



Twin Valley Middle High School

Student Handbook 2019-2020

“Growing innovators who will change the world.”

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TVMHS Staff

Emily Beeman	MS / HS World Language
Carrie Blake	Paraeducator
Amanda Bolduc	MS Special Educator
Cheryl Boyd	Custodian
Dawn Borys	Student Assistance Program Counselor
Frank Brower	Industrial Education
Chris Brown	Health
Pamela Burke	Librarian
Curtis Carroll	Computer Technology Support
Ashley Cormack	Art
Kristin Croutworst	Occupational Therapist
Virginia Cunningham	Paraeducator
Stephanie Dockemeyer	6 Math/Science
Kathleen Dowd	Intensive Needs Coordinator
Stephen Drew	MS Math
Dorothy Fisher	Administrative Assistant
Dale George	Custodian
Lisa Gilbeau	MS Paraeducator
Sarah Guevin	Food Service
Sarah Grant	HS Science
Rebecca Hamilton	HS Special Educator
Jessica Hammond	7/8 Science
Buddy Hayford	Physical Education
Kathy Hescock	Food Service
Jessica Horton	HS Math
Mary Immekus	7/8 Language Arts
Kathy Inman	Speech & Language Pathologist
Nicole Janovsky	Paraeducator
Mike Kelly	Band/Chorus/Music
Suzette Kingman	Paraeducator
Helen Krzeminski	Paraeducator
Christine Kurucz	HS English
Lori LaBrie	FCS
Eric Langley	6 Lang Arts/Social Studies
Terri Lathe	Independent Education Center Teacher
Kathleen Loomis-Ward	Paraeducator
Maryann Lozito	Senior Administrative Assistant/Accounts Manager
Jollene Mahon	Nurse
Liz Marshall	Paraeducator
Dan Mehegan	HS English
Samantha Mundt	Art
Alonzo Paige	Food Service Manager
Denise Piffard	HS Guidance Counselor
Mary Pike-Springer	Speech & Language Pathologist
Henry Pita	HS Math
Laurie Richard	HS Special Educator
Stefanie Rosso	School Based Clinician
Scott Salway	7/8 Social Studies
Susan Sopper	HS Social Studies
Crystal Stillman	MS/HS World Language
Elizabeth Turro	HS Social Studies

Jeffrey Ward
Karen Wheeler
Bob Wolf

MS Guidance Counselor
Paraeducator
HS Science & Math

School Closing

It is the policy of the Twin Valley School District, for the safety of our students, that the superintendent or her designee (s) has the authority to order the closing of any or all schools whose operation on a short-term basis could pose a serious threat to students and staff. Any decision on school closings or the delayed opening of school due to weather or other issues will be made as early as possible. All families will be notified of these events through the Connect 5 messaging system.

Twin Valley School District Goals

The Twin Valley School District is dedicated to excellence in education for all students. We will ensure that all students:

- Achieve high academic levels
- Develop creative attributes
- Become self-directed learners
- Function as collaborative and responsible citizens
- Develop pride and confidence in themselves and their accomplishments
- Understand the choices of a healthy lifestyle.

Twin Valley School Board

Sharon Berry, Chair
Kathy Larsen, Vice Chair
Maria Cunningham
Janna Ewart
Therese Lounsbury
Dennis Richter
James Walker

Windham Southwest Supervisory Union

Superintendent – Barbara Anne Komons-Montroll
Business Manager – Karen Atwood
Director of Student Support Services – Tate Erickson

Twin Valley Middle High School

Principal – Reed Mellinger
Dean of Student Support Systems – Anna Roth
Athletic Director – Leland Hayford

“Growing innovators who will change the world.”

The Twin Valley School District Mission and Vision Statement

Twin Valley Middle High School prepares students with the essential skills and experiences of innovative thinking to cultivate habits of finding new solutions for real world challenges. We are guided by our core values as we ensure our students’ success to be effective communicators, critical thinkers and problem solvers, and socially responsible citizens.

Twin Valley Middle High School sets forth the following expectations for student learning:

- Communication - The TVMHS student shall be able to communicate effectively across all disciplines and circumstances.
- Critical Thinking & Problem Solving - The TVMHS student shall be able to think critically in order to make informed judgments and to solve problems effectively.
- Social Responsibility - The TVMHS student shall demonstrate the ability to work toward a common goal within the school and in the larger community.

SECTION I

General Information

Policies and Procedures Disclaimer

All of the expectations for students, procedures needed to function efficiently, and the consequences for not meeting those expectations contained in this handbook are based on the policies of the Twin Valley School Board. Those policies, along with this document are available on the school website. Twin Valley Middle High School reserves the right to amend, modify, add or delete expectations due to legal considerations or as deemed necessary by the administration and/or Twin Valley School Board. TVMHS also reserves the right to change academic requirements, course offerings, curricula, etc. when, in the judgment of the administration or the school board, such changes are required.

Office Hours

Regular office hours are from 7:00 a.m. to 3:30 p.m. During the regular school day there will be someone available to assist you by phone at (802) 368- 2880. From 3:30 p.m. to 7:00 a.m. the school voice mail system automatically answers the phone.

Notice of Non-Discrimination

Applicants for admission are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, handicap, or disability in admission or access or treatment in its programs and activities.

Any person having inquiries concerning the Twin Valley School District’s compliance with the regulations implementing Title VI (discrimination on the basis of race, color or national origin), Title IX (discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, or the Americans With Disabilities Act (discrimination on the basis of handicap or disability) is directed to contact the Twin Valley School District to coordinate the District’s efforts to comply with this policy and nondiscrimination laws and regulations.

Right To Privacy

TVMHS likes to promote our wonderful school through news releases, the honor roll, weekly electronic newsletters, our website, and the publication of pictures, to name a few methods which we employ. Parents and students have the right to ask that their names, work, pictures, etc, are not made public. We will honor any written request that we receive from a student and his/her parent or guardian. For more information, please feel free to call the Guidance Office or the administration.

Annual Notification of Designation of Directory Information and Right of Refusal

To: All parents of students and to eligible students* currently attending Twin Valley Middle High School.

Twin Valley Middle High School may disclose designated directory information on students and eligible* students without the prior consent of the parent or the eligible students and without any record of such disclosure. The following types of personally identifiable information have been designated as directory information:

- Student's name, address, date of birth, dates of enrollment
- Parent or legal custodian's name and address
- Student's grade level classification
- Student's participation in recognized school activities and sports
- Weight and height of member of an athletic team
- Student diplomas, certificates, awards and honors received.

Disclosure may include such personally identifiable information contained or reflected in photographs.

If you are an eligible* student and are currently attending Twin Valley Middle High School, or if you are the parent of a student currently attending TVMHS, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or (if you are an eligible student) yourself providing written notice of your refusal within 30 days from the first day of school, listing the type(s) of information which you refuse to have so designated to the principal of the school your child attends (or the school you attend, if you are an eligible student). This includes, but is not limited to: Honor Roll information; pictures; articles about students in the school; athletic events; and student work.*You are an eligible student if you are at least 18 years of age or are attending an institution of post-secondary education.

Annual FERPA Notice

Twin Valley Middle High School complies with the Family Educational Rights and Privacy Act (FERPA) concerning educational records. Parents have the right to:

- * inspect and review student's education records
- * request the amendment of student's education records
- * consent to disclosures of personally identifiable information contained in the records
- * file a complaint concerning alleged failure to comply with this act

This annual notice is just a summary. The District's detailed policy is available upon request to the main office at TVMHS or the Superintendent of School's Office at (802) 464-1300.

Request for Qualifications

As a parent of a student at Twin Valley Middle High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child(ren). Federal law allows you to ask for information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Vermont Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches.
2. Whether the Vermont Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any teachers' aides or similar paraprofessional provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the main office at (802) 368 - 2880.

Military Recruitment

The U. S. Congress has passed educational legislation (Section 9258 of *No Child Left Behind Act of 2001*) that requires schools to provide names, addresses and telephone numbers of students, generally sophomores and juniors, to Armed Services recruiters in order to provide students with information regarding service and college opportunities.

A provision in the act, however, allows parents and students to request their names not be released to recruiters. Specifically, the provision states "A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request." Requests must be made in writing and returned to the Guidance Department at TVMHS or information will be provided to the recruiters.

Health and Wellness Services

Illness. If a student becomes ill during the school day they need to report to the nurse, or in his/her absence, the main office. If deemed appropriate, the nurse or office staff will notify the parents/guardians/designee who will take the student home. Before taking the student home, he/she must be signed out in the main office. Failure to do so may be considered leaving campus without permission or cutting class.

Injuries. All injuries that occur during school time or school activities, no matter how small, must be reported to the teacher on duty, the school nurse, and the main office. **Failure to report an injury in a timely manner could result in the denial of an insurance claim.**

Emergency Information. Emergency forms must be updated yearly and submitted at the beginning of every school year. These forms not only provide updated emergency contact information in the event of illness, they also serve, in the event of an emergency, as medical history and consent to treat. Please inform the nurse throughout the school year of any changes in your child's medical status, major injuries, or immunizations. Home-schooled students participating in any school program must also have this form on file.

Medications at School. Students are not allowed to possess medications of any type at school – including over-the-counter medications – without the appropriate forms filed with the school nurse. Please contact the nurse for further information. Medications such as inhalers and epi-pens may be carried by the student provided the proper forms are on file in the nurse's office. Many routine over-the-counter (OTC) medications are

supplied by the school and will be dispensed to students as deemed appropriate by the school nurse *provided a current, signed OTC consent form is on file.*

Health Screening. Seventh (7th), ninth (9th), and twelfth (12th) grade students receive vision screenings each year. PLEASE NOTE: home-schooled students are not routinely screened unless special arrangements are made in advance by the parent/guardian with the school nurse.

School Insurance. Student accident insurance is available to all families. Forms will be distributed to all students at the beginning of the school year and will be available in the main office. In case of an accident that requires medical attention, parents must submit an accident report form within 20 days of the accident. The forms may be obtained from the main office secretary. For students carrying the 24-hour protection plan, the same form must be filled out for accidents that occur outside of school time. The insurance company will not pay any claim unless the accident report has been filed within the 20-day period following the accident. We strongly recommend that all parents give serious consideration to buying the school insurance. Any student participating in school athletics or in an off-campus internship must either have school insurance or be covered by a family insurance policy. Parents who have questions about the school insurance should call the school.

Please keep your child at home if he/she has had a fever, vomiting or diarrhea in the past 24 hours.

Emergency Drills

Emergency drills are conducted periodically to provide maximum safety of all students and faculty evacuating the building during all drills and emergencies. When the alarm signal sounds, leave the building immediately in an orderly and quiet manner. Directions are posted in each room as to which direction to go. Students are to remain with their groups and follow teachers' instructions. As part of the school's crisis management plan, secure the building and fire drills will be practiced.

SECTION II **Code of Conduct**

The expectations for behavior that follow are for all Twin Valley Middle High School students any time they are representing TVMHS. Students at Twin Valley Middle High School are expected to treat all members of the school community with dignity and respect. The school community is defined as all people who work or interact within the school. Students, teachers, instructional assistants, substitutes, administrators, guidance counselors, custodians, secretaries, cafeteria workers, bus drivers, parent volunteers and school visitors are part of this community.

Each person in the school must have the opportunity to grow personally, socially and intellectually, as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community have a responsibility to conduct themselves in a way that demonstrates a respect for all individuals, their rights and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all activities such as assemblies, celebrations, concerts and drama performances and all co-curricular activities such as school dances and athletic events on or off campus. This includes school-sponsored trips and those times when school buses or other school-provided transportation is used.

Our mission is to support all students in displaying acceptable behavior and participating fully in their education. As a result, the TVMHS disciplinary model has been created using a tiered approach. The model contains five levels (A, B, C, D, E) that have been defined with progressively more problematic student behaviors on each level, however these lists are not exhaustive. On each level, consequences have been identified to support the improvement of a student's behavior and also to clarify expectations regarding future incidents of unacceptable behavior. When a student behaves in an unacceptable way, they will be assigned to the appropriate level as defined in the model. When a student is considered for placement on a level, the administration reserves the right to regulate the movement from level to level.

A student will move to a higher level by exhibiting behavior that is listed at a higher level than they are currently placed; exhibiting behavior that is defined as chronic at a lower level or at the same level; and exhibiting more than one behavior at the same level. Twin Valley Middle High School reserves the right to discipline a student who engages in dangerous or illegal behavior outside of school, the result of which may directly harm the school. Furthermore, police or other state agencies may be notified if students engage in behaviors that violate Vermont state laws. All school consequences are at the discretion of the TVMHS administration except in cases where school board policy specifically dictates. Behaviors at Level C, D, and E will be formally documented in a student's permanent educational record.

LEVEL A

Behaviors:

- Classroom disruption
- Disrespect to adults or peers
- Failure to return to class
- Lack of cooperation
- Out of classroom (beyond a reasonable amount of time as defined by the teacher)
- Profanity
- Refusal to do work in class
- Tardiness

Possible Staff Actions:

- Meet with student
- Possible loss of privilege(s)
- Phone call to parents
- Communicate with guidance or special educator, as applicable
- Develop behavior plan with student/support student in removing obstacles to learning

Administrative Actions: None

Chronic: One or more behaviors at Level A may result in movement in Level B

Student Expectations: The student is expected to understand the nature of the problem, be able to identify their behaviors that contribute to the problem, and, if necessary, meet with the counselor and other school personnel. The student may meet with the teacher to develop a reentry/behavior improvement plan and should not miss class time while this step is in process. The student will, as appropriate, work with the behavior support specialist in a restorative manner to repair and/or restore relationships that have been harmed by their behaviors.

LEVEL B

Behaviors:

- Cheating (Formatives)
- Closed campus violation
- Cutting class
- Cutting detention
- Excessive classroom disruption
- Truancy
- Insubordination

Possible Staff Actions:

- Phone call to parents
- Notify administration

Possible Administrative Actions:

- Assign detention (1 or 2)
- Communicate with parents
- Communicate with guidance and/or special educator, if applicable
- Help student develop improvement plan
- Possible loss of privilege(s)
- In-school suspension as appropriate

Chronic: One or more behaviors at Level B may result in movement to Level C

Student Expectations: The student is expected to understand the nature of the problem, be able to identify their behaviors that contribute to the problem, and, if necessary, meet with the counselor and other school personnel. The student will meet with the Behavior Support Specialist to develop a behavior improvement plan. The plan will be shared with the principal. The student will, as appropriate, work with the behavior support specialist in a restorative manner to repair and/or restore relationships that have been harmed by their behaviors.

LEVEL C

Behaviors:

- Abusive obscenity
- Bullying
- Cheating (Summative)
- Fighting
- Gross disrespect
- Harassment
- Hazing
- Student endangerment
- Theft
- Threatening behavior towards others
- Tobacco possession
- Vandalism

Staff Action: Notify administration

Possible Administrative Actions:

- Contact guidance and or special educator, if applicable
- Meet with student
- Communicate with parents
- Suspension for 1-5 days, in or out of school, last day with Behavior Support Specialist
- Develop improvement plan
- Refer to EST if not already on a plan

Chronic: One or more behaviors at Level C may result in movement to Level D.

Student Expectations: Administrative interventions will occur when student behavior is serious and detrimental to the student's success and the success of others. During the suspension and with the support of the Behavior Support Specialist, the student is expected to make a plan for reentry and to change the behavior. This will include a clear identification of the problem behavior, the student's role, steps to improve the behavior, and a timetable to implement the behavior changes. The counselor or special educator, the Behavior Support Specialist, and parents will be involved in the reentry plan. The student will also, as appropriate, work with the behavior support specialist in a restorative manner to repair and/or restore relationships that have been harmed by their behaviors. The plan will be shared with the principal.

LEVEL D

Behaviors:

- Alcohol or drug use (see TVMHS Drug & Alcohol Policy)
- Harassment/Hazing/Bullying (second offense)
- Intimidation
- Obstructing an investigation
- Stalking/gross threatening behavior

Staff Action: Notify administration

Possible Administrative Actions:

- Contact guidance and or special educator, if applicable
- Meet with student
- Communicate with parents
- Suspension for up to 10 days, in or out of school, last day with Behavior Support Specialist
- Develop improvement plan
- Refer to EST if not already on a plan
- Reentry meeting with student, parents, and administration

Chronic: One or more behaviors at Level D may result in movement to Level E.

Student Expectations: Administrative interventions are crucial when student behaviors become chronic, serious in nature, and detrimental to the students success and the success of others. During the suspension period, the student is expected to make a plan for reentry and for change in behavior. This includes a clear identification of the problem behavior, the student's role, and timeline for improvement. The counselor, special educator, and/or Behavior Support Specialist will be involved in forming and implementing the plan. The student will also, as appropriate, work with the behavior support specialist in a restorative manner to repair and/or restore relationships that have been harmed by their behaviors. The EST will examine additional interventions, if applicable.

LEVEL E**Behaviors:**

- Chronic level B, C, and/or D behaviors
- Endangering school personnel
- Endangering school property
- Excessive intimidation
- Excessive obstruction
- Gross student endangerment
- Gross theft/vandalism

- Possession of a weapon
- Sale/distribution of alcohol or drugs (see TVMHS Drug & Alcohol Policy)

Staff Action: Notify administration

Administrative Actions:

- See relevant policies
- Long-term suspension/expulsion

The Level E administrative response will occur when the student behavior is extremely serious and the student's continued presence in the school is detrimental to the education of other students. Initially the student will be suspended for 10 days while a recommendation for expulsion is submitted to the Superintendent. The suspension will be requested for either the duration of the school year or 90 days from the onset of the expulsion recommendation. See Twin Valley school board policy for rules pertaining to long-term suspension/expulsion by the Principal for possession of a weapon, controlled substance, assault on school property or at school-related events, or when a student is charged with/convicted of a felony.

Student Expectations: In order to re-enter the school, the student will develop a reentry plan. This will include a clear identification of the problem behavior, the student's role, and steps to improve. The administrative team and the parents will be involved in the reentry plan. The plan will be submitted to the administrative team for final approval. Parents may be required to provide transportation.

Definitions

POSSESSION OF ALCOHOL OR DRUGS:

The possession of alcoholic beverages and illegal drugs or related paraphernalia is forbidden on school grounds. School grounds are defined as school building(s), the parking lot(s), automobiles on school property, or at any school sponsored activity or on any school sponsored trip or field trip. Any students found in possession of any illegal substance (alcohol, drugs or related paraphernalia) or found to be under the influence of alcoholic beverages and/or illegal substances will have these substances confiscated and destroyed. Parents and legal authorities will be notified.

SMOKING:

Act 52 of the 1995 Vermont General Assembly prohibits the possession and/or use of cigarettes or any other tobacco products is prohibited at all times at Twin Valley Middle High School. This prohibition includes all students, teachers, staff, and guests and includes all buildings, grounds and vehicles. In addition, students are not to smoke on public property (including roadways) adjacent to school property. The prohibition extends to all field trips and other school sponsored activities. In accordance with state law, any student found using and/or in possession of tobacco products will be reported to the police. A student found in possession of cigarettes or other tobacco products and/or lighters or other items associated with the use of tobacco products will have these items confiscated and destroyed. Parents and legal authorities will be notified.

POSSESSION OF WEAPONS:

The possession and/or use of any weapon, or facsimile of any weapon, on school grounds, property or in any school building is strictly prohibited. It is a violation of this policy to communicate by any means a threat that a weapon has been or will be placed or used on school grounds or property. This policy is in effect at all times, not just during school hours. Any student who brings a weapon to school shall, at the discretion of the School Administration, be brought to the School Board for an expulsion hearing and will be referred to the law enforcement authorities. A student found by the School Board to have brought a weapon to school shall be expelled for at least one calendar year. However, the board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

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

HARASSMENT, HAZING, BULLYING:

Twin Valley Middle High School recognizes that students should have a safe, orderly, civil, and positive learning environment and that harassment, hazing, and bullying have no place and will not be tolerated in its schools. Click here to view the [Model Procedures on the Prevention of Harassment, Hazing, and Bullying of Students](#) recommended by the Vermont Agency of Education. To request a hard copy, please contact Maryann Lozito in the front office at (802) 368-2880. Should your child experience or witness any harassment, hazing, or bullying he/she should report it to Anna Roth or Coach Hayford.

- Harassment means 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, 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 creating an objectively intimidating, hostile or offensive environment. Harassment includes sexual harassment which means conduct that may include unwelcome sexual advances, requests for sexual favors or other verbal, written, visual or physical conduct of any sexual nature; and when one or both of the following occur: submission to that conduct is made either explicitly or implicitly a term or condition of a student's education; submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student. If you have any questions about the harassment policy or its enforcement, please ask.
- Hazing is defined as 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 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, aiding, or otherwise participating actively or passively in the above acts. Hazing that occurs off school grounds may still come under the jurisdiction of school officials. Under no circumstances is hazing allowed, nor will it be condoned, under state law and school rules. In the event that hazing occurs, it will be dealt with in accordance with the serious misconduct section of school policy and rules and state law.

- Bullying is defined as any overt act or combination of acts directed against a student or staff member by another person or group. The behaviors are repeated over time, and are intended to ridicule, humiliate, or intimidate another. These can include hitting, kicking, shoving, teasing, racial slurs, obscene gestures, spreading rumors, getting one person to assault another, deliberate exclusion from a group or activity, etc.
 - Cyber Bullying is bullying using the internet, interactive and digital technologies or mobile phones. Although most cyber bullying occurs outside of the school, once it is brought to the school's attention, and it is determined to negatively impact a student's (or group of students') ability to learn, the school can and will take action.

Appeal Process

In a situation where the student involved does not agree with the resulting plan of action/consequence, the student may appeal, in this order, to the following:

1. Principal
2. Superintendent of Schools
3. TVSD School Board

All appeals **must** be submitted in writing.

Out of School Suspension

When a student is suspended, the following procedures will be followed:

- Except in an emergency situation, no student will be suspended prior to having an informal hearing with a member of the TVMHS administration. The student and his or her parent/guardian shall be given an opportunity for the hearing either in person or over the phone. The student and his or her parent/guardian must be given notice of the charges, and explanation of the evidence against the student, an opportunity for the student to tell his or her side of the story, and a decision in writing to the parent or guardian.
- The TVMHS administration will attempt to notify parent(s) or guardian(s) of the student about the suspension and state the cause(s) leading to it. If the suspension is imposed during the school day, the parent(s) or guardian(s) may be required to transport the student home. If parents cannot be contacted, the student will serve an in-school suspension until the end of the day.
- The TVMHS administration will send a letter to the parent(s) or guardian(s) confirming the suspension. The notification shall contain:
 1. The number of days of suspension;
 2. The re-admittance date;
 3. The reason(s) for suspension as provided in the Code of Conduct.
- If a student is eighteen (18) years of age or older, copies of notices required by this regulation will be given to the student and the parent or guardian.
- A student suspended out of school is not allowed on school property nor are they permitted to attend any school-sponsored function on or off campus.
- The student will be given an opportunity to complete any class work, including but not limited to, examinations that may have been missed during the period of suspension. The student is responsible for bringing all books and materials home, obtaining assignments from classmates, and completing school work during the suspension. All assignments are due on the date that the student returns to school following the suspension. The student is expected to contact each teacher within two (2) days of his/her

return to class following suspension. The student will be expected to take all quizzes, tests, labs, writing assignments, etc. within five (5) days of his/her return to school following the suspension.

- If school is canceled for any reason, during a student's suspension, a student cannot count that date for the serving of a suspension.

In-School Suspension

The purpose of the in-school suspension program is to provide a safe, structured, supervised and restorative environment for students whose personal choices violate school policy that warrant such consequences.

Students may be placed on in-school suspension at any time of the school day, for an entire day, or for more than one day depending on the seriousness and nature of the infraction. Students are provided the opportunity to complete regular class work under supervision. Student cell phones must be left with an administrator for the day. Students will be allowed to go to their locker at the beginning of the day and will eat lunch in the ISS room.

Detention

The purpose of detention is to provide a safe, structured, supervised and restorative environment. The goal of the program is to keep students in school and provide an opportunity to complete school work. If there is a problem or question with a scheduled time, the parent/guardian may contact the assigning teacher or principal.

Detention Rules:

- Length of the detention time varies, but is at the discretion of the school.
- Location is the office or other designated rooms.
- If behavior is inappropriate, the student will be asked to leave and will be required to make up the time, likely participating in additional time.
- If students skip detention, they will make up two days for every one day missed.
- Students are expected to act in a respectful manner at all times.

Lockers/ Backpacks

All students may carry a backpack (or other bag) to and from school. High school students will be allowed to carry their backpacks during school. Middle school students will keep their backpacks in their lockers during the school day at the direction of their teachers. All backpacks and bags are subject to search by administration. Students should not share lockers or use one that has not been assigned to them by the main office. The lockers are the property of TVMHS and the Twin Valley School District. Students should not have any presumption of privacy in terms of locker use and the administration of TVMHS has the right to inspect / search lockers at any time and without notice. Every attempt will be made to have students present when their locker is opened. If this is not possible, the school reserves the right to cut locks off lockers. Lockers are solely for the purpose of storing books, clothing appropriate for the weather, and other school-related materials. WE STRONGLY SUGGEST that students lock their lockers and provide the main office with either the combination or an extra key to their lock. TVMHS is not responsible for any misplaced or stolen items.

LOCKERS SHOULD NOT BE DEFACED IN ANY WAY. THERE SHALL BE NOTHING WRITTEN, TAPED, NOR ANY STICKERS PLACED ON ANY LOCKERS, INSIDE OR OUT.

Cafeteria Expectations

Procedures. Breakfast and lunch are available to students at a cost of \$1.75 and \$3.00, respectively. Adult lunches are \$4.00. Students may use cash or their assigned lunch account number to purchase food from the cafeteria. High school students may **not** charge meals. You will be notified of any overdue balances at the end of each month. Cafeteria rules are as follows:

1. All food items, whether purchased or brought, are to be consumed in the cafeteria unless otherwise directed by a teacher/administrator.
2. Students are expected to remove everything that they brought to the table. If something should spill, students should immediately clean it up.
3. Students are expected to talk in a normal voice.
4. Students are expected to be in the cafeteria during their entire lunch period unless otherwise directed.
5. Classes are in session during every lunch. Students are not to roam the halls and cause a disruption.

School Dress Code

The Twin Valley Middle High School dress code permits students to wear a variety of clothing. **It is expected that clothing will be neat, clean, modest and appropriate for the school environment.** To assist in your judgment be advised that:

1. Bare feet are not allowed.
2. Immodest or revealing attire and exposed undergarments are prohibited. This includes, but is not limited to items such as midriff tops, tube tops, halter tops, shirts or tank tops with inappropriate necklines and arm openings, and excessively short (any length above mid thigh) skirts or shorts.
3. Unacceptable attire that may be considered hazardous because it is damaging or threatening is prohibited (such as shoes with wheels, etc.).
4. Clothing that displays or advertises by written or visual statement sex, alcohol, drugs, tobacco, and/or violence is prohibited.
5. Hats may be worn in the halls and in classrooms with teacher permission. Hoods are not to be worn in school.

Violations. If found in violation of the dress code, students will be asked to change their clothing. This may include parents/guardians being contacted for transportation home when necessary. Final determination of acceptable dress will be made by the school administration. Refusal to cooperate will be considered an act of non-compliance as stated in the Student Code of Conduct. If any prohibited items are brought to school, they will be impounded and returned to the parents at their request. Parents are encouraged to help students understand the necessity for such regulations.

Computer Use

[Chromebook Agreement - Student](#)

[Chromebook Agreement - Parent](#)

[Computer Use Agreement](#)

Twin Valley Middle High School is pleased to be continuing our 1:1 technology initiative by issuing all 9th - 12th grade students a Chromebook and charger for the school year. Agreement papers must be signed by parents

and students prior to receiving the device. Middle school students will still be provided a Chromebook for daily use at school, and with permission, may have the opportunity to sign them out for use overnight.

The use of computers and networks provides our students with quality, equitable and cost-effective information and communication resources, and the opportunities for researching and reporting information in ways that are consistent with our district-wide educational goals. All students and parents are required to return an acceptable use policy form, to be kept on file at TVMHS. Appropriate and safe use of the internet will be taught prior to use of computers in individual classes and will be a focus in designated computer technology classes.

1. Students are to notify their supervising teacher immediately of any disturbing material they may encounter while using school computers.
2. Students are not to give out personal information of any kind (including, but not limited to: full name, address, telephone number) to anyone via the internet or email.
3. Students are never to share their account passwords or allow other students to use their account to access the school network or the internet.
4. Users may not use copyrighted material without the publisher's permission, except as allowed for educational purposes. The responsibility for determining the proper use of copyrighted material lies with the individual who is using it.
5. Users may not access or change computer files that do not belong to them.
6. Users may not seek out objectionable materials unsuitable for the school environment.
7. Users may not copy or install commercial software in violation of the E.U.L.A. for that software.
8. Users may not copy or store music, videos, photos, etc. that are not for educational purposes.
8. Illegal activities or those for financial gain shall not be conducted using school equipment or connections.
9. All usage of electronic resources at TVMHS must be in support of classroom education.
10. Profanity, abusive language, etc. is not allowed.
11. Users must follow teacher instruction regarding taking out, shutting down, and returning computers to the computer cart.

Violation of any of these rules may result in the following consequences:

- 1st offense:** loss of device use and computer privileges for up to three (3) weeks
- 2nd offense:** loss of device use and computer privileges for up to nine (9) weeks
- 3rd offense:** loss of device use and computer privileges for up to one (1) year

As needed, additional disciplinary measures may be taken. These would result from cyberbullying, illegal downloading of material, etc.

All electronic communication, files, and material is subject to examination by school officials and legal authorities. This includes all email that is sent or received through or by our system.

Bring Your Own Device (BYOD). Twin Valley Middle High School believes that 21st Century instruction is necessary for 21st Century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value

technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Twin Valley Middle High School is committed to aiding students and staff in creating a 21st century learning environment. Students and staff are able to access our wireless network with their personal devices (laptops, netbooks, tablets, smartphones, etc) during the school day. **With classroom teacher approval**, students may use their own devices to access the internet and collaborate with other students. Many schools across the nation are implementing **Bring Your Own Device (BYOD)** programs for their students and staff. By allowing students to use their own technology on campus we are hoping to increase the access all students have to the technology they need to succeed.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to follow the District's computer use policy. (see Twin Valley School District policy G4)

Cell Phone Use

Cell phone use is allowed before and after school. Cell phones may be used in classrooms for educational purposes and when permission has been granted by the teacher in charge of the classroom. Cell phones may be used by students during the school day when they are in the cafeteria for lunch or snack. Using a cell phone or other device to take pictures or video during the school day except for a specific educational purpose and under the supervision of a teacher is not allowed. **If a student needs to make a call during the school day, they may do so in the main office during his/her break. If a parent/guardian needs to contact their child during the day, they should call the main office at (802) 368 - 2880. Please do not call or text students during the school day as it is a disruption to the learning environment.**

Violations. If a student is found to be using their phone inappropriately, the following procedure will be used after the teacher reaffirms their classroom expectations with the student and calls the parent. Serious infractions involving pictures / video may result in more serious consequences.

- **First reported offense:** Student must meet with the administration in order to get the device back.
- **Second offense:** The device will be returned to the student at the end of the school day.
- **Third and all subsequent offenses:** Administration will return the cell phone to the student at the end of the next school day, unless picked up by the parent earlier. Additional consequences may be used depending on the nature and frequency of the violation.

*Students who have such articles impounded may be dealt with under the Student Code of Conduct, as well.

Cell phones are not to be used during emergencies unless students are directed by an adult to do so.

Students shall be in control of and responsible for their devices at all times.

Attendance

It is the belief of the Twin Valley School District that regular attendance is necessary in order to obtain an adequate understanding of the instruction and the materials presented. The school has a responsibility to develop good attendance habits in preparation for the world of work. For this reason, attendance will be taken during every class.

Tardies

- Students arriving tardy to school should bring a written explanation from a parent/guardian to the office.
- Students who arrive more than fifteen (15) minutes late to school will not be eligible for extracurricular activities. The only exceptions are for medical appointments that are supported with a note and approved by an administrator.
- Students arriving tardy to class three (3) times in one semester will receive after school detention for that class. After school detention will also result for every tardy that follows.
- When a student is more than twenty (20) minutes late to class, an absence will be recorded for that class, rather than a tardy.

Absences

- Students returning from an absence must bring a written note to the office.
- Students will receive warning letters at ten (10) and fifteen (15) days of absence.
- Students in grades 10 - 12: Exceeding ten (10) absences (excused or unexcused) in any one-credit class or five (5) in any half-credit class will result in loss of credit for that class.

Students who reach the limit for absences may appeal the loss of credit to the attendance review board. This decision may be appealed to the principal and superintendent if necessary.

Early Releases

- All students must present an approved note to leave school early, with the exception of seniors who have privileges. Students must still sign out in the office.
- Any student leaving the school grounds without parental **AND** administrative permission will be subject to disciplinary action, including but not limited to suspension.

Truancy

- If a student is habitually absent from school, every effort will be made to resolve the situation through communication between the TVMHS administration and the family. If the situation cannot be resolved the student and family will be reported to the appropriate law enforcement and social service agencies.

Planned Trips. Parents planning a trip during school time may apply for a waiver to have some or all school time apply by **completing a form detailing the educational benefits and submitting it to the Superintendent of Schools and the school administration at least ten school days before the trip.** This request will be evaluated by the Superintendent and returned to the parents within five (5) school days. **If no request is made before the trip, no days will be waived after the trip is over.**

- Please include in the request, the name(s) of your children who will be out of school per this request, grade level, anticipated dates of absence, and the learning opportunities that will be provided to the student(s) through this experience. Once approval has been received, students are responsible for all work that will be missed during the absence.

Make-Up Work. Students who are absent are required to make up missed work. Students will have one day for every missed day to make up work. For example, if a student misses school Monday, he/she will have until Wednesday to complete missed assignments. If a student misses school Monday and Tuesday, he/she will have until Friday to complete missed assignments. **HOWEVER, WORK THAT WAS DUE ON THE DAY MISSED WILL BE DUE THE DAY THE STUDENT RETURNS TO CLASS.** For example, if a student misses Monday, the work that was due that day will be due Tuesday when he/she returns.

Transportation

Buses. Transportation to school is a privilege granted to students. All students have the right to travel to and from school in a safe, harassment free environment. All TVMHS behavior expectations apply to the bus as well.

The most important factor in bus transportation is safety. For your own safety, do not distract the driver through misbehavior. Failing to meet the TVMHS behavior expectations while riding to and from school or any other school sponsored activity could result in the suspension of bus riding privileges for a period of time.

Further infractions may result in the permanent loss of bus riding privileges. Any loss of bus riding privileges means the responsibility for transportation rests with the parents.

The following behaviors will not be tolerated on the school bus:

- Fighting
- Bullying/Harassment
- Throwing materials on the bus
- Destruction of property
- Possession or use of alcohol and/or illegal drugs
- Possession of knives, weapons, or other items deemed dangerous by the Administration
- Use of tobacco/tobacco products
- Defying and disobeying the bus driver
- Use of foul language
- Creating any other disturbance deemed dangerous by administration and bus driver

Individuals. Students regularly driving to school must complete a registration form assuring permission from the parents and administration has been granted. This form should be returned to the Dean of Students and will be filed in the main office. **STUDENTS ARE NOT ALLOWED TO VISIT THEIR CARS DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE PRINCIPAL OR MAIN OFFICE.** Students are expected to obey all traditional standards of safe driving, particularly with regard to speeding. Students who do not adhere to these standards will lose their driving and parking privileges. Serious violations will be reported to the police. Parking in unauthorized locations may result in vehicles being towed at the expense of the student and his/her family.

*Skateboards/scooters are not to be ridden on school property at any time. Bicycles are acceptable but must be parked in the bike rack and left there for the day.

Student Guests. A student who plans to bring guests to a school sponsored activity must receive approval from the principal **AT LEAST ONE WEEK PRIOR** to bringing the guest to school. Guests during the school day must be approved by the school administration at least three days prior to the visit. We strongly discourage these visits as they are a disruption to the learning environment..

Senior Privileges. Seniors are able to leave campus without securing permission from an administrator or teacher during break, lunch, or free period, provided:

- **the student has on file a permission slip signed by his/her parent allowing participation in this program**
- the student is in good academic standing. Any student who is ineligible for participation in extracurricular activities under current guidelines will not be eligible for participation in this privilege

Additionally, at the end of each week, teachers may place a student on a restricted list if he/she owes a significant amount of work and/or his/her grade has dropped below a 2.8 CAP (or for another specific reason identified by the teacher) in that class. To reinstate senior privileges, a student must make up all deficiencies and secure permission of the involved teacher(s). The principal must be notified in writing by the teacher of the removal from the restricted list. Seniors who exercise their privileges at the start of the day must sign in at the main office when reporting to school. Those leaving during the day must sign out when leaving and back in when returning. **Each student must sign her/himself in and out. Any student who signs out is expected to leave the building; “signout” is not permitted for the purpose of hanging out in the halls or lobby. If a senior stays in the building during a “free” period, he/she must report to the cafeteria, library, or senior lounge.**

Any student who does not adhere to the above conditions will lose the privilege for the remainder of the quarter. Students who are late for class after being off campus will receive the following consequences:

- first offense = warning
- second offense = loss of privilege for one week
- third offense = loss of privilege for remainder of quarter

[Senior Privilege Form](#)

SECTION III **Academics/Guidance Services**

Guidance Services

The TVMHS guidance counselors are available to assist students with:

- making informed choices that positively affect the health, safety and well-being of themselves and others.
- assessing their own learning by choosing appropriate courses for themselves and setting goals to produce high quality work.
- obtaining information about college admission and career choices and developing a personalized learning plan (PLP) for continued education and training to meet those goals.
- Participating in individual or small group counseling.

The Guidance Office also houses digital and print resources regarding colleges, universities, technical schools, the military, gap year programs, international study, financial aid, career planning and job opportunities. Please feel free to visit the Guidance Office during your free time, study time or even before and after school.

Although we maintain an “Open Door” policy, it may be best to make an appointment in the main office, (802) 368 - 2880 to insure promptness of services requested.

Proficiency Based Learning at Twin Valley Middle High School

Overview

As of the 2019-2020 school year, all Twin Valley High School students will be working within our Proficiency Based Learning framework. Joining schools around the state, Twin Valley is working to improve student

learning by identifying specific core skills (proficiencies) to grow within the eight [Educational Quality Standards](#) areas of study:

- [Literacy \(English\)](#)
- [Math](#)
- [Science](#)
- [Global Citizenship \(Social Studies\)](#)
- [Physical Education](#)
- [Health](#)
- [Art](#)
- [Transferable Skills](#)

These categories of standards closely match our more traditional areas of study as they appear within our [Program of Studies](#).

Graduation Requirements

In order to meet graduation requirements, students must demonstrate proficiency within each of the above eight categories through the area of studies below. **Demonstrating proficiency means earning an average of 2.80** (based on our 4 point scale) or higher within the following proficiency based credits:

English:	4.00 proficiency based credits
Social Studies: (World History, American Studies I and II)	3.00 proficiency based credits
Math:	3.00 proficiency based credits
Science:(Earth, Biology and Chemistry, Physics/Physical)	3.00 proficiency based credits
Health:	1.00 proficiency based credit
Physical Education:	1.75 proficiency based credits
Fine Arts:	1.00 proficiency based credit
Industrial Technology and/or Family Consumer Science:	.50 proficiency based credit
Electives:	9.75 proficiency based credits

TOTAL CREDITS:	27.00 proficiency based credits
TOTAL SERVICE LEARNING HOURS (Or 10 for each year attending TVMHS)	40 hours

Transferable Skills

As of 2019-2020, the [transferable skills](#) that are taught and assessed at Twin Valley Middle High School are:

- [Clear & Effective Communication](#)
- [Self Direction](#)
- [Creative and Practical Problem Solving](#)
- [Responsible and Involved Citizenship](#)
- [Informed and Integrative Thinking.](#)

These skills are taught and assessed throughout our course offerings. A course grade includes the assessment of proficiency in the transferable skills most applicable to that course.

Self-Direction & Formative Assessment:

Each teacher may use the [transferable skill “Self Direction” and its corresponding indicators](#) and rubric ([state rubric](#)) as part of the learning in their course. Scoring in self-direction may be directly tied to the effort and timeliness of work completion and class participation in both formative and summative assessments. In other words, incomplete, late, or poor effort on a given formative assessment may result in a low self-direction score in the course.

Assessment/Grading

Each learning experience (traditional course or otherwise) has identified learning proficiencies. These skills are what will be taught, practiced, and assessed. Some assessments will be formative (meaning--scored for informing learning and instruction) and other assessments will be summative. Summative assessments on a given skill will contribute to the overall course grade by using a combination of mode (most frequent score) and averaging of mode scores. Scores will use the Marzano 4 point scale. Using this 4 point scale allows for skills to be more accurately placed on a rubric for clarity in goals and components necessary to demonstrate proficiency.

4 = exceeds proficiency

3 = meets proficiency

2 = approaching proficiency

1 = shows no evidence of proficiency yet

Determining a Course Grade

Assignments are tagged with specific proficiency indicators that align with a broader course proficiency. A proficiency indicator is a specific statement of what a student knows or can do. The mode (most frequent) score of the indicators within a course proficiency determines what the score will be for that proficiency indicator. ([Click here to read more on mode as a method of proficiency verification](#))

In the example below the mode for the **Reading Proficiency** in English 11 is a 3 because the score of 3 was earned two times while the 4 was earned only once. The proficiencies (Reading, Writing, and Self-Direction in this example) are then averaged for a final course grade that will appear on the transcript and report cards. **In this example, the final course score is $3+3+4$ divided by $3 = 3.33$ course.** Anything over 2.80 earns a proficiency based credit toward meeting graduation requirements.

SAMPLE COURSE (e.g. English 11)

Proficiency (e.g. Reading).....	3
Proficiency <i>Indicator</i> XYZ (e.g. Determine central ideas)	3
Proficiency <i>Indicator</i> XYZ (e.g. Analyze complex set of ideas)	4

Proficiency <i>Indicator XYZ</i> (e.g. Determine author’s point of view)	3
Proficiency (e.g. Writing).....	3
Proficiency <i>Indicator XYZ</i> (e.g. Collect relevant information)	3
Proficiency <i>Indicator XYZ</i> (e.g. Integrate information into text)	3
Proficiency <i>Indicator XYZ</i> (e.g. Draw evidence from literary texts)	2
Proficiency (e.g. Self-Direction).....	4
Proficiency <i>Indicator XYZ</i> (e.g. Persevere)	4
Proficiency <i>Indicator XYZ</i> (e.g. Collaborate)	4
Proficiency <i>Indicator XYZ</i> (e.g. Demonstrate Flexibility)	3

Final Course Grade: 3.33

CAP: Cumulative Average Progress

All students will have an ongoing CAP. The CAP will appear on student transcripts. The CAP serves a purpose similar to a traditional grade point average (GPA), which college admissions and human resources officers want to see as a cumulative mark. However, CAP is more clear and direct as a weighted average of a student’s course grades. The Twin Valley CAP *does* account for weighting honors. Any Advanced Placement or Dual Enrollment College Courses are considered in the honors category as well.

Calculating the CAP:

Sample Course & Proficiencies (1 credit)	Level of Proficiency
English 9	
Reading	3
Writing	3
Language	4
Self-Direction	3
Calculating the overall course grade:	$4+3+3+3 = 13/4 = 3.25 \times 1 \text{ credit} = \mathbf{3.25 \text{ overall}}$
World Cuisines (.5 credits)	
Culinary Arts	4
World Cuisine	3
Calculating the overall course grade:	$4+3 = 7/2 = 3.50 \times .5 \text{ credit} = \mathbf{1.75 \text{ overall}}$

Honors Biology* (weighted)	
Life science & structures	4
Life science energy and matter	3
Life science growth, development, repo	4
Engineering Tech Application	3
Calculating the overall course grade:	$4+3+4+3 = 14/4 = 3.50 \times 1\text{credit} = 3.50 +$ 1 point weighting = 4.50 overall
SAMPLE CAP (from the above three courses)	$3.25 + 1.75 + 4.50 = 9.50/2.5 \text{ total credits} =$ 3.80 CAP reported on transcript

Conversion Chart & Dual Enrollment Grading:

Twin Valley Middle High School will use the following conversion chart as needed for any grades from an outside of TVMHS institution. Whether transferring from a different school, participating in early college, dual enrollment, or another opportunity that uses traditional grades the following conversion chart will apply:

- 2.80 = D- --> B- (any passing score from an outside institution B- or below)
- 3.00 = B
- 3.30 = B+
- 3.70 = A-
- 4.00 = A
- 4.30 = A+

In the case of grading scores 0-100 transferred in from another learning institution, TVMHS will utilize the [College Board Conversion Chart](#) for percent grades. The 100 point score will be converted to a letter grade, which will then be represented as a proficiency score in our above listed conversion chart. For example, a “90” is an A- on the College Board conversion chart, which is a “3.70” on our proficiency score at TVMHS.

Dual Enrollment Courses that take place within the TVMHS course offerings (i.e. AP Biology = Vermont Technical College) will be listed on the student transcript as an AP course and weighted accordingly. The teacher will use the grading policy of the outside institution to determine the student’s traditional letter grade which will be reported to the college or university.

Transcripts & School Profile:

All students will have an ongoing transcript following their 9th grade year. The transcript will feature typical demographic information, names of the courses taken, and the final course grade. The transcript will list the given student’s ongoing CAP (see above). When official transcripts are issued, they will be accompanied by the

TVMHS School Profile. The school profile serves as an important explanation document that provides an overview of the school, some highlights, an explanation of our proficiency based work, grading, and the CAP.

Report Cards:

The TVMHS report card will be sent home four times each year. The report card will feature current overall course grade and the mode score for each proficiency within the given course. For viewing proficiency *indicator* scores and specific assignment scoring and progress, parents/guardians, and students can view our digital gradebook portal. Four (4) progress reports will be available in Web2School at the mid-point of each grading period. To receive a paper copy of progress reports, please contact the main office.

Weighted Courses.

TVMHS utilizes a weighted course system that is designed to encourage students to register for challenging academic offerings. Such a weighted system prevents penalties from lower grades due to more challenging assignments, minimizing impact on student rank and CAP.

Middle School Grading

Middle school report cards reflect proficiency based assessment similar to the high school but does not lead to the accumulation of Proficiency Based Credits. Credit accumulation starts with grade nine. Grades will be reported as follows:

- 1 = below standard
- 2 = approaching standard
- 3 = proficient
- 4 = above proficient

Web2School

Students and parents can access grades at any time by visiting the parent portal on the TVMHS website, www.twinvalleyschooldistrict.us/tvmhs/welcome. Prior to accessing this, login information will be sent home in the mail. Should a problem with your login arise, please contact the guidance office.

Adding & Dropping Courses

When you select a course, it is expected that you will see the course through to completion. If you wish to add or drop a course you must get an add/drop form from the Guidance Office and complete it within the first three (3) days of that course. No courses may be dropped after the first two weeks of the quarter unless there is administrative approval. The teacher(s), a parent/guardian, and the Guidance Director must sign it. Courses may not be added or dropped without the consent of the Guidance Director. Students must attend the scheduled class until the completed add/drop form has been submitted to the Guidance Director. Failure to adhere to this procedure may result in no credit for courses and/or a failing grade.

Independent Study Criteria

Students may participate in an independent study and earn up to one credit (1) upon successful completion. The student **must** follow the established criteria and guidelines that include obtaining **prior approval** from the Guidance Director, Challenge Teacher, advising teacher, principal, and parent/guardian. Independent Study

registration packets are available in the Guidance Office. An independent study cannot be a substitute for credit denial due to attendance problems and are not generally recommended for students in ninth (9) or tenth (10) grade.

Virtual High School

In order to broaden our academic curriculum, TVMHS offers online courses through Virtual High School (VHS). VHS is nationally accredited by the Middle States Commission on Secondary Education and the Northwest Accreditation Commission and offers classes for high school students from Advanced Placement courses to courses offered for remediation. Please contact the Guidance Director for more information. Virtual high school is not an option for classes offered at TVMHS; courses offered at TVMHS must be taken in the building with the designated teacher unless otherwise approved by an administrator.

Vocational/Technical Study

Students from Twin Valley Middle High School may attend the Windham Regional Career Center (WRCC) in Brattleboro, VT. The WRCC allows students to make the most of their talents by enrolling in a program that compliments their interests, from culinary arts to carpentry, and technology programs that range from automotive to video and media. All programs are full day and one year in duration. The programs are open to students who have successfully accumulated the minimum 13 credits required to be considered an 11th grade student or 19 credits to be considered a 12th grade student (see “Promotion and Retention, 9-12”); others by individual consideration or extenuating educational/personal circumstances. The Guidance department at TVMHS oversees the application process.

WRCC Transportation. The Twin Valley School District does not provide transportation for students attending the WRCC. It is up to the students and their families to arrange transportation. The MOOver now has a bus route that comes through Dover, Wilmington and onward over Route 9 to Brattleboro ending at the corner near the BUHS and WRCC. This is the method of transportation that both TVMHS and WRCC recommend students utilize.

Students with licenses in good standing may drive to the WRCC, following all appropriate rules and regulations of the WRCC in order to have permission to park on school grounds. Permission to drive/ride may be denied or withdrawn if a student violates any rules or expectations regarding the operation of a motor vehicle on school property. Permission to drive/ride may also be denied or withdrawn if a student is a passenger in a vehicle whose driver violates the rules or expectations regarding the operation of a motor vehicle on school property.

Promotion and Retention

Grades 6-8

Developmentally middle school is a complicated age and students develop both physically and mentally at different rates. The decision to retain a student at this level is also a complicated one. We would hope that timely interventions during the school year along with consistent, open communication between school staff and home would make retention unnecessary. Additional steps may also be required to avoid retention including but not limited to: morning homework club, after school tutoring, and summer school. After considering all factors a

decision will be made based on what is considered in the best interest of the student. The final decision on retention rests with the TVMHS administration.

Grades 9-12

In order for a student to have successfully completed each grade level and to be considered “on track” for graduation there are minimum earned credit requirements that must be met. These requirements are as follows:

Graduation	= 27 proficiency based credits
12th Grade	= 21 proficiency based credits
11th Grade	= 14 proficiency based credits
10th Grade	= 7 proficiency based credits
9th Grade	= 0 - 7 proficiency based credits

For example, a student who has only earned 12 credits by the end of 10th grade will still be considered a 10th grade student to following year, etc. If a student repeats a course, they will be given the higher grade earned. However, they will only earn one credit. Every effort will be made to help the student during the course of the school year. Tutorial services and after school programs will be announced to students and parents annually. If summer school is not made available at TVMHS, other possible opportunities will be shared with families. Non-resident students attending TVMHS are subject to additional policies and procedures already embraced by the TVSD.

Graduation Requirements

A **minimum of 27 proficiency based credits are required for graduation** from Twin Valley Middle High School, with a possibility of eight credits being earned each year. The breakdown is as follows:

4 - English

3 - Social Studies (World History, American Studies I and II)

3 - Mathematics

3 – Science (Earth Science, Biology and Chemistry, Physics/Physical Science)

1.75 - Physical Education

1 – Fine Arts

1 – Health

.5 – Industrial Arts or Family and Consumer Science

9.75 – Electives

27 - Total

Only students who have earned a diploma will participate in the graduation activities and exercises. Students are expected to wear proper attire under their graduation gowns.

Community Service. In addition, all students are to meet a community service requirement beginning in high school. TVMHS believes that community service is a worthwhile and rewarding experience for high school students. We have, therefore, a graduation requirement of **40 HOURS of community service**, a commitment that may be spread over four years (with a recommendation that it be accomplished at 10 hours per year). Students can volunteer for a non-profit organization or a worthy individual in need of specific assistance. Community service hours must be documented on the TVMHS Community Service Form, available in the main office. Work done during the summer should be documented by September 30th. Service hours completed during the school year should be documented by June 1st. Forms should be submitted to the student’s advisor.

Commencement Recognition

At commencement, graduates will receive Latin academic honors. The graduate with the highest CAP over their high school career is recognized as the valedictorian. The graduate with the second highest CAP is recognized as the salutatorian. In the event that two or more graduates have the same CAP, co-valedictorians or salutatorians will be recognized. In the case where there are co-valedictorians, no salutatorian will be recognized.

- **Graduation Academic Honors with CAP of:**

- 3.80 and higher: Summa Cum Laude

- 3.60 and higher: Magna Cum Laude

- 3.40 and higher: Cum Laude

Class Rank:

Starting with the class of 2020, Twin Valley High School will no longer report class rank. There are several student disadvantages to reporting class rank, including but not limited to, the fractional differences between excellent students, the potential for students to self select into less challenging courses, and undue increases in student anxiety. Along with most elite private high schools, over half of the high schools in the United States, and Vermont's largest high schools, Twin Valley will no longer rank students. To read more: [CollegeBoard on Class Rank](#) & [The Great Schools Partnership on Class Rank](#).

- **Scholarships/Awards**

- In some unique cases where an award, scholarship, or special circumstance requires the reporting of rank, the principal may (with student permission) confidentially report this statistic to an outside agency. Request for such an exception must be made to the high school principal.

Early Graduation

In order to graduate early, a student must:

1. Complete an Early Graduation permission form (available in the Guidance Office) to be signed by the student, parent/guardian, Guidance Director, and the Principal.
2. Complete the graduation requirements specified for the year in which the student entered 9th grade.

Library Services

The Twin Valley Middle High School Media Center is a place for research, reading and quiet study. It is open from 7:30a.m. to 3:00 p.m. during the school day. **Food is not allowed in the media center except for special events. Only water is allowed in the media center and no beverages are allowed near computers.** Library materials are available to serve all students. Books may be checked out for three weeks and should be returned on time. They may be renewed if they have not been reserved for another student. Students with overdue materials will not be able to borrow materials. Students have access to fiction and nonfiction titles. Reference materials may only be used in the library.

State Assessment

The Smarter Balanced Assessment Consortium (SBAC) tests in math and English language arts (ELA) are given in the spring to grades 3-8 and 11. NECAP science testing will also occur in the spring for grades 8 and 11. The results will be reported yearly to parents by the Guidance Department.

SECTION IV **Co-Curricular Activities/Athletics**

Athletics - grades 7-12

Fall: Soccer, Golf

Winter: Basketball

Spring: Softball, Baseball, Track

Non-Athletic Activities - grades 6-12

Class Offices, Leadership, Student Council, National Honor Society, Literary/Arts Journal, Drama Society and Thespians, Wildcat Community Service Group, Junior Iron Chef, WINGS/Fresh

*As student interest indicates, additional sports and activities will be added.

The Twin Valley School Board considers student participation in co-curricular activities and events to be an integral part of our total educational program. We also believe that student participation in athletics/activities is a privilege that carries with it special responsibilities to the school, the team, the student body, and to the community. All students participating in school activities are expected to be excellent role models for others and the school as a whole. Each student who participates in any athletic sport, or any class or club at TVMHS will be asked to sign a yearlong contract. For more information on the yearlong contract for sports, class and clubs, please contact the Guidance Office or the Athletic Director.

National Honor Society

The National Honor Society of Secondary Schools recognizes students who achieve and maintain high levels of scholarship, leadership, character and service. The goal of this organization is to honor young people of strong character, leadership, service and scholarship and to encourage them to reach out to help others while having fun at the same time. At Twin Valley Middle High School, the Veritas Chapter of the National Honor Society is committed to the goals of the National Honor Society. Thus, the Veritas Chapter follows national rules and guidelines with respect to NHS membership. Further information is available through the Guidance Department.

Athletics

TVMHS will ensure that all coaches receive training. The Athletic Director will have a mandatory meeting with coaches before the start of each season. The AD will review important information with coaches, such as but not limited to special needs, confidentiality, disciplinary techniques, mandatory coaches' training, year long contracts, and anti-bullying information. Be sure to read the eligibility section that presents the guidelines for participation, in regard to academic status and behavior.

Athletic Eligibility

Vermont Principals Association (VPA) Guidelines

- A student/athlete is ineligible if he/she has attended high school for eight (8) semesters. In calculating eligibility attendance of thirty (30) days in any secondary school will be regarded as a semester. Summer school is not included.
- A student/athlete is ineligible if he/she has accepted remuneration, gifts or donations for participation in an athletic/activity contest or has participated using an assumed name or has entered into an athletic/activity contest with a professional club or agent. A medal or pin of small extrinsic value is not illegal if presented by the sponsored organization.
- A student/athlete is ineligible if they receive compensation in any form or from any source in order that they may play on a Twin Valley Middle High School team.
- No player will participate in a non-school group unless authorized by the principal once he/she participates in practice or competition with a school group in a particular activity. Violation of this rule will be handled as follows:

For the first infraction, a warning to the student athlete will be given and a choice of participation on one or the other team must be made. For the second infraction he/she will be dropped from the TVMHS team.

- A transfer student/athlete is eligible at once if the transfer is a result of change of address and the transfer student/athlete meets the eligibility standards using the grades they attained at their previous school for that marking period.
- Once a student/athlete has graduated from a course of study in twelfth grade, he/she is ineligible to participate in athletics except for the post-season championship play in the senior year.
- A student/athlete is eligible to compete in all athletic events if they have not reached his/her nineteenth (19) birthday before August 1.

Physicals for Athletes

All students participating in interscholastic athletics shall be required to have a physical examination by their own physician before participating in interscholastic athletics during the year. Participants who may experience an injury or illness will be required to verify good health and participation approval.

School Attendance for Extracurricular and Co-Curricular Activities

Students who have an **unexcused** absence will not be permitted to participate in team activities that day.

Students who have an unexcused absence on a Friday before a weekend school activity will not be permitted to participate in the weekend activity. To participate in an activity, the student must be in attendance for a total of 5 hours of instruction on the day of the event or the Friday prior for weekend participation. Also, any student/athlete who is currently enrolled in a physical education class and does not participate in that class will not participate in practice or games that night. All exceptions must be reviewed and approved by the Athletic Director or Principal.

Co-Curricular Academic Eligibility

The Twin Valley School District recognizes the vital contributions that athletics and co-curricular activities make to the academic, social, emotional, and personal development of our students, and the district strongly encourages all students to participate in the diverse athletic and co-curricular programs offered by Twin Valley Middle High School. Through their involvement in teams, clubs, and peer groups, students learn essential life

skills, assume personal responsibility, strengthen character traits, acquire leadership abilities, and build lifelong relationships. Students who elect to play sports, participate in student governance, or join a school group, club, or team make a voluntary commitment to these pursuits and earn the privilege of representing their school and community.

Student participation in athletics and co-curricular activities is viewed as an integral component of the learning process, and for this reason our eligibility policy is intended to be motivational in design rather than disciplinary. Yet while interscholastic athletics and co-curricular activities complement and enhance the academic program, school attendance must remain focused, first and foremost on learning the knowledge, skills, and habits of work that every graduate needs to succeed in adult life. The district's eligibility policy for interscholastic athletics and co-curricular programs are designed to ensure that academic learning and achievement remain a top priority for every student.

A. Communicating Eligibility Guidelines and Requirements

The athletic director and club advisors, under the direction of the principal, shall be responsible for ensuring that accurate, up-to-date information concerning the academic eligibility policy is communicated to coaches, activity advisors, teachers, students, parents, and the public. This information may be shared through the following: (1) published annually in the student and family handbook, (2) posted on the school website, (3) explained in the athletic code of conduct, and (4) discussed in relevant student and parent meetings offered throughout the school year.

As soon as it is practical and feasible, the principal and athletic administrator are to inform all students and their families of any modifications made to the school's academic eligibility policy, which extends to all applicable changes in relevant state statutes, rules, or regulations.

B. Eligibility Guidelines

The following procedure applies to all interscholastic athletics and co-curricular activities offered, organized, or sanctioned by the school, including:

1. Games, competitions, tournaments, scrimmages, performances, debates, and exhibitions;
2. Practice sessions, rehearsals, training opportunities, team meetings, club gatherings, or other planning and preparatory activities;
3. Tryouts, auditions, interviews, and other selective activities, such as Student Leadership or Wildcat Community Group
4. Elected or appointed leadership roles, including team captaincies or student leadership roles

C. Academic Eligibility Procedure

The principal or athletic director will check grades every two weeks for all in-season student athletes and co-curricular participants. An average grade of lower than 2.80 in any class will result in a documented warning. Additionally, a teacher may place a student in warning for a specific documented reason. For example, a student

who is not completing required work over a period of time. The warning will be communicated to the student, parents/guardians, coach/advisor, and the student's teachers. Grades of 2.8 or lower or specific reports from a teacher at the end of the initial two week period of warning in any course will determine eligibility intervention (one event suspension), or demonstrated improvement. Grades and teacher input will be requested after two week to determine continued eligibility. Continual low scores or specific teacher reports after an initial one event suspension will result in additional game suspensions. At the start of a new semester, eligibility will be determined by the previous semester's last two week eligibility check.

Extracurricular and Co-Curricular Contracts

The Twin Valley School District Drug Policy states that a violation is any illegal alcohol or tobacco related incident which occurs on school premises or at school sponsored functions. This includes the purchase, use, possession, being under the influence of alcohol and/or illegal drugs, dealing alcohol and/or illegal drugs and the possession of such paraphernalia especially or reasonable associated with tobacco, alcohol, or illegal drug use.

As a condition of the contract, any of the above violations that happen off campus will be considered violations of this contract and be subject to the appropriate consequences. A court conviction involving alcohol and/or drugs constitutes a violation of rules. The consequences and due process afforded the student/athlete for violation of the rules of the Twin Valley Middle High School Extracurricular and Co-Curricular Contract shall be consistent with district wide policy for alcohol, tobacco and drug abuse, and will include the following conditions:

ALL VIOLATIONS ARE CUMULATIVE (GRADES 6 – 12) AND ANY SUSPENSION FROM A TEAM OR CLUB WILL CARRY OVER TO THE NEXT SEASON IF THE ENTIRE SUSPENSION CANNOT BE CARRIED OUT DURING THE SEASON WHEN THE INFRACTION TOOK PLACE. (e.g. if a suspension occurs at the end of soccer any remaining suspension days will be assigned to the next sport played, whether that is basketball, golf, or baseball.)

Violation:

Possession, or use of, alcohol, drugs, tobacco in any form (smoking, chewing, or snuff), or any mood altering chemicals or devices specifically or reasonably associated with alcohol or drug use.

Conviction of vandalism or theft of any kind, including on school premises or at school sponsored functions.

Consequences:

- First Offense:
- A. Two calendar weeks (14 days) suspension from all co-curricular activities.
 - B. The student/athlete shall not be allowed to practice, perform or compete in any activity, dress in uniform for any games, travel to away games with the team or be associated with the team for any contest or activity.
 - C. Minimum 5 page research paper on the effects, dangers and consequences of alcohol, illegal drugs or tobacco consumption.

Second Offense	Same as above, but with a four (4) calendar week suspension.
Third Offense	Same as above, but with an immediate dismissal from all co-curricular activities for two (2) calendar years .