



# Student & Parent Handbook

## 2023-2024

**Welcome to the Windham Regional Career Center**  
80 Atwood Street  
Brattleboro, Vermont 05301

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Trade & Industrial Center - (802) 451- 3910  
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### WRCC Sending Schools.

- Brattleboro Union High School
- Bellows Falls Union High School
- Leland & Gray High Union School
- Twin Valley Middle/High School
- Hinsdale High School

*Please familiarize yourself with the contents of the handbook.*

*Windham Regional Career Center does not discriminate on the basis of race, color, national origin, creed, sex, disability, sexual orientation, gender identity, marital status, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Kate Margaitis, Non-discrimination Coordinator, Green Street School, 164 Green Street, Brattleboro, VT 05301 (802) 254-3737 email: kmargaitis@wsesdvt.org*

## Windham Regional Career Center Staff 2022-23

### Office Personnel

Nancy	Wiese	Director
Mari	Cornell	Adult Education
Anne	Doran	Career Development Coordinator
Linda	Quay	Apprenticeship Coordinator
Joyce	Rathbun	Administrative Assistant
Jessy	Cudworth	WRCC Registrar/Admin. Assistant
Rhonda	Winegarner	Dual Enrollment Coord./Outreach

### Staff

Linda	Alvarez	Business
Orlando	Alvarez	Protective Services: Criminal Justice
Nicole	Awwad	Foundations
John	DiMatteo	Construction Trades
Rachel	Fox	Technical English Communications
Kim	Freeman	Early Childhood
Chris	Hodsden	Technical Math/Aviation
Jean	Hodsden	Health Careers - L.N.A.
Errold	Nelson	Natural Resources & Forestry
William	Sevegny	Electrical
David	Spanierman	Culinary Arts
Elizabeth	Steele	Health Careers/LNA
Richard	Thompson	Machine Design
James	Valliere	Automotive Technology
Kristin	Vicere	Special Needs Support

### Para Professionals

Elizabeth	Rosenberg	Para - Culinary
Katie	Brunk	Para - Health Careers
William	Steele	Para / Bus Driver

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## **WRCC School Policy**

### **Student Records**

The student record contains all information concerning a student and is kept by the school. Each student and/or parent/guardian has the right to see his or her own student records. Copies of any information in the records may be obtained upon request.

### **Directory Information Notice**

The Windham Southeast Supervisory Union and the Windham Southeast School District Board have designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). [WSESU Release of Student Information Policy](#)

The following information regarding students is considered directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and post high-school plans of the student.

Directory information may be disclosed for any purpose at the discretion of the school system, without the consent of a parent/guardian of a student or an eligible student. Parents/guardians of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent/guardian or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal/director on or before the 15<sup>th</sup> day of each September. In the event that a refusal is not filed, it is assumed that neither a parent/guardian of a student or eligible student objects to the release of the directory information designated.

### **Amending a Record**

A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the principal /director with a written request that the information be added to the student record.

The Director or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent,

the principal/director or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

If the Director's decision is not satisfactory to the parent, the parent may file an appeal to the Superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's/director's decision. The Superintendent shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.

If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee/School Board by filing a written appeal within five (5) business days of the receipt of the Superintendent's decision. The School Committee/School Board shall conduct a hearing as required on the appeal as required by policy.

### **Notice on Transfer to Other Schools**

Pursuant to regulations, notice is hereby given to parents/guardians and eligible students that the home school district forwards the complete school records of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without the consent of the parent/guardian or eligible student.

### **Destruction of Records**

The records of a student at WRCC contain information not usually contained in the home school transcript and it will be destroyed ten (10) years after the student leaves the WRCC. This record contains a summary of grades, competency attainment, attendance, shop hours, and work co-op data germane to the time the student attended. Notice is hereby given that the temporary record of a student will be destroyed no later than five (5) years after that student transfers, graduates, or withdraws from the school system. When the student transfers, graduates, or withdraws from school, and if the eligible student or the parent/guardian wants the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them.

### **Access to Student Work**

During the course of the school year, personally identifiable student work may be displayed on bulletin boards, at fairs/shows, during Open House and parent-teacher conferences, and thus, will be seen by many different people, not just the student, the parent/guardian, and the teacher. In addition, as an instructional technique, students may be asked to edit, grade, review, and/or comment on another student's work.

### **School Delays and Cancellations**

Radio stations WKVT and WTSA will announce the closing of school in bad weather or for emergency reasons. School delays and cancellations will also be announced over the automated phone system. Windham Southeast Supervisory Union generates an automated call for all students that attend a district program or school. It is important

that parents keep updated phone numbers at the school for the phone system to function properly. In the occurrence that WRCC's snow day status differs from the sending school, students, parents, and administrators follow the sending school notification and related transportation implications.

## **Insurance**

The Windham Southeast Supervisory Union and the WSESD/WSESU School Boards insures all students under a "school time" account policy. This plan will pay the expenses incurred, which are not reimbursable under any other insurance policy or service contract covering injury. A student who intends to file for insurance coverage must obtain and complete the required reports available via the general office. Such reports should be filed immediately following an accident or injury if coverage is expected.

## **School Safety**

Our highest priority is to protect the health, safety, and welfare of our students and staff. All school personnel wear identification badges for security purposes. We ask students and parents to assist us in maintaining building security by following campus regulations regarding visitors, exiting the building, and entering the building.

## **Body Fluid Exposure**

Students may be exposed to diseases at school by coming in contact with someone else's body fluids (blood, urine, or vomit). In order to reduce the risk of contracting a transmittable disease (HIV, HEP B) at school, we ask students to come to the Health Office for treatment if they are bleeding or have had contact through their mouth, eyes, nose, or cut in skin with anyone else's body fluids. The student may be referred to a health provider if there is serious exposure.

## **Building Evacuation**

At times, for reasons of safety, it may be necessary for school officials to direct students and staff to leave the school building or move to sheltered areas within the building. During these times, all students are expected to follow the directions of staff members. All passes, permissions, leaves, and privileges are canceled during school evacuations, lockdowns, or other emergencies. Official information will be made available to parents and community members as rapidly as possible but please be aware that our first priority is the health and safety of individuals at the scene of any emergency. In these situations please do not come to the school or the evacuation site until you are directed to do so.

## **Fire Alarms**

Directions for evacuating the building are placed in all classrooms. Once out of the building, students should move quickly to the designated area. All driveways, parking



lots, and walkways near the building must be kept open so that fire and emergency equipment may get to the building.

## **Other Evacuations**

At times it may be necessary to evacuate the building for non-fire related reasons including bomb threats, weather emergencies, nuclear accidents, chemical spills, etc. During these events, students will be given specific information over the public address system. Students are expected to respond as directed during such events. Following an evacuation, school officials will re-open the building when our Incident Command Center staff has determined that the situation has been resolved.

## **Precautionary Transfer**

In the event of an emergency that requires evacuation of the site and transfer of students to another location, students will be transported by bus. Students may also leave in their own cars, the cars of other students, or with staff members provided parental permission to do so is on file. Permission forms are distributed in the fall and may be updated at any time. Please note that in a true emergency, the authorities would block access to the school site from the outside to facilitate evacuation.

## **Secure the Building Drill**

WSESU has adopted ALICE: Alert, Lockdown, Inform, Counter, and Evacuate as a procedure in response to a threat at the school. WRCC will continue to practice and train using ALICE throughout the school year.

Please note: In the event that the school is evacuated and the school is closed for the day, the school district will use information in PowerSchool to notify families via the automated phone and text system. For this reason, parents and students should develop a family plan whereby the student will go home or to some other location and notify his/her parents of their arrival.

## **Exit and Entry**

During the school day, all outside doors are locked. Students and visitors may only use the main entrances of the Professional Training Building and the Trade & Industrial Center except in cases of a building evacuation. Doors should never be propped open.

## **Visitors**

Any person visiting the WRCC must report to either the Trade and Industrial Center or Professional Technical Center General Office first, and sign in with the time and place and person to be visited indicated. Visitors will be given a visitor pass and must wear eye protection devices and closed-toe shoes in shops engaged in activities that could be injurious.

## Video Security Cameras CODE: LBP11

Windham Southeast Board of Directors authorizes the use of video/security cameras on district property, school vehicles, and school contracted vehicles. These cameras would be used to help ensure the health, welfare, and safety of all staff, students, and visitors to district property and/or passengers in district-contracted or authorized vehicles. Cameras would also be utilized to safeguard district facilities and equipment; as well as equipment owned by staff or students.

The district shall notify staff and students through student/parent and staff handbooks that security cameras are in place within district property. Signs will also be posted in areas generally covered by video cameras. Examples of available camera views will be made visible to staff and students because the prevention of problems is a primary objective of the security system.

Video cameras shall be positioned to view all exterior areas of district property, including entrances, athletic fields, access paths, and all parking areas. Some cameras will be fixed by location while others will be programmable and/or can be directed manually and remotely. Interior cameras will be located in the largest public or common areas within the three-school setting. These areas include the gymnasiums, libraries, multi-purpose rooms, computer labs, entrance areas, auditoriums, cafeterias, hallways, the Hideaway, and the largest WRCC instructional settings. There will be no audio taping as part of the campus video security system. Cameras placed on school buses will be utilized by the bus company to ensure student safety, and bus driver safety, and to prevent vehicle damage. Cameras installed by the bus company may be visible or hidden at the bus company's discretion.

Video recordings may become a part of a student's educational record or behavioral record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **Safety and Safety Training:**

Students must participate in and pass their program's safety training and be committed to following the safety requirements and guidelines. If a student fails to pass the safety training due to being absent they cannot participate in the shop or lab portion of the class until the training is completed with a passing grade. Students will be expected to work with the instructor to prioritize this training as soon as they return to class.

If a student fails to complete and pass the safety training for any reason they will not be able to continue in the program. Students will be removed from the program at the semester break. Students will not be given academic credit.

## Occupational Safety

Students, teachers, staff, and administration are individually responsible for wholehearted, genuine cooperation with all aspects of the safety and health program including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

This cooperation manifests itself in behavior that provides the following:

- Safety to yourself, peers, staff members, and visitors.
- Compliance with all rules set forth by WRCC.
- Prompt reporting of all injuries and/or accidents.
- Prompt reporting of any unsafe situation in a shop or classroom to the instructor and/or administration.

Protective equipment, including personal protective equipment, for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, will be provided and shall be used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption or physical contact.

Failure of students to comply with guidelines outlined here and as part of the occupational safety program within the shop will result in disciplinary action as outlined in the school behavior code, up to and including removal from WRCC programs. Requests for financial assistance for items necessary to comply with the above guidelines may be made in confidence to the Guidance Counselor/Director. The personal safety and health of everyone at WRCC is of primary importance. The prevention of occupationally induced injuries and illness is of such consequence that it will be given precedence over any operation whenever necessary.

## Eye Protection

The instructor will provide each student with a pair of safety glasses or cover goggles, in areas requiring eye protection. The student shall be responsible for his or her eye protective equipment. If a student loses, willfully abuses, or damages their eye protective equipment, they are required to purchase eye protective equipment from the school. Students wearing contact lenses shall inform their instructor and are required to

wear eye protection. Students wearing eyeglasses shall be issued and shall wear approved cover goggles.

### **Personal Appearance/Shop Attire**

The educational experience at WRCC is not only preparation for life, but also an experience in living. Therefore, we encourage a dress code that embraces moderation and avoids extremes. Students should wear clothing that is clean, neat, and appropriate for their technical training area, as defined by industry standards. The program instructor has the right and the responsibility to ask students to change to appropriate clothing if the clothing the student is wearing creates a safety concern or is not appropriate for work-based learning or a professional visit.

### **Policy on Possession of Knives/Weapons**

It is sometimes necessary for students in certain Career Center programs to utilize small specialty knives in the course of the shop day. Knives or trade-related tools will be issued to students via the tool dispensing rules authorized for the shop. There is no reason for a student to bring a knife to school or from WRCC to anywhere else.

Whoever, except as provided by law, carries on his/her person, or carries on his person or under his control in a vehicle, on a school bus, on school property, or at any school-sponsored activity, any conceivable weapon is in violation of the law. See WSESD Weapons policy.

Tools and instruments used in the shops and laboratories are supplied by WRCC. When tools, instruments, or materials are removed from the tool crib or dispensary, the student to whom such items are issued is responsible for the return of such item(s) and will be charged for any lost or damaged item(s). Students are not permitted to take tools from the building unless they are on an assigned work crew/detail. All tools assigned to and used by students require prior instructor approval.

Students who bring tools or supplies to be used in their shops are strongly encouraged to store their personal property in a toolbox or kit secured by a lock or in their lockers. WRCC will not be responsible for any tools or personal property brought onto school grounds or work sites.

### **Health Services**

BUHS Health Services provide students with healthcare should the occasion arise in the school setting. In accordance with state law certain health requirements are necessary

for all students. The school nurse's responsibility is to follow through with each student's medical record for compliance. The school nurse keeps Student Emergency Information Forms and relevant information is updated on a periodic basis. A student should not be in the nurses' room without a pass.

### **Administering of Medication**

Throughout the school year students may require various medications due to short-term illness and/or medical conditions. In compliance with state regulations policies have been instituted to ensure the safety and health of all students needing medication during the school day. These policies include self-medications such as inhalers and Epi-pens. The following must be in place in order for medication to be administered during the school day:

- A written medication order must accompany all medications to be administered in school. This order must come from the student's physician, nurse practitioner or licensed provider. Students needing medication on a long-term basis must have this form renewed at the beginning of each school year.
- A consent form signed by parent/guardian.
- All medication must be delivered to the school nurse in a manufacturer labeled container by the parent/guardian. Students may not deliver medication. Please ask your pharmacy to provide separate containers for home and school. No more than a twenty (20) day supply should be delivered to the school at one time. Questions regarding medication should be directed to the school nurse.

### **Accidents and Injuries**

Any student who is injured at WRCC, on school grounds, or at any school activity must report the injury to the BUHS school nurse. Every accident and/or injury **MUST** be immediately reported, using an accident report form and signed by the person in charge, giving the date, time, and location of the injury. These report forms are available from the BUHS school nurse and/or in the Career Center Office. In the case of a medical emergency or incident, WRCC staff will follow the directive of the school nurse or emergency medical personnel on the scene.

If any student needs medical care, an insurance form must be requested from the BUHS school nurse and/or in the Career Center Office. Any student who goes to the doctor without her/his parent(s) or without notifying the school authorities will be responsible for his/her own medical care. Every injury must be reported prior to leaving school. Failure to comply with this reporting requirement may void insurance coverage.

## WRCC Student Guidelines

### Student Conduct

Student conduct expectations and behavior consequences at WRCC, as is true in any group of people who spend a good portion of time together, contain certain basic rules of good citizenship that must be observed to maintain a safe and orderly learning environment. Working together we can create an atmosphere of trust and cooperation that will result in a quality education.

The following is a list of student conduct expectations:

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

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

### Student Rights

Students have the right to

1. Be spoken to in a respectful manner by staff at all times
2. A safe environment for learning in all school activities
3. A fair process in relation to having consequences administered for inappropriate behavior
4. A level of confidentiality relevant to any inappropriate behavior
5. Appeal any consequences for inappropriate behavior by using the appropriate process

## Consequences Defined

All disciplinary issues at Windham Regional Career Center are carried out under the guidelines of WSESD School Board policy which can be reviewed on the WRCC website ([www.wrccvt.com](http://www.wrccvt.com)) or at [the WSESD website](#).

## Student Driving Privileges

Students are not permitted to drive to the WRCC without prior approval from the Director **and** the home school principal. Once this approval is granted, (Using the WRCC Student Driving and Passenger Permission Form) the student may apply for a Student Parking Permit.

Transportation is provided to/from WRCC and local high schools daily. Requests to drive will be evaluated on an individual basis. Any student who wishes to be a passenger of another student driver must also request permission to do so.

Sending school students' cars must be parked in the **Technical & Industrial Center (TIC)** building parking lot during school hours or during any school function. If students arrive early, they are to leave automobiles and report to their class immediately. (BUHS students have parking space in front of the high school) Any student that is driving at an inappropriate speed or in a manner deemed inappropriate or unsafe will lose their campus parking privileges.

**\*Please note - Only Sending School students will be able to park their cars at the TIC. Parking space is limited to 16 slots assigned on a first come first serve basis.**

**\*Please note – No students are allowed to park in the church parking lot on Atwood Street. Violators may be towed at the owner's expense.**

**Student vehicles will not be permitted in the Trade and Industrial Center parking area** unless the student is issued a pass (by WRCC administration) prior to bringing their car to the TIC. Cars found in the TIC parking lot without a car pass may be secured, **TOWED at the owner's expense**, or any other action as the WRCC administration deems appropriate.

If a student misses their bus in the morning, they may drive or be driven to WRCC AFTER reporting their status to their home school principal and requesting permission to drive or be driven to the WRCC. If the home school principal grants permission, the student must then call the WRCC before leaving the home high school area to announce their departure.

**Unauthorized and/or unknown vehicles will be towed at the owner's expense.**

### Field Trips and School Activities

Field trips and other off-campus school activities are an essential part of the learning process. All school related expectations, policies, and practices are in effect during off-campus activities. Program field trips are required activities unless a student has the permission of their instructor, the WRCC director, and their sending school administrator. Failure to participate in a field trip will impact the student's grade.

### Lockers

WRCC provides student lockers. For security, students should not give their combination to any other student. Only school-approved or issued locks may be placed on lockers. Students should use their lockers daily to ensure the safety of their property. Lockers are for the purpose of storing personal property, tools, and uniforms. Items that would be classified as valuables or large sums of money should not be left in lockers or carried on one's person. Lockers, desks, or other storage units are the property of WRCC and therefore, are subject to inspection and search at any time for any reason. It is the student's obligation to keep them neat and orderly at all times. No locker is to be altered in any manner. Bumper stickers, posters, or ornaments of any type may not be placed on or stuck to any locker. Students will be responsible for and charged accordingly for any damage to their assigned locker or if they lose or damage the lock assigned to them.

### Inspection of Students' Person and Property

A student shall be free from searches by school officials of his/her clothing and other personal property unless there is reasonable suspicion to believe that something is concealed that may be of immediate danger to persons, property, or the educational process, is evidence of a criminal or disciplinary violation or the possession of which is prohibited under state/federal law or regulation or under the behavior code of the WRCC, BUHS, or WSESD. If school administrators believe there is reasonable suspicion, a proper search will be conducted. The search itself will be reasonable and



not excessively intrusive when viewed in light of the age and sex of the student and the nature of the infraction.

### Responsibility for Lost or Damaged Property

Each student is responsible for maintaining WRCC property issued to them including but not limited to computers, lockers, locks, books, safety glasses, safety equipment, tools, instruments, materials, etc. Such property will be returned in good condition, excluding normal wear. Replacement of lost or damaged items will be charged to the student responsible. In the case of intentional damage to school property, a student will be responsible for reimbursement and disciplinary consequences.

### Student Visitors

Whenever a student wishes to have a guest visit the WRCC, that student must ask permission via the administration in the general office **three days in advance** of the day the visit will occur. Once permission is granted, the guest will receive a visitor pass that must be worn at all times. Graduates of the Career Center are likewise required to follow this procedure to provide staff prior notice in order to minimize instructional interruption. Visitors from schools in session are not permitted without special arrangements made by the Director and the home school principal. Visitors not following this procedure will not be granted access. The purpose of the visitor policy is to provide the prospective student visitor an opportunity to observe a specific shop area and provide for the security of the campus. In the event a student brings a guest to school without administrative permission the guest will be asked to leave.

### Student Electronic Devices

1. The use of any and all electronic devices at WRCC is limited and will be regulated by staff and administration. Pagers and beepers must be approved when carried for legitimate reasons such as for volunteer service in fire or rescue departments. It is understood that many students possess cell phones and other electronic communications devices on their person. However, these devices must not interrupt the school day and may only be utilized with permission from the staff or administration. **Cell phones, pagers, beepers, and all other electronic devices are to be turned off and put away during class and teaching time.** Common usage times may exist when passing to/from classes (outside) and during lunchtime. Again, regardless if an electronic device is used during an approved time period, these devices **MUST NOT** interrupt any other student, classroom or teacher or each of the students involved will be subject to disciplinary procedures.
2. Phones or portable music players may be used (with permission of the teacher/bus driver) on the bus (with headphones only). These items should typically be placed in

the student locker upon arrival at the Career Center. Students in common BUHS/WRCC areas or in BUHS spaces will be subject to all BUHS rules & regulations.

3. WRCC instructors may allow the use of these or other devices in an appropriate manner during WRCC class/shop time. The allowance of these devices should be addressed in individual class policies as directed by each instructor. Unauthorized or inappropriate use of electronic devices may result in students being asked to place the device in an assigned location outside of the student's control until the end of the class period and for following class periods, or administrative action.

### **WRCC Computers/Technology/Internet**

In the ongoing effort to keep students up to date with current workplace technology, computer use is essential in all programs. Technology resources are to be treated in a manner of respect. The use of technology is an integral part of the educational process; however, if this privilege is abused or violates acceptable use, the Director may revoke access.

### **Telephone Privileges**

Students will not be called to the telephone during class time. Students will be given messages either before or at the end of class except in the case of emergencies. The telephone may be used by students during break or lunch or after school only, with permission given by the instructor or Director. Please notify WRCC offices of any change of address/telephone number.

### **Leaving Grounds**

Students do not, in general, have permission to leave the school building except to participate in a supervised educational activity or get to the next class or activity in their schedule (by an approved route). Students who leave the building without permission shall be deemed "off grounds" and subject to consequences for that offense. Students who leave the grounds without permission will be assigned a consequence. Any classes missed as a result of leaving will be class cuts. Repeated or chronic violations may result in a parent meeting will be required to review the student's educational program and a plan being put in place that may include the parent being contacted to return the student to school.

### **Off campus conduct**

State law provides that a student can be disciplined for misconduct that occurs off school grounds if the misconduct directly harms the welfare of the school or interferes with the educational process. Such misconduct includes but is not limited to

Bomb threats

Selling drugs

Threats or violence directed at a staff member or at another student

Harassment or bullying of another student

Online communication that constitutes fighting words, a threat, harassment, or bullying

Online postings that disparage or demean members of the school community will be addressed consistent with VT and federal statutes,

Sexual misconduct that impacts another student.

## WRCC Attendance Policy

### Definitions and Understandings

“Tardiness” means arriving to class without a pass verifying that the student was meeting with an administrator or case manager, or arriving late to school without a documented excuse.

“Absence” means missing more than half of the scheduled time of any class for any reason other than school sponsored activities.

“School-sponsored” activities include such things as school trips, school athletic contests, school activity trips, documented college visitations, school music auditions and festivals, restorative justice meetings, required testing, student council events, and other special events advocated or required by approved school activities.

“Documented Absences” would include documented illnesses ( requires a doctor’s note), a death or other tragic family event, a medical appointment, a court appearance, or those days associated with a religious holiday not recognized by the school calendar.

Even in cases of documented absences, “participation” aspects of a course may affect the grade earned and awarded.

Absences considered as “unexcused” would include such things as sleeping late, family vacations, private or non-school concerts/performances, non-school sponsored athletics, shopping trips, preparing for non-school sponsored activities, and undocumented and repeated illnesses.

Suspensions are neither excused nor unexcused, but will result in the loss of all participation points for that period of time.

Absences based upon a request to participate in a family vacation are strongly discouraged and should not be contemplated unless other absences are at a minimum or unless teachers agree that there is an excellent chance that work will be made up successfully. Students must talk with their teachers to get an understanding of the coursework they will miss before their departure. It must also be understood by students and parents that teachers will not be expected to provide advance work assignments to students who will be missing classes if that work is not yet available for students who will be in attendance.

## **Rational**

- Attendance is an integral part of the in-depth, experiential learning process at WRCC and much of the learning cannot be made up or duplicated. Daily attendance is the expectation for all students, but we do realize there are going to be times when a student is ill, has an appointment, or commitment that cannot take place outside the school day.

It is important that students and families understand the importance of building work readiness skills during the time that students are attending the Windham Regional Career Center. Part of work readiness is being in class on time each day as these are some of the most desired skills identified when we survey area employers. If a student is going to be late or absent the following steps should be taken.

Students are expected to attend and participate in every class in which they are enrolled at Windham Regional Career Center. Further, the WRCC faculty and administration believe it is the individual student's responsibility to get to classes on time. Absenteeism and tardiness of a few students can impact instruction for all the students that do attend a given class and do arrive on time. Teachers and administration are committed to providing essential basic education, as well as the most varied and challenging courses possible. We believe that students who miss class cannot expect to achieve at the same level as if they were present, because of that daily participation is incorporated into the course grade.

"Participation" grades for missed classes are nearly impossible to make up and this should be a topic of conversation between a student who really must miss some classes and the teacher of the missed classes. Written work must be made up according to a

schedule agreed to by the student and the teacher. It is the responsibility of the student to complete missed assignments.

When students take responsibility for making up work they miss during an absence, teachers will help them depending on the teacher's availability and the guidelines and limits in each course syllabus and/or published course requirements.

The school will notify parents/guardians when a student has reached 7 non-school-sponsored absences in a class.

**Tardy:**

1. The student should let the instructor know as soon as the student is aware that they are going to be late. This can be done a day or two before if the student has an appointment or via phone or email in case of an unexpected event. The student should give the instructor some idea of when to expect them.
2. If a student is tardy due to an appointment the student should bring a note from the service provider so the tardy is excused.
3. The student should check with the instructor to identify any work that needs to be made up.

The first time a student is tardy the teacher will have a conversation with the student to attempt to evaluate if there is a way the teacher can support the student in being on time. If there is an issue that needs to be addressed the teacher will contact the student's guidance counselor at WRCC or BUHS and the student's parent or guardian to set up a plan to address and resolve the issue.

If a student has been tardy by more than 30 minutes five times without reasonable explanation (weather, construction, car issues), the career center staff will schedule a meeting with the student, parent or guardian, guidance counselor, center director, and other team members. The goal of this meeting is problem-solving and addressing the situation before being tardy causes learning loss or becomes habitual.

If the student is tardy due to an issue that can be resolved with the support of others within the students sending district or other service providers those agencies will be contacted by sending school district personnel.

If the student continues to be tardy the team will continue to meet to attempt to address the situation with the support of staff from the sending district and the career center.

The student is responsible for making up any missed work. Students will be given twenty-four hours to make up missed work.

The student's weekly participation grade will be impacted when a student is tardy.

**Absent:**

1. The student should let their instructor know if they are going to be absent as soon as they become aware.
2. The student's parent or guardian should contact the Windham Regional Career Center attendance person to let the school know that their student will be absent.
3. Absences for health-related appointments, court, and sending school activities are excused with either a note or with permission from the sending school.
4. The student should check with the instructor to identify any work that needs to be made up.

Each time a student is absent (excused or unexcused) it is the responsibility of the student to complete any missed assignments or for the student to learn missed concepts. A student's participation grade is impacted on days that they are absent because they are not present for group work, class instruction, or experiential learning. Students will be given a reasonable amount of time to make up any missed work without consequences that impact their grade on the assigned work. If a student misses lab time the student and the teacher should work together to ensure the student is able to make up for any missed learning. If a student is out for an extended period of time the instructor, student, guardian, and director will develop a plan to address how the student will build the skills missed due to the absence once the student returns. The teacher should also check in with the student to try to ascertain if the student needs support to address barriers to school attendance and work with the sending school district to establish those supports.

When a student is absent from school or class more than three times in 30 calendar days or Seven times in a semester the student's teacher will work with the WRCC counselor and administrator to schedule a meeting with the student, parent or guardian, guidance counselor, center director, and other team members. The goal of this meeting is problem-solving and addressing the situation before being absent causes learning loss or becomes habitual. If the student is absent due to an issue that can be resolved with the support of others within the students sending district or other service providers those agencies will be contacted by sending school personnel.

If the student continues to be absent the team will continue to meet to attempt to address the situation with the support of staff from the sending district and the career center. After the first meeting, the student's counselor or case manager will take the lead in scheduling meetings. The teacher will be responsible for tracking the student's

attendance and reporting that and missed assignments to the student's counselor or case manager.

A student will be removed from their CTE pathway for absenteeism or tardiness if their grades would make it impossible for them to reasonably pass the class at the end of the year. A student that fails their WRCC class first and second quarters will be removed from the class in order to reduce credit loss. If the student is able to improve their grades (75%+) and attendance during the second semester they are encouraged to reapply to the Windham Regional Career Center for the next year.

### **After-school participation on days students are absent**

Students must be present at the beginning of Block 2 and attend their classes the remainder of the day in order to participate in any school sponsored activity scheduled that same afternoon or evening. If a student cuts a class on a Friday, he/she may not participate in any school sponsored activity on a Saturday. If they have an excused absence on a Friday, they can participate in a school sponsored activity on a Saturday.

### **Class Cuts**

A class cut is a conscious decision to miss more than half a class without an acceptable excuse. Each class cut will result in:

- A zero for the class (participation and any work done in class). For the purpose of remaining current in the class, the student should request assigned work and hand it in for feedback.

When a student cuts a class, teachers will contact a parent by phone or email and send an office referral. If a student cuts repeatedly, the teacher will work with the WRCC counselor and administrator to schedule a meeting with the student, their parent or guardian, the WRCC guidance counselor, the WRCC director, and at least one representative from the student's sending school.

Students dropped from courses due to cutting may have their schedules changed and be required to leave school after their last class or when they have no scheduled class. Transportation in such cases is the responsibility of the student and family.

Attendance and cuts in Windham Regional Career Center courses will be dealt with by WRCC staff and administration in accordance with WRCC policies and procedures.

### **Truancy**

We want all students of school age to receive an education as required by Vermont Law on compulsory attendance. When a child (ages 6-17) is enrolled in school and fails to attend without sufficient reason, that child can be considered truant under Vermont law for compulsory attendance. Part of that responsibility is to follow up with phone calls, letters, and meetings when students are absent and, if truant, to follow the state truancy laws and send the truant officer to the student's home.

## **Sending School Releases or Activities Impacting Career Center Attendance**

Students are encouraged to behave in a manner that demonstrates an appropriate commitment to the workplace and career success. Stated more directly, WRCC is like work, and students need to be present. To eliminate confusion and provide some consistency, the following guidelines will be implemented at the WRCC.

When a sending school district has a half-day or early release (other than a school closing):

- If the sending school provides transportation for the day students are to attend their career center program
- Students are strongly encouraged to attend even if their sending school does not provide transportation on a half-day or early release.
- **Students should not attend if their sending district has a weather related cancellation.**

## **WRCC Academic Policy & Guidelines**

### **General Expectations**

The teacher is the classroom manager, initiating and terminating instruction according to plan, and maintaining a learning environment consistent with sound educational practice, school rules, and board policy. Teachers communicate the course objectives, expectations, procedures, and rules to students in writing at the beginning of a course.

A course description of clear expectations will be provided to each student in a class and made available for parents upon request. It should include:

- Course goals and objectives
- An outline of course content
- Course requirements such as required reading, projects, papers, and participation.
- Texts and/or other core instructional materials
- Expectations/classroom rules and policies including behavior, attendance, grading,



and academic honesty

- A statement outlining which transferable skills are met within the course.
- Office hours

## Assessment

The major objectives of assessments are to evaluate student learning, inform instruction, and evaluate the success of educational programs and practices. The teacher is ultimately responsible for determining grades even when students are involved in the evaluation process. Students' performance on tests and other graded assignments such as papers, projects, and presentations are assessed in accordance with the proficiencies set for the course.

The following serve as guidelines for assessment and grading:

- A grading policy
- A retake policy
- Formative and summative evaluations
- Criteria for an assessment being turned in on or before it is due
- Review, practice, and guided work sessions as appropriate to the performance being assessed
- Regular feedback, through formative assessments, to students to help improve their performance
- Evaluative and grade assessments and other student work on a timeline communicated to students
- Provide feedback on the student's writing (mechanics, clarity, and effectiveness) regardless of the subject matter

## Legal Statutes on Discrimination & Harassment

### Policy of Non-Discrimination

It is the intent of Windham Regional Career Center that its Board and its employees will not discriminate against any intended beneficiaries of statutory protection (including but not limited to students, employees, parents, guardians, other members of the community or applicants for employment or admission, and unions or professional organizations holding collective bargaining or professional agreements with the school district) on the basis of race, color, national origin, age, creed, sex, disability, sexual orientation, gender identity and marital status in admission and access to, or treatment or employment in, any of the high school programs and activities, policies, procedures, practices and to the extent provided by law.

Any person having inquiries concerning the Brattleboro Union High School District #6 compliance with the regulations implementing Title VI, Title VII, Title IX, or Section 504 is directed to contact the Equity Coordinator, Ms. Kate Margaitis, School District Equity Coordinator, Green Street School, 164 Green Street, Brattleboro, VT 05301 (802) 254-3737 email: [kmargaitis@wsesdvt.org](mailto:kmargaitis@wsesdvt.org)

[Link to current WSESD Policy](#)

## Policy of Unlawful Harassment

It is the policy of Windham Regional Career Center to maintain a learning and working environment that is free from harassment and violence on the basis of disability, gender (sex), marital or parental status, national origin, race, religion, or sexual orientation. [BUHS Policy F23, Vermont Statutes 16 VSA Section 565] This policy includes language for sexual harassment, WSESD Policy. It is a violation of this policy for any pupil, teacher, administrator, or other school personnel of the School District to harass a pupil, teacher, administrator, or other school personnel through conduct or communication on the basis of disability, gender (sex), marital or parental status, national origin, race, religion gender identity, or sexual orientation. School personnel are required to take prompt action and report any act of harassment as defined by this policy to their building administrator. If the complaint involves their building administrator(s), the report should be made directly to the School District Equity Coordinator, Kate Margaitis, or the Superintendent. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the School District). The School District will act to investigate all complaints, formal or informal, verbal or written, of harassment due to disability, gender (sex), marital or parental status, national origin, race, religion, or sexual orientation, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

## Reporting Discrimination & Harassment

**Harassment, Hazing, and Bullying:** Harassment, hazing, and bullying are prohibited by state law and local school board policy (F23 and D12) and will not be tolerated at BUHS.

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

Hazing is defined by the state to mean “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 an educational institution; and which is intended to have the effect of, humiliating, intimidating, or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the campus of an educational institution.”

Bullying is any overt act or combination of acts directed against a student by another student or group of students and which is repeated over time; is intended to ridicule, humiliate, or intimidate the student.

Students who experience harassment, hazing, or bullying that affects our school community are encouraged to report it to any adult member of the staff or directly to the Principal or an Assistant Principal. It is mandatory for school personnel to report anything they witness or to pass on any report they receive to the administration. Any retaliation against a victim who reports harassment, hazing, or bullying will be considered very serious and dealt with accordingly. All reports of harassment, hazing, and bullying are investigated.

Any pupil, teacher, administrator, or other school personnel who believes he or she has been subjected to harassment or violence under this policy, or any person with knowledge or belief of conduct prohibited by this policy, is entitled to make an internal complaint to be responded to pursuant to this policy and/or to pursue additional remedies provided by federal and state law.

**Nancy Wiese, WRCC Director, and Anne Doran, WRCC Guidance Coordinator are the designated individuals to receive complaints of harassment pursuant to 16 V.S.A. 565c(1).**

Complaints of harassment also may be made to the following agencies:

Vermont Human Rights Commission  
14-16 Baldwin Street  
Montpelier, VT 05633-6301  
(800)-416-2010 or (802)-828-2480 (voice)  
(877)-294-9200 (tty)  
(802)-828-2481 (fax)\  
Email: [human.rights@state.vt.us](mailto:human.rights@state.vt.us)

Office for Civil Right, Boston Office

## Examples of Harassment

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

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

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

## WRCC Action

Upon receipt of a complaint from a student, parent, or school personnel, the Director or WRCC School Counselor will resolve, either formally or informally, any complaints which involve students, within seven days.

Upon receipt of a complaint, an investigation must commence within 24 hours including notification of the parents of the complainant and the accused, interviews of both parties and witnesses, and notification to the parents of both parties of the findings of the investigation. The investigation must be completed within seven days unless there is a notice of delay.

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

## **Informal Resolution**

If the complainant and respondent are both students, they may agree to a meeting facilitated by a school employee. If each student involved agrees the situation has been resolved by such a meeting, the school employee will report to the Director/superintendent only that the matter has been resolved informally. If any student does not agree that the situation has been resolved, the student may proceed to a formal investigation by making such a request to the Director/Superintendent.

## **Retaliation**

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

## **Student Services & Counseling**

### **Office Hours**

Students may need or request additional assistance in making up missed work or in understanding class material. It is expected that teachers will make themselves available until 4:05 p.m. to these students on a regular basis through published office hours after school at least two days per week.

### **Academic Scheduling**

WRCC member school counselors will assist students in developing schedules that assist to meet local graduation requirements and prepare students for their career development. The WRCC Counselor will collaborate with the member schools and all students to enhance course selections that are relevant and supportive of the student's career and technical educational plan. All course changes will be made through school counselors in accordance with member school procedures. All WRCC program selections must follow the Admissions Policy procedures. The Director has final approval on all student course enrollments.

## **Dropping classes**

Career Center students will not be able to drop any class after two weeks of the semester start date. Only unforeseen circumstances may be approved by the WRCC director and counselor.

## **Career Services**

Career Services are available to all students through the WRCC Counselor (Anne Doran) located in the PTC main office. Counseling is offered to assist students in making suitable decisions regarding educational and career and technical plans, to overcome personal difficulties, and to assist in developing strengths. A student may make an appointment to see a counselor by:

- Stopping at the home school or WRCC Counseling Office before school, at break time, or after school to obtain a pass.
- Requesting a pass from your teacher who will call the WRCC Counseling Office to determine when a student may be seen.

## **Career Counseling**

WRCC will assist students with developing job skills, making informed career choices, becoming familiar with the workplace and its demands, selecting high school courses that correspond to these career choices, assisting in post-secondary planning, securing work-based opportunities, and job placement.

## **Substance Abuse Counseling**

Any student requesting assistance should arrange for an initial screening meeting through his/her guidance counselor or the school nurse. Every effort will be made to direct the student to the appropriate program within their respective community.

## **College Placement Assistance**

The WRCC works closely with community and state colleges to facilitate student choices. Many WRCC programs have agreements with post-secondary institutions that will give successful students college credit for specific levels of achievement within the WRCC program.

## **Dual Enrollment**

The Windham Regional Career Center offers dual enrollment college credit in specific program areas. Dual Enrollment advantages include the opportunity for students to begin earning college credit while still in high school by taking courses in a career pathway that is articulated through Community College of Vermont (CCV), Vermont Technical College (VTC), or other post-secondary schools. Interested students should speak with the sending school and WRCC Counselor while planning this aspect for the following year.

## **WRCC Apprenticeship Program (Co-op)**

The WRCC Apprenticeship Program is an opportunity for extending Career Center learning into paid or unpaid positions in the local workforce during or after school hours. Grades are based on the employer's evaluation of the student as outlined in the Work-Based Learning Plan. After-school and summer Coop placements are also encouraged and available on a limited basis. It is strongly recommended that students participating in Co-op take out the home school-sponsored "student accident plan" approved by the School Board in their home school in the event there is no family accident insurance in effect.

Please see Linda Quay (Located in WRCC Main Office) WRCC Co-op coordinator for a detailed list of requirements to participate in a Co-op.

## **WRCC Student Leadership & Organizations**

Technical students have the opportunity to participate in Career Technical Student Organization (CTSO) activities that are affiliated with the program in which they are enrolled. These activities, which develop leadership skills, may occur during class time as part of the program of instruction. Organizations affiliated with our programs include the National FFA Organization, SkillsUSA, Future Business Leaders of America, and HOSA - Future Health Professionals.

