found or assumed to be in their buildings. These management plans are accessible and available to the public at the administrative office of each facility listed below or please feel free to contact Bruce Cheeseman at 893-5311.

## **HEALTH PROGRAM**

Health services provided to Milton students in grades 9-12 include:

- Grade 9 - Hearing, Vision, Blood Pressure, Scoliosis
- Grade 9-12 - First Aid and Emergency Care, Counseling, Immunization Monitoring, Administration of Medication

Please note: Parents/Guardians are able to opt out of hearing tests by contacting the Nurse's Office at 893-5477.

### **Administration of Prescription Medication**

All **prescription medication to be administered during school hours** must be brought to the **school nurse's office** in a properly labeled pharmacy container accompanied by our prescription medication form. This form must be signed by the prescribing physician and parent/guardian, and must include all instructions for administering. This includes student's name, medication time, dosage, and the time interval to be given. Prescription EPI pens and oral inhalers may be carried by the student upon written approval of parent, physician and school nurse.

### **Communicable Disease**

Since some communicable diseases are reportable to the Vermont Department of Health, it is requested that you notify the school of your child's illnesses such as strep throat, impetigo, chicken pox, infectious mono, etc. Any medical information that the school should be aware of can be included on the emergency form, which should be completed and returned at the beginning of each school year. Parents are encouraged to discuss any health concerns with the school nurse.

## **CLOSED CAMPUS**

Milton High School is a **CLOSED** campus with the exception of seniors. Seniors in good standing are not assigned to study halls during periods they do not have classes. They may either report to the library, study hall, or leave campus (by signing in and out at the main office) for those periods. Loitering in the hallways, lobby or the parking lot is not allowed.

## **VISITORS**

Student visitors from other schools will not be allowed unless they are part of a recognized school exchange program. Anyone entering the building must report to the main office immediately and sign in as a visitor to the building.

## **EMERGENCY SCHOOL CLOSING**

When inclement weather occurs, or in the case of an emergency the district administrators will decide if school will open/close. Parent(s)/Guardian(s) will be notified before 6:15AM of the closing by the School Messenger automated phone system as well as local radio and television.

## **LOCKERS**

Lockers and locker combinations will be issued to students at the beginning of the school year. All lockers are the property of the Milton Town School District. Lockers are on temporary loan to the student. Locker guidelines:

1. Do not share lockers or combinations.
2. Keep valuables at home. There is no reason to bring large amounts of money or valuable items to school. Valuables should not be kept in lockers. The school will not and cannot be responsible for items lost from lockers.
3. **LOCKERS MAY BE SEARCHED.** The Milton Board of School Trustees reserves the right to search any or all lockers at any time without the student's knowledge and/or presence. Reference: Policy F3

## STUDY HALLS

Each student in the study hall should have something with which to occupy himself/herself for study purposes. The first 30 minutes of study hall will be dedicated to independent reading. Study hall teachers may issue signed passes to the office, counselor's office, the library and to the lavatories. Students desiring to see a teacher other than their study hall teacher must have **previously** obtained a pass from that teacher. The student must first report to the study hall teacher with the pass. If the student is to remain with the teacher all period, this should be indicated on the pass.

**Study halls are part of a student's educational program.** Students in grades 9-11 cannot be dismissed from study hall to work at a job outside the building or to go home early (including Period 6.) **No Exceptions**

## MOTOR VEHICLE DRIVING AND PARKING REGULATIONS

1. School officials assume that students who drive to school are doing so with parental knowledge and permission. Their vehicles must be registered at the main office of the high school.
2. Student operators are expected to obey parking regulations and drive carefully on school property. School parking privileges may be revoked for the following reasons:
  - a.) Careless and negligent student driving.
  - b.) Leaving the school in a motor vehicle without permission or transporting a student who is leaving without permission.
  - c.) Leaving the building to go to a student vehicle without permission.
  - d.) Loitering in vehicles or in the parking lot.
  - e.) Receiving (3) office referrals in a semester.
3. **No Parking** areas must be honored, including grass and dirt areas.
4. Student vehicles are to be used only for transportation to school in the morning and from school at the end of the day.  
**Exception:** Seniors who have specific privileges may use their vehicles during the school day.
5. Students who attend the Vocational Center in Essex or Burlington will use the school bus provided for transportation. No Student may transport himself/herself or other students to or from the Center unless written authorization has been granted by parents and a Milton High School Administrator.
6. Each year a new parking permit will be provided to students for a fee of \$10.00. Stickers can be obtained in the main office.
7. The parking sticker must be attached to the driver's windshield in the bottom corner in plain view. Motorcycle stickers should be placed on the right front fork opposite from the state inspection sticker.
8. Parking stickers may not be transferred to another driver or another vehicle under any circumstances. A new or second vehicle requires a new sticker on the first day of use.
9. On any day or night when classes and or student activities are scheduled, all student vehicles must be parked in the front parking lot.
8. Students are expected to report all property damage to the Milton High School Administration and the Milton Police Department. The school assumes no responsibility for losses or damages.
- 11. Student drivers who disregard motor vehicle driving and parking regulations should be aware that vehicles found in Violation will be towed by a local towing firm at a cost of approximately \$35.00 to the student.**
- 12. Unauthorized vehicles in handicap areas will be ticketed and/or towed. Unauthorized vehicles in the visitor parking area will also be towed.**
13. Parking permits may be obtained in the office. A vehicle registration to a personal or family vehicle is required at the time of permit application.

**STUDENT APPEARANCE:** MHS respects and honors its students' rights to express their individuality. However, in an effort to promote a positive atmosphere for learning, students will dress in a manner that reflects positively on themselves, their parents and MHS. Clothing that substantially distracts the educational process will not be allowed. Any clothing endorsing alcohol, drugs, tobacco, or displaying inappropriate words or pictures is prohibited. Shoes must be worn at school. Dress and appearance are considered the responsibility of the student and her/his parents or guardians with the following limitations. Students wearing clothing in violation of the dress code will be dealt with on an individual basis. Teachers and administration will judge whether or not a student is in violation of the dress code.

**GUIDELINES FOR STUDENT APPEARANCE:** Student dress cannot violate health or safety laws, clothing with underwear showing is inappropriate, avoid inappropriate clothing and jewelry.

## **OTHER RULES**

1. No skateboards or roller blades are to be used in the building.
2. No POWER DRINKS ARE ALLOWED DURING CLASS.
3. Inappropriate displays of affection are not allowed and will be dealt with on an individual basis.
4. All motorized vehicles, including but not limited to snowmobiles, ATV's, and mini bikes, are prohibited from the school building and on school grounds. Violators should be warned that police involvement may result.
5. When school is dismissed, all students will leave the building. Exceptions include: after school activities, use of library (until 4pm) detention, co-curricular events, teacher meetings, or any other school sponsored activities.
6. There will be **no smoking** within view of the Milton High School building, on school grounds or at school sponsored activities.
7. Cell phones should not be used during instructional time unless under the direction of the teacher and only for instructional purposes.

## **FIRE DRILLS/EMERGENCY PROCEDURES**

Emergency drills are held periodically and are an extremely important safety precaution. In addition, they are required by law. It is essential that when a fire alarm sounds or an announcement is made to Clear the Halls or Initiate ALICE that students respond according to procedures and staff directives.

The Fire Alarm is used when there is a fire or other facility related emergency that requires students to leave the building. When the fire alarm sounds, everyone should promptly exit the building by designated routes as quickly as possible, and quietly line up and remain in their assigned area outside the building until directed otherwise.

Clear the Halls is used when there is a situation that requires the hallways to have privacy and/or full access for medical emergencies and crisis situations. Students not already in a designated location, must report to the closest room or office. Learning activities may continue, but students may not leave their location until the Clear the Halls is lifted.

Initiate ALICE is used when there is an immediate risk of harm to students and staff. Students must follow the directions of the supervising staff member in what ever location they happen to be in at the time of the initiation.

**DANCES:** Student appearance, obligations, responsibilities, and behavior are expected to be followed as outlined in the Student Handbook.

1. Anyone under the influence of drugs and/or alcohol during the dance activity will meet the consequences concerning drug/alcohol use as defined in this handbook and school policy.
2. No students are allowed to re-enter the dance after leaving the dance area.
3. Only students of Milton High School are allowed into the dance activity. Any exception to this, such as former students or students from other schools, must be cleared in advance by the administration on sign-up sheets in the main office.
4. Students absent from school or suspended during the period of time in which a dance activity occurs **cannot** attend.

## PROCEDURES FOR PARENT CONCERNS AND QUESTIONS

We are confident your Milton Town School District experience will be a positive one for you and your student. But we also know that there may be time when you have a concern or question. Our goal is to resolve any misunderstandings as quickly and efficiently as possible. If you follow the procedures described in this brochure you will help the District respond promptly and appropriately to your concerns. The information below reflects the Milton Town Charter, school board policy and the administrative guidelines that support them.

### Matters Regarding a Professional Staff Member (Teacher, Counselor, etc.)

#### **Step One:**

Contact the Professional Staff Member. The staff member should discuss the situation promptly with you and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and district policies and administrative guidelines. **Please note:** This step does not apply if the issue involves suspected child abuse, substance abuse, discrimination, harassment, improper supervision / safety of students, FERPA violations or any other serious allegation that may require investigation or inquiry by school officials before approaching the staff member. In such cases, begin with Step Two.

#### **Step Two:**

If the matter involves suspected abuse or if the situation is not resolved satisfactorily with the staff member, contact the building Principal. The Principal will make arrangements to discuss the matter with you. (If the matter is relating Special Education, contact the Director of Special Services).

#### **Step Three:**

If the issue has not been resolved to your satisfaction, you may request a meeting with the Superintendent and/or designee. Please include the following information in your request:

- A brief statement of the situation
- A description of how you, your child or other students have been affected by the situation.
- The action you would like the district to take and a statement of why you would like that action taken.

The Superintendent and/or designee will arrange a meeting with you.

#### **Step Four:**

If the Superintendent is unable to satisfy your concerns, you may request, in writing, a meeting with the Board. The Board will review materials relating to the issue and schedule a hearing. You will be notified of the Board's decision, in writing, within 10 business days after the hearing. The Board's decision is final.

### Matters Regarding an Administrator

The above procedures should be followed, beginning with a discussion with the administrator. Then, if necessary, discuss the issue with the Superintendent and/or designee. Finally, if necessary, request a meeting with the Board of School Trustees.

This handbook is subject to school board policies. All policies are available online at the district website [www.mtsd-vt](http://www.mtsd-vt). The website will also help to keep you informed of upcoming events and current athletic schedules.

- |                                     |            |                                              |             |                                           |             |
|-------------------------------------|------------|----------------------------------------------|-------------|-------------------------------------------|-------------|
| • <b>Drug and Alcohol Policy</b>    | <b>F7</b>  | • <b>Non-Discrimination Policy</b>           | <b>C6</b>   | • <b>Student Attendance Policy</b>        | <b>F25</b>  |
| • <b>Educational Support System</b> | <b>G7</b>  | • <b>Restrictive Behavioral Intervention</b> | <b>F26</b>  | • <b>Student Conduct &amp; Discipline</b> | <b>F1</b>   |
| • <b>Field Trips</b>                | <b>G3</b>  | • <b>Student Activity Accounts</b>           | <b>E106</b> | • <b>Technology Policy</b>                | <b>F100</b> |
| • <b>Hazing Policy</b>              | <b>F24</b> |                                              |             |                                           |             |

**MILTON HIGH SCHOOL - TEL: 802-893-5400; FAX: 802-893-3247**

**MAIN OFFICE**

|                                                         |          |                                                                          |
|---------------------------------------------------------|----------|--------------------------------------------------------------------------|
| Anne M. Blake, Co-Principal                             | 893-5400 | <a href="mailto:ablake@mymtsd-vt.org">ablake@mymtsd-vt.org</a>           |
| Mary Jane Stinson, Co Principal                         | 893-5400 | <a href="mailto:mstinson@mymtsd-vt.org">mstinson@mymtsd-vt.org</a>       |
| Patti Pixler, Administrative Assistant                  | 893-5462 | <a href="mailto:ppixler@mymtsd-vt.org">ppixler@mymtsd-vt.org</a>         |
| Darlene DeVincenzi, Attendance/Administrative Assistant | 893-5463 | <a href="mailto:ddevincenzi@mymtsd-vt.org">ddevincenzi@mymtsd-vt.org</a> |
| Nina Reinhardt, Supervisory Aide                        | 893-5496 | <a href="mailto:nreinhardt@mymtsd-vt.org">nreinhardt@mymtsd-vt.org</a>   |

**GUIDANCE OFFICE**

|                                                   |          |                                                                  |
|---------------------------------------------------|----------|------------------------------------------------------------------|
| Jen Haas, School Counselor                        | 893-5471 | <a href="mailto:jhaas@mymtsd-vt.org">jhaas@mymtsd-vt.org</a>     |
| Nicole Martel, School Counselor                   | 893-5372 | <a href="mailto:nmartel@mymtsd-vt.org">nmartel@mymtsd-vt.org</a> |
| Matt Rector, School Counselor                     | 893-5373 | <a href="mailto:mrector@mymtsd-vt.org">mrector@mymtsd-vt.org</a> |
| Angela King, Service Learning/HHB Primary Contact | 893-5467 | <a href="mailto:aking@mymtsd-vt.org">aking@mymtsd-vt.org</a>     |
| Joanne Pfaff, Administrative Assistant            | 893-5374 | <a href="mailto:jpaff@mymtsd-vt.org">jpaff@mymtsd-vt.org</a>     |
| Burlington Tech Center                            | 864-8424 |                                                                  |
| Essex Tech Center                                 | 879-5558 |                                                                  |

**ATHLETIC OFFICE**

|                                                   |          |                                                                        |
|---------------------------------------------------|----------|------------------------------------------------------------------------|
| Marcel Choquette, Athletic Director - Grades 6-12 | 893-5470 | <a href="mailto:mchoquette@mymtsd-vt.org">mchoquette@mymtsd-vt.org</a> |
| Tracey McGregor, Administrative Assistant         | 893-5473 | <a href="mailto:tmcgregor@mymtsd-vt.org">tmcgregor@mymtsd-vt.org</a>   |

**HEALTH OFFICE**

|                              |          |                                                            |
|------------------------------|----------|------------------------------------------------------------|
| Roberta Day, RN School Nurse | 893-5477 | <a href="mailto:rday@mymtsd-vt.org">rday@mymtsd-vt.org</a> |
|------------------------------|----------|------------------------------------------------------------|

**DISTRICT PERSONNEL**

|                                                       |              |                                                                        |
|-------------------------------------------------------|--------------|------------------------------------------------------------------------|
| Mike Joseph, School Trustee, Chair                    | 598-2083     | <a href="mailto:mjoseph@mymtsd-vt.org">mjoseph@mymtsd-vt.org</a>       |
| Jeremy Metcalf, School Trustee                        | 922-5106     | <a href="mailto:jmetcalf@mymtsd-vt.org">jmetcalf@mymtsd-vt.org</a>     |
| Emily Hecker, School Trustee                          | 323-203-4110 | <a href="mailto:ehecker@mymtsd-vt.org">ehecker@mymtsd-vt.org</a>       |
| Rae Couillard, School Trustee, Clerk                  | 373-2076     | <a href="mailto:rcouillard@mymtsd-vt.org">rcouillard@mymtsd-vt.org</a> |
| Rick Dooley, School Trustee                           | 578-0229     | <a href="mailto:rdooley@mymtsd-vt.org">rdooley@mymtsd-vt.org</a>       |
| Amy Rex, Superintendent                               | 893-5400     | <a href="mailto:arex@mymtsd-vt.org">arex@mymtsd-vt.org</a>             |
| Jennifer Saunders, Registrar/Executive Assistant      | 893-5402     | <a href="mailto:jsaunders@mymtsd-vt.org">jsaunders@mymtsd-vt.org</a>   |
| Donald P. Johnson, Business Manager                   | 893-5400     | <a href="mailto:djohnston@mymtsd-vt.org">djohnston@mymtsd-vt.org</a>   |
| Terry Mazza, Human Resources/Administrative Assistant | 893-5404     | <a href="mailto:tmazza@mymtsd-vt.org">tmazza@mymtsd-vt.org</a>         |
| Tim Dunn, Director of Student Services                | 893-5400     | <a href="mailto:tdunn@mymtsd-vt.org">tdunn@mymtsd-vt.org</a>           |
| Lynne Manley, Director of Curriculum & Instruction    | 893-5400     | <a href="mailto:lmanley@mymtsd-vt.org">lmanley@mymtsd-vt.org</a>       |
| Tammy Boone, Data & Assessment Coordinator            | 893-5305     | <a href="mailto:tboone@mymtsd-vt.org">tboone@mymtsd-vt.org</a>         |
| Steve Marinelli, Food Service Manager                 | 893-5500     | <a href="mailto:smarinelli@mymtsd-vt.org">smarinelli@mymtsd-vt.org</a> |
| Tabitha Evans, Technology Supervisor                  | 893-5460     | <a href="mailto:tevans@mymtsd-vt.org">tevans@mymtsd-vt.org</a>         |

**MILTON MIDDLE SCHOOL 6-8, PRINCIPALS - TEL: 802-5400 FAX: 802-893-3224**

|                            |          |                                                                |
|----------------------------|----------|----------------------------------------------------------------|
| Brandy Brown, Co-Principal | 893-5400 | <a href="mailto:bbrown@mymtsd-vt.org">bbrown@mymtsd-vt.org</a> |
| Megan Smith, Co-Principal  | 893-5400 | <a href="mailto:msmith@mymtsd-vt.org">msmith@mymtsd-vt.org</a> |

| <b>NAME</b>                  | <b>SUBJECT</b>                        | <b>VOICE MAIL #</b>         |
|------------------------------|---------------------------------------|-----------------------------|
| <b>ATTENDANCE/DISMISSALS</b> | <b>24 HOUR VOICEMAIL</b>              | <b>893-5417 OR 893-5463</b> |
| ADAMS, JON                   | SCIENCE (9-12)                        | 893-5375                    |
| ADII, CARRIE                 | MATHEMATICS (9-12)                    | 893-5352                    |
| BASILLE, LISA                | BEHAVIOR SPECIALIST                   | 893-5357                    |
| BEGNOCHE, JARED              | MATH (9-12)                           | 893-5481                    |
| CARLSON, MARYANN             | SOCIAL STUDIES (9-12)                 | 893-5355                    |
| CARPENTER, SOOMIE            | ENGLISH (9-12)                        | 893-5356                    |
| CATERER, KRISTEN             | SPANISH (9-12)                        | 893-5382                    |
| CHOQUETTE, MARCEL            | ATHLETIC DIRECTOR                     | 893-5470                    |
| COOK, CHARITY                | SPECIAL EDUCATOR (9-12)               | 893-5443                    |
| CORROW, KRISTY               | MATHEMATICS (9-12)                    | 893-5358                    |
| CURTISS, PAUL                | THEATRE ARTS (6-12)                   | 893-5485                    |
| CUSHING, CAROL               | BEHAVIOR INTERVENTIONIST (9-12)       | 893-5365                    |
| DAVIDMAN, JOANNE             | HEALTH/FAMILY CONSUMER SCIENCE (9-12) | 893-5359                    |
| DAY, ROBERTA                 | SCHOOL NURSE (9-12)                   | 893-5477                    |
| DECARLO, AMANDA              | ART (9-12)                            | 893-5491                    |
| DEMERS, DEREK                | DRIVERS EDUCATION (9-12)              | 893-5361                    |
| DILLON, BERNADETTE           | WORLD LANGUAGE (FRENCH) (9-12)        | 893-5362                    |
| DOLCIMASCOLO, ANTHONY        | MATHEMATICS (9-12)                    | 893-5384                    |
| DONAHUE, KATILYNN            | SPEECH LANGUAGE PATHOLOGIST (9-12)    | 893-5487                    |
| FENTON, AMBER                | SPECIAL EDUCATOR (9-12)               | 893-5476                    |
| FERGUSON, ROSEANN            | READING TEACHER (9-12)                | 893-5363                    |
| FERRIS-LETSOS, STACI         | WORLD LANGUAGE (GERMAN) (9-12)        | 893-5364                    |
| FOSHER, LYNN                 | SCIENCE (9-12)                        | 893-5376                    |
| FURLONG, GARY                | SOCIAL STUDIES (9-12)                 | 893-5367                    |
| GORCZYK, JASON               | SOCIAL STUDIES (9-12)                 | 893-5369                    |
| GORDON, DREW                 | SOCIAL STUDIES (9-12)                 | 893-5370                    |
| HAAS, JEN                    | GUIDANCE COUNSELOR                    | 893-5371                    |
| HAMMOND, KAREN               | SCIENCE (9-12)                        | 893-5377                    |

**TO CONTACT AN EMPLOYEE BY E-MAIL:** [firstinitiallastname@mymtsd-vt.org](mailto:firstinitiallastname@mymtsd-vt.org)

| <b>NAME</b>        | <b>SUBJECT</b>                                | <b>VOICE MAIL #</b> |
|--------------------|-----------------------------------------------|---------------------|
| HEALD, MAT         | SOCIAL STUDIES (9-12)                         | 893-5465            |
| HOUSTON, MOLLY     | SOCIAL WORKER                                 | 893-5472            |
| KARABEGOVIC, DZANA | CONSULTING TEACHER (9-12)                     | 893-5395            |
| KEMP, DUSTIN       | ART (9-12)                                    | 893-5381            |
| KING, ANGELA       | SERVICE LEARNING (9-12) & HHB PRIMARY CONTACT | 893-5467            |
| LACROSS, DEB       | JOB DEVELOPER (9-12)                          | 324-1911            |
| LAVOIE, JOHN-PAUL  | SCIENCE (9-12)                                | 893-5378            |
| MARTEL, NICOLE     | GUIDANCE COUNSELOR                            | 893-5372            |
| MCADOO, ALISON     | SOCIAL STUDIES & ENGLISH (9-12)               | 893-5391            |
| MEIGS, SARA        | MATH (9-12)                                   | 893-5388            |
| METIVIER, KATHY    | ENGLISH (9-12)                                | 893-5389            |
| O'GRADY, JIM       | PHYSICAL EDUCATION (9-12)                     | 893-5398            |
| RABIDEAU, DEB      | CONSULTING TEACHER (9-12)                     | 893-5474            |
| RECTOR, MATTHEW    | GUIDANCE COUNSELOR                            | 893-5373            |
| REIDER, CHRISTINE  | CONSULTING TEACHER (9-12)                     | 893-5396            |
| REYNOLDS, LINDSEY  | ENGLISH (9-12)                                | 893-5479            |
| ROWE, BONNIE       | CONSULTING TEACHER (9-12)                     | 893-5397            |
| SCHARF, RICK       | SCIENCE (9-12)                                | 893-5379            |
| SCHOEMBS, KRISTINE | CONSULTING TEACHER (9-12 )                    | 893-5475            |
| SCHULTZ, JENNA     | MUSIC (6-12)                                  | 893-5490            |
| SEVEY, BEN         | COMPUTER SCIENCE (9-12)                       | 893-5494            |
| SHANKS, SYLVIE     | MATH                                          | 893-5385            |
| TAGGART, ELLEN     | ENGLISH (9-12)                                | 893-5354            |
| TAYLOR, LAURA      | WORLD LANGUAGE (SPANISH) (9-12)               | 893-5482            |
| TURNER, SAMANTHA   | SOCIAL WORKER                                 | 893-5480            |
| VANYUSH, MARK      | DESIGN TECHNOLOGY (6-12)                      | 893-5489            |
| VEGA, ALLISON      | LIBRARY MEDIA SPECIALIST (9-12)               | 893-5387            |
| WAGAR, TREVOR      | PHYSICAL EDUCATION (9-12)                     | 893-5454            |
| WYNDORF, PETER     | SOCIAL STUDIES (9-12)                         | 893-5484            |

**TO CONTACT AN EMPLOYEE BY E-MAIL:** [firstinitiallastname@mymtsd-vt.org](mailto:firstinitiallastname@mymtsd-vt.org)

## HIGH SCHOOL DAILY SCHEDULE

Period 1 .....7:20 - 8:35  
Period 2 .....8:35 - 9:50  
Period 3 .....9:50 - 11:05  
Period 4 ..... 9th & 12th grade .....TA 11:10 - 11:35 .....LUNCH 11:40 - 12:05  
..... 10th, 11th & Burlington Tech .....LUNCH 11:10 - 11:35 ..... TA 11:40 - 12:05  
Period 5 .....12:10 - 1:25  
Period 6 .....1:25 - 2:40

## HIGH SCHOOL TWO-HOUR DELAY SCHEDULE

Period 1.....cancelled  
Period 2 .....9:20 - 9:50  
Period 3.....9:50 - 11:05  
Period 4 ..... 9th & 12th grade .....TA 11:10 - 11:35 .....LUNCH 11:40 - 12:05  
..... 10th, 11th & Burlington Tech .....LUNCH 11:10 - 11:35 ..... TA 11:40 - 12:05  
Period 5.....12:10 - 1:25  
Period 6.....1:25 - 2:40

## 2018/2019 MHS CLASS ADVISORS

### CLASS OF 2019

Co-ADVISORS: MS FERRIS-LETSOS & MS DAVIDMAN

### CLASS OF 2021

Co-ADVISOR: MS ADII & MS MARTEL

### CLASS OF 2020

Co-ADVISOR: MR DEMERS & MR GORDON

### CLASS OF 2022

Co-ADVISOR: TBD

### SCHOOL BOARD REPRESENTATIVES

TREVOR McDONALD (12TH GRADE)  
TBD (11TH GRADE)

### STUDENT COUNCIL

ADVISOR: MR. GORCZYK & MR RECTOR