

ADVISORY SCRIPT 16-17

Please share the following information with your Advisees during the first two weeks of school. This information is all posted on the CVU website under Information/Student Handbook.

1) Callback

- Callback is a scheduled fifteen minute block at the end of each day, 3:00-3:15pm, to give students and teachers an opportunity to check in with one another.
- Teachers are expected to be in their offices or classrooms. Please post where you will be so students can find you.
- Buses leave at 3:25pm.

2) Attendance

- Attendance is taken each day in Advisory.
- Students who arrive late will be asked to go to see their House Administrative Assistant for a pass.
- For an excused absences or early dismissals, parents must call or send a written note to the House Office before 9:30am of the same day.
- If a student is over 18 years of age and has signed the form for privileges (18-year old Sign-Up Doc available at the house offices), students reports their own absence and early dismissal.
- Students may leave campus after their last scheduled class but cannot return to the school until after classes have ended.
- If a student is sick and needs to leave school, they need permission from the Nurse or House Director/Administrative Assistant.

3) Unexcused Absence from Class (cutting class)

- Students who are reported absent from class without a prior excuse will be notified in advisory and must report to the House Administrative Assistant to clarify the reason for the absence. Upon determination that a student was absent without an acceptable excuse or circumstances, s/he will be dropped from the missed class(es) without credit.
- A student may request an appeal to his/her Director. If a student decides to appeal, s/he is required to carry out the following steps:
 - Develop a letter which includes:
 - why the student cut class
 - why the student wants to continue in the class
 - a plan for continued attendance and participation
 - what would the student do differently
 - The student must take the letter to the House Administrative Assistant and teacher(s) involved.
 - The House Administrative Assistant will schedule a meeting with the Director, Teacher(s), Parents, and Student.
- Students in grades 10-12 who cut a second class can be dropped from that class - there is no guarantee of a second appeal.
- For more information, go to the Attendance section of the Student Handbook.

4) Learning Center

- Students are welcome to study in the Learning Center any period of the day; students are generally not assigned to study halls and are expected to use their free blocks wisely.
- The Learning Center has a computer lab. Students may request peer tutors through the Learning Center staff.
- The Learning Center is intended as a study area—not as a place for socializing. No food is allowed in this space.

5) School Activities

- Co-curricular activities will enhance your academic experiences at CVU. Some examples of activities and clubs are below. For an updated list, go to the CVU website under Students Activities, Student Clubs and Activities. Click for an updated list of all clubs.

The Arts:

Film & Media Club, Art Club, Coffeehouse, CVU Jazz Ensemble, Drama Club

Public Issues and World Affairs: Amnesty International, Habitat for Humanity, Forensics & Debate, International Club, Key Club, Princeton Model Congress, WORD! Diversity Club, Environmental Action Club

Other Clubs:

Sailing Club, Mountain Biking Club, Ultimate Frisbee, Archery Club, Connecting Youth (CY), Ultimate Frisbee Gay/Straight Alliance, Snowboarding Club, Student Council, Rowing Club, Fall Intramurals, Partners Club, Telemark Club, FBLA, National Honors Society, Scholars Bowl, Math League, Debate Club, Computer Science Club, CVU R.O.C. (Refugee Outreach Club), Medical Club

School Leadership:

Class of 2020 Class Council - Glenn Fay
Class of 2019 Class Council - Mark Pogact
Class of 2018 Class Council - Norm McLure
Class of 2017 Class Council - Michelle Fongemie-Ercole

6) **Direction Center**

- Each student is assigned a school counselor to assist him/her in academic, career and personal/social development.
- In addition to the house counselors noted previously, our team includes:

Patti Tomashot, Student Services Director
Garrath Higgins, Administrative Assistant
Cyndi Knaepen, Registrar
Marie Eddy, Career Counselor
Mary Munns, Home School Coordinator
Tim Trevithick, SAP Counselor

- We are available by phone, email or appointment. Appointments can be made through Helen Shepard, Administrative Assistant.
- Please refer to the Direction Center website at <http://directioncenter.cvuhs.org/index.html> for more information. We've shared some important test dates below. Please refer to CollegeBoard.org and ACT.org for additional information.
- What would you go to the Direction Center?
 - academic questions/schedule, etc.
 - peer problems
 - suspect or know a friend is thinking about hurting themselves or another person
 - harassment, hazing or bullying

7) **Emergency Procedures**

- Listen to your teacher for instructions on either exiting the classroom or remaining in the room depending on the circumstances.
- If you are instructed to exit the classroom, stay with your teacher and class so teacher can take attendance outside. Students may be asked to settle into Advisory groups with their Advisor.

8) **Student Dress**

CVU has the following guidelines for appropriate student dress:

- Clothing that covers the body sufficiently and worn in a manner to conceal undergarments at all times. Clothing that disrupts or substantially detracts from the educational process will not be allowed. Any clothing endorsing alcohol, drugs, tobacco, weapons, or displaying inappropriate words or pictures is prohibited.
- Shoes must be worn at school. This includes gym classes and after school activities.
- If a student is dressed inappropriately, the student will be asked to adhere to the expectations by putting on clothing that is appropriate. If the student does not have clothing of their own, they will be asked to go to his/her house office to put on appropriate clothing for the remainder of the day.
- Certain areas in the school might require particular dress for safety reasons especially in shops, labs and the gymnasium.

9) **Commons Areas**

Students are expected to use their time during free blocks responsibly. Students may be in the following commons areas:

- grassy area on the left of front door by the main office
- patio outside of cafeteria
- cafeteria
- school store lobby
- main office lobby
- direction center lobby

- area outside of mini-gym

10) **Electronic Devices**

Cell phones, iPods, and other electronic devices are to be used appropriately. Use of cell phones and other electronic devices in class is considered inappropriate and disrespectful. Students are asked to put all electronic devices away during class time, unless their use is specifically authorized by the teacher. Students should be aware that teachers may have a policy that works for the needs of their classroom, and are responsible for knowing the expectations of each classroom. Repeated violations may result in disciplinary action, including loss of use of the device during the school day.

Students may use these electronic devices in the commons areas. In the commons areas, we ask that students use only their own individual devices and headphones, thereby respecting their responsibilities and rights of others. Cell phones should be placed on vibrate. There are phones designated for student use in all House Offices and the Main Office. Use of the camera/video function of a phone is prohibited at CVU. See Policy F33 for further guidance. Students must be aware that these items are prime targets for theft. The only way to ensure their security is to not bring them into school. CVU is not responsible for lost or stolen devices.

11) **Off Campus**

- CVU is a “closed campus”, with the exception of seniors once senior privileges have been granted by the School Board. Students, after arriving on campus, must remain on campus until completion of their last requirement of the day. Once a student leaves campus he/she may not return. A student that violates this procedure will be subject to possible search of their person, belongings, locker and vehicle.
- Parents will be notified if a student is off-campus.
- Students seen or reported to be “out of bounds” are subject to consequences. For example, a student is on campus but not in a designated commons area is subject to search and the consequences .

12) **Use of Imaging Devices**

It is the policy of the Chittenden South Supervisory Union and its member school districts (Charlotte, Hinesburg, Shelburne, Williston, and Champlain Valley Union, hereinafter referenced as “the Board” or “the District”) to **explicitly prohibit the use of imaging and recording devices** in the school building, on school grounds, or school buses, or at school sponsored activities to take images of or make recordings of people who have a reasonable expectation of privacy or to reproduce course materials without an instructor’s permission.

General Information

The board recognizes their responsibility to provide the protections outlined under the Family Rights and Privacy Act (FERPA). Further, the Board has an interest in protecting the privacy of students and the staff who are employed by the school district. In addition, the Board needs to follow the requirements of copyright law and wants to restrict the unethical distribution of course materials.

Definition

Recording and imaging devices include but are not limited to cell phones, webcams, PDAs, cameras, MP3 players and other devices with built-in imaging and recording capabilities that could be used to violate privacy and ethical guidelines.

Conduct Prohibited

1. The use of imaging and recording devices in school without the permission of a teacher or principal, except at events where the public is reasonably expected and invited to attend, is prohibited. Permission will be limited to a specific purpose and location(s) for which the imaging and recording devices may be used and a specific date(s) on which the imaging and recording devices may be used.
2. The use of imaging or recording devices in any locker room, restroom, or any other place people have a reasonable expectation of privacy is prohibited.
3. The following uses of imaging and recording devices is prohibited:
 - a. To act in any unethical or illegal manner;
 - b. To photograph or record another person who has reasonable expectation of privacy without that person’s knowledge and consent.
 - c. To violate another person’s copyright or otherwise constitute plagiarism.
 - d. To harass, intimidate, or bully another person or to invade another person’s privacy.

4. An image or recording taken using an imaging or recording device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person who appears or is heard in that image or recording who had a reasonable expectation of privacy at the time the image or recording was made, or the person who owns the copyright in the material appearing in that image.
5. The use of school resources including computers, email, internet access and networks and other such devices and equipment to distribute images and recordings prohibited by this policy.
6. Publication or sharing of images or recordings through non-school resources, such as cellular networks, that does not occur on school property, not on a school bus or not at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated may result in a violation of this policy and other district policies including not limited to policies on acceptable use, harassment and bullying.

13) **Co-Curricular Policy**

Eligibility criteria for participation in co-curricular activities will involve the following.

Students should:

- refrain from using any illegal drug, regulated substance or alcohol
- refrain from using tobacco or any tobacco products
- be in good academic standing, as determined by the principal
- be in good disciplinary standing, as determined by the principal
- be in attendance on the day of the event/performance/meeting, unless excused by the principal or designee
- be enrolled in the public school sponsoring the activity

14) **Substance Abuse Policy** (*For more detailed information, see Policy F9 in the Student Handbook.*)

Policy F9 (from the Student Handbook)

- It is the policy of the Chittenden South Supervisory Union and its member school districts (Charlotte, Hinesburg, Shelburne, Williston and Champlain Valley Union) that no student shall knowingly possess, use, transfer, or be under the influence of, any drug, alcohol, or other regulated substance at school or at any school-sponsored activity.
- It is further the policy of the district to make appropriate referrals in cases of substance use. School personnel will work in a coordinated manner to establish prevention, treatment, and support opportunities. The principal, with the approval of the superintendent, may determine the applicability of this policy for students in grades K-4.

Prohibited Conduct

- It is a violation of this policy for any student to knowingly do any of the following on school property, adjacent to school property, or at any school-sponsored activity:
 - Be under the influence of any Substance (defined below);
 - Possess, use, purchase, procure, sell, give, supply, or otherwise transfer any Substance or Paraphernalia (defined below) or any product or item believed or represented to be a Substance or Paraphernalia;
 - Attempt to commit conduct identified in # 2 above; or
 - Conspire with another person to commit conduct identified in # 2 above.
- When the school administration has sufficient information as a result of observation, witness statements, or referral to reasonably suspect that a violation of this policy has occurred, the student(s) will be expected to cooperate fully with the administration. This may include, but is not limited to, removal of shoes and emptying of pockets, pocketbooks, and backpacks. In such situations, the administration also reserves the right to inspect students' lockers and cars parked on school premises. Such actions shall conform to appropriate legal standards. Failure on the part of the student to provide complete cooperation will constitute a violation of this policy. The principal reserves the right to contact a law enforcement agency in the event that the student fails to cooperate.
 - If a student uses drugs/alcohol at school or at a school event:
 - Will be sent home for the day, come back with parent/guardian;
 - Must get drug/alcohol evaluation at your expense;
 - Must follow through on recommendations or be recommended for expulsion;
 - Police may be notified;
 - Carries through 4 years, 3 violations and student is recommended for expulsion.

- If a student distributes, sells, or shares drugs/alcohol – set up deals or even sell “fake” stuff -
 - You will be suspended for 10 days;
 - Investigation conducted;
 - Police may be notified;
 - Recommend to school board for expulsion.
- If a student buys or obtains substances at CVU,
 - You will be suspended for 10 days, must complete drug/alcohol evaluation at your expense;
 - Must follow through on recommendations or be recommended for expulsion;
 - Police may be notified.
- If you participate in extracurricular programs, consequences are defined by team and can result in dismissal from team.

15) **Hazing/Bullying/Harassment** (For more information refer to the Policy section in the Student Handbook.)

General talking points to highlight in Advisory:

- Expect everyone to create a safe, respectful community.
- If a student is harassed by another student, let an adult know what happened; and report the incident to your house director or house counselor.
- If a friend is being harassed, encourage them to report it.
- The incident will be investigated. If harassment has occurred, the consequence can range from a verbal warning to suspension. If a person continues to harass a student, this could result in the student being recommended for expulsion.
- If a student is afraid to report because of retaliation, the policy allows for the administration to suspend or expel the student who retaliates.
- Because this is such a serious issue, if someone falsely accuses person of harassment, (s)he could be suspended for doing so.
- The main point is to treat each other well and to let an adult know when harassment occurs. Many times this can be stopped before a situation gets out of control.

False Complaint:

Any person who knowingly makes a false accusation regarding harassment shall be subject to disciplinary action up to and including suspension and expulsion with regard to students or up to and including discharge with regard to employees.

16) **Weapons** (For more information refer to the Policy section in the Student Handbook.)