

MILTON HIGH SCHOOL



2015– 2016 CALENDAR/HANDBOOK

WE KNOW THAT THE 2015-2016 SCHOOL YEAR WILL PROVE TO BE A SUCCESSFUL AND EXCITING ONE FOR EVERYONE.

This handbook contains information that is relevant to the workings of Milton High School. We request that you will take time to review the information so that you are informed of the expectations and procedures of the school. The district website www.mtsd-vt.org will also help keep you informed of upcoming events and current athletic schedules. The district policies are also available online.

Students, you need to read and become familiar with this handbook. It will help you understand your **responsibilities to yourself, your school, and to others. Disciplining one's self is sometimes a very difficult task**, but it does bring about personal rewards. We personally wish you success in all of your endeavors at Milton High School during the coming year and we look forward to meeting and working with all of you.

MILTON HIGH SCHOOL CORE VALUES AND BELIEFS

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

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

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MILTON HIGH SCHOOL EXPECTATIONS FOR STUDENT LEARNING

ACADEMIC EXPECTATIONS

1. A Milton graduate discerns, analyzes perspectives, reflects and thinks critically using a variety of contexts and content areas.
2. A Milton graduate comprehends, interprets, and evaluates a wide range of written and visual material.
3. A Milton graduate collaborates respectfully to leverage the intelligences of diverse groups to solve problems, attain goals and increase innovation.
4. A Milton graduate sets goals, creates learning opportunities, and self-assesses in order to become an independent learner.
5. A Milton graduate will articulate thoughts and ideas effectively in different contexts using a variety of media. A graduate will use communication for a wide range of purposes with an awareness of audience, and will also be a respectful and engaged listener. A Milton graduate will also experiment with art as a means of creative expression
6. A Milton graduate as a global citizen, understands the importance of culture and diversity within Milton High School, his/her community, country, and the world. A graduate understands the past in order to critically evaluate the present, and determine how it shapes the future.
7. A Milton graduate uses appropriate technology for a variety of authentic purposes.
8. A Milton graduate understands the components of life-long wellness, including emotional, physical, financial and occupational health.

CIVIC EXPECTATIONS

9. A Milton graduate is an informed and active citizen.

SOCIAL EXPECTATIONS

10. A Milton graduate practices Habits of Mind.

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

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

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

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

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

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

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

EARLY DISMISSAL

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

Milton Town School District Truancy Prevention/ Attendance Procedures

Responsibilities:

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

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

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

5 Days Absent:

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

10 Days Absent:

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

15 Days Absent:

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

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

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

20 Days Absent:

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

TRUANCY— The state of Vermont requires us to report truanancies to the state and to the Superintendent.

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

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

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

SUSPENSION PROCEDURES

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

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

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

UNFORESEEABLE ACTIONS

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

Behaviors that warrant a written referral to Student Support Center:

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

STUDENT SUPPORT CENTER PROCESS

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

While working with the Student Support Team,

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

NON-DISCRIMINATION POLICY C6 (refer to the district website mtsd-vt.org for full policy)

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

SURVEILLANCE CAMERAS POLICY E100/E100P (refer to the district website mtsd-vt.org for full policy)

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

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

Procedure:

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

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

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

Annual Notice to Parents and Eligible Students

As a parent of a student enrolled in the Milton School District, you have certain rights concerning the education records that the school district maintains. These rights are afforded by the Family Educational Rights and Privacy Act (FERPA), and other legal requirements. For disabled students on an IEP, parents maintain rights equal to those of the student through the period of the **student's special education eligibility**.

To summarize, you have the following rights:

1. To a list of the types of locations of student education records maintained by the School District and the titles and addresses of the school officials responsible for those records.
2. To inspect and review your education records within a reasonable time after such a request (no more than 45 days after the request is made, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a student with a disability). This includes the right to:
 - a.) a response to reasonable requests for explanations and interpretations of the education records.
 - b.) have a representative of your choice (i.e. an advocate, relative, etc.) to inspect and review the records on your **child's** behalf.
 - c.) **a copy of any of your child's education records if failure to provide a copy effectively prevents you from exercising your right to inspect and review the records.**
3. To seek the correction of your education records through a request to amend them, or through a hearing procedure provided for by law.
4. **To review the access log (record of disclosure of personally identifiable information) from your child's record.**
5. To examine and receive a copy of any policies or procedures of the Milton School District regarding education records by contacting the Principal of the school.
6. To receive this notice in your home language, if it is other than English, or by any other primary mode of communication that you use unless it is clearly not feasible for the school district to do so.
7. **To file complaints, regarding the Milton School District's failure to grant these rights by writing to the Family Policy Compliance Office, U.S. Dept. of Education, Washington, DC 20202-4665.**
8. To have information from your education records withheld from disclosure to third parties without your prior written consent, except:
 - a.) To school officials with legitimate educational interests.
 - b.) To officials of another school or school system in which you (your student) seek(s) or intend(s) to enroll.
 - c.) To federal or state government officials and other authorities, as provided by law.
 - d.) To appropriate individuals in health and safety emergencies.
 - e.) To comply with a judicial order or lawfully issued subpoena.
 - f.) **For directory information *(at the Principals discretion) which includes student's name, address, telephone number, current grade enrolled in dates of attendance and most recent previous education agency or institution attended, date and place of birth.**

You have the right to refuse to permit the designation of any or all these categories as directory information for your child by contacting, the Principal of your school in writing fourteen (14) calendar days of the date of this notice.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is Congress's directive to schools receiving any federal funding to eliminate discrimination based on disability from all aspects of school operation. It states: *"No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."* Since the Milton Town School District is a recipient of federal dollars, we are required to provide eligible disabled students with equal access (both physical and academic) to services, programs, and activities offered by our schools. Section 504 is a civil rights statute and not a special education statute. Therefore, it is the responsibility of regular education staff and administration to implement those practices and procedures necessary for a school to fulfill this law's requirements. It is also important to understand that schools receive no additional funding to implement Section 504 accommodations. At each school, the responsibility for insuring Section 504 compliance rests with the Director of Student Services and/or designee.

If you should have Section 504 questions or complaints, the contacts listed below will respond or direct you to the appropriate person.

TITLE	NAME(S)	PHONE NUMBERS
Superintendent of Schools	John L Barone, Sr. Ed.D.	802/893-5400 listen for prompts
Director of Student Services	Timothy Dunn	802/893-5400 listen for prompts
9-12 Co-Principals	Anne M Blake & MaryJane Stinson	802/893-5400 listen for prompts

MILTON TOWN SCHOOL DISTRICT

BULLYING PREVENTION POLICY F106/F106P (refer to the district website mtsd-vt.org for full policy and updates which reflect new state law)

Definition

Bullying means any overt act or combination of such acts directed against a student by another student or group of students and which:

- a) occurs during the school day on school property, on a school bus, or at a school sponsored activity;
- b) is intended to ridicule, humiliate, or intimidate the student; and
- c) is repeated over time.

Notice of Prohibition against Bullying

The Milton Town School District recognizes that students should have a safe, orderly, civil and positive learning environment, and that bullying has no place and will not be tolerated in its schools.

To make students, staff, parents and guardians aware of the prohibition against bullying, the penalties for engaging in bullying, and the procedures for reporting bullying, the Milton Town School District shall:

- a) Include the prohibition against bullying in the student or school handbook
- b) Post the policy and procedures on the District website.
- c) Provide educational programs to help students to understand what bullying is and its harmful effects
- d) Describe appropriate reporting procedures.

Reporting, Investigating, and Notifying Parents of Bullying Reports

Personal Report:

Students may report acts of bullying to any teacher or school administrator.

Report to a Designated Employee:

A student, parent, guardian or any individual that suspects acts of bullying have occurred are asked to make a report to the employees designated below who will initiate an inquiry into the matter.

Designated Employee Responsibilities:

A designated employee is required to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, school districts shall promptly continue with an investigation. School Administrators shall investigate all written reports. All reports of suspected bullying that are **investigated shall be entered into the school's discipline incident reporting system.**

Designated Employees:

The following employees have been designated to receive complaints of bullying at Milton High School: Matt Rector, School Counselor, 893-5373 — Nicole Martel, School Counselor, 893-5372—**TBH**, School Counselor, 893-5371

Written Reports:

Individuals reporting suspected acts of bullying are asked to make written reports regarding the incident(s).

MILTON TOWN SCHOOL DISTRICT

HARASSMENT OF STUDENTS AND HANDLING COMPLAINTS POLICY F20/F20P

(refer to the district website mtsd-vt.org for full policy and updates which reflect new state law)

Definitions

The terms “harassment,” “employee,” “complaint,” “complainant,” “Principal,” and “designated employee” shall have the same meaning when used in these procedures as they are defined in the District’s Harassment of Students Policy.

Designated Employees:

The following employees have been designated to receive complaints of harassment at Milton High School: Matt Rector, School Counselor, 893-5373 — — Nicole Martel, School Counselor, 893-5372—**TBH**, School Counselor, 893-5371

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

Reporting Student Harassment Complaints

1. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, may report the conduct to a designated employee, or to any other school employee.
2. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.
3. A complaint or report may be made either orally or in writing. If a complaint report is oral, a designated employee shall promptly reduce the report to writing, including the time, place, and nature of the conduct, and the identity of the participants and the complainant.
4. An employee who witnesses conduct that s/he believes might constitute student harassment under the Harassment of Students Policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

5. Any other person who witnesses conduct that s/he believes might constitute harassment under the Harassment of Students Policy should report the conduct to a designated employee.
6. If one of the designated employees is the person alleged to be engaged in the conduct witnessed or complained of, the report shall be filed with the other designated employee.

MILTON TOWN SCHOOL DISTRICT

HAZING POLICY F24 (refer to the district website mtsd-vt.org for full policy and updates which reflect new state law)

It is the policy of the Milton Town School District that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated. Accordingly, the District adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Definitions

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds. Examples of hazing include:

- Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
- Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
- Activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Reporting of Hazing

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of an extracurricular team, teacher, school nurse, guidance counselor, or school administrator. Staff members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the Principal of the school, or, in the event of the unavailability of the Principal, to the designated person. The report may be in writing or orally. If the report is made orally, the receiver shall make a written record of the report.

It shall be a violation of this policy for a person to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

MILTON TOWN SCHOOL DISTRICT

WEAPONS POLICY F21/F21P (refer to the district website mtsd-vt.org for full policy)

It is the policy of the Milton Town School District (MTSD) to comply with the federal Gun Free Schools Act of 1994, and 16 V.S.A. §1166 requiring school districts to provide for the possible expulsion of students who bring to or possess firearms at school. It is also the policy of the district to take appropriate disciplinary action, including long-term suspension, against students who bring to or possess weapons at school. It is further the intent of the district to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Procedures:

1. Confiscation of the Weapon – Administrators or other delegated school officials will exercise judgment and caution, using law enforcement if necessary, to confiscate any article identified as a weapon under this policy. Any such actions should be taken so as to minimize the risk of further endangering self or others.
2. Notification of Law Enforcement – A student who brings a firearm to or possesses a firearm at school shall be referred to a **law enforcement agency, as required by 16 V.S.A. §1166. Where the student's possession or use of any other weapon may constitute a criminal violation, school officials shall immediately notify the appropriate law enforcement agency.**
3. Disciplinary Proceedings - Any student who brings to or possesses a weapon at school shall be brought by the Superintendent to the School Board for an expulsion hearing. Such a hearing shall afford due process as required by law. A student found by the Board after a hearing to have brought a firearm to school shall be expelled for at least one calendar year. A student found to have brought any other weapon to school shall be subject to a long-term suspension from school for the remainder of the school year or up to 90 school days, whichever is longer. However, the Board may modify the expulsion or long-term suspension on a case by case basis when it finds circumstances such as, but not limited to:
 1. The student was unaware that he or she had brought a weapon to school.
 2. The student did not intend to use the weapon to threaten or endanger others.
 3. The student is disabled and the misconduct is related to the disability.
 4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

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

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

MILTON TOWN SCHOOL DISTRICT

STUDENT ALCOHOL AND DRUGS F7 (refer to the district website mtsd-vt.org for full policy)

Philosophy

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

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

Policy

It is the policy of the Milton Town School District that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, alcohol, tobacco or drug paraphernalia on any school property (including buses), or at any school sponsored activity away from or within the school. For purpose of this policy, alcohol, tobacco, and drugs include substances that a student represents or believes to be a drug. The only exception to this policy is medication, authorized in writing in advance by a licensed health-care provider. Any student required to take medications during school hours is required to comply with school policies, procedures and regulations for the administration and possession of medications. It is also the policy of the district to make appropriate referrals in cases of substance abuse.

Violations and Consequences

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

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

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

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

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

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

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

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

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

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

1. First Violation: A student found to be in violation on school property or at a school sponsored event shall receive the following consequences:
 - a) Parent/Guardian notification.
 - b) Police notification.
 - c) Confiscation of alcohol or other drug when possible.
 - d) Suspension at each level, as follows: K-5, two to three days; 6-8, 9-12, three to five days.
 - e) The student shall meet with the student assistance counselor and shall procure a Proof of Contact/Release of Information form. If counselor is unavailable, please refer to an administrator for this form.
 - f) Upon or before return to school:
 1. The student must provide Proof of Contact of a scheduled drug/alcohol assessment appointment at parent/guardian expense
 2. This assessment shall be made by a certified drug/alcohol counselor and must be completed within one week of the date of return. Exceptions to this time frame may be made by the Superintendent or designee in the event of scheduling difficulties.
 3. **The student/parent/guardian must release the assessment's education and treatment recommendations to the designated school person(s).**
 4. The assessment recommendations will be followed.
 5. Student shall meet with the student assistance counselor upon return to school.
 6. Failure to comply with numbers 1-5 above will result in further disciplinary action as determined by administration.
2. Second and Subsequent Violations: If a student is found to be in violation on school property or at a school sponsored event, all of the following shall occur:
 - a) Parent/Guardian notification.
 - b) Police notification.
 - c) Confiscation of alcohol or other drug when possible.
 - d) Suspension for 10 school days.
 - e) Recommendation to the School Board for an expulsion hearing; procedure is as follows:
 1. The School Board shall convene a hearing within the 10 school days of the suspension period.
 2. All parties shall be entitled to representation by counsel at their own expense.
 3. Upon conclusion of the hearing, the Board shall make its decision.

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

STUDENT PROGRESS/POWERSCHOOL

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

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

MHS ATHLETICS

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

MHS CLUBS AND ACTIVITIES

Athletic Leadership Club—ALC, Art Club, Community Book Discussion, Debate, Drama, Film Club, French Trip, Garden Club, Gay Straight Alliance-GSA, **Governor's Institute**, **Guitar Club**, **HOBY/Girls State/Boys State**, **International/German Club**, Iron Chef, Japanese Club, Linking Learning to Life, Math League, National History Day, National Honor Society, Poetry Out loud, Reading Buddies, Service Learning, Student Newspaper, Student School Board Rep, TASC/Helix, Tri-M, VSAC, Writers Block, Yearbook, Yellow Jacket Boosters

STUDENT ACTIVITY ACCOUNT

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

LIBRARY MEDIA CENTER

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

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

NATIONAL HONOR SOCIETY

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

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

MILTON HIGH SCHOOL FOOD SERVICE:

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

We Encourage parents to take advantage of our on line payment center at www.mynutrikids.com sign up is easy and student account activity can be monitored at this site. Also please remember if you think you may qualify for free or reduced meals please fill out the application. All information is available on the Milton School District web site or please call Steven Marinelli food service director at 893-5500. Student lunch \$3.50/Reduced lunch free/Adult lunch \$4.50/Student Breakfast \$2.00 / Reduced breakfast free.

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

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

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

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

HEALTH PROGRAM

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

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

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

Administration of Prescription Medication

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

Communicable Disease

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

CLOSED CAMPUS

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

VISITORS

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

EMERGENCY SCHOOL CLOSING

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

LOCKERS

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

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

STUDY HALLS

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

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

MOTOR VEHICLE DRIVING AND PARKING REGULATIONS

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

STUDENT APPEARANCE

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

GUIDELINES FOR STUDENT APPEARANCE

1. Student dress cannot violate health or safety laws.
2. Clothing with underwear showing (inappropriate)
3. Excessively low-cut shirts/dresses (inappropriate)
4. Shorts and skirts no shorter than mid-thigh
5. Avoid strapless, backless or single strap garments
6. Avoid obscene, derogatory, racial, ethnic, sexual, symbols/language of A-Z, hate/prejudice
7. Spiked jewelry

OTHER RULES

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

FIRE DRILLS/EMERGENCY PROCEDURES

Fire drills at regular intervals are an extremely important safety precaution. In addition, they are required by law. It is essential that when the fire alarm sounds everyone promptly exits the building by prescribed routes (indicated by signs) as quickly as possible. Students are to move 100 feet away from the building and remain with their teacher until a signal is given to re-enter the building.

DANCES

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

1. Anyone under the influence of drugs and/or alcohol during the dance activity will meet the consequences concerning drug/alcohol use as defined in this handbook and school policy.
2. No students are allowed to re-enter the dance after leaving the dance area.
3. Only students of Milton High School are allowed into the dance activity. Any exception to this, such as former students or students from other schools must be cleared in advance by the administration on sign-up sheets in the main office.
4. Students absent from school or suspended during the period of time in which a dance activity occurs cannot attend.
5. Only students in grades 9-12 may attend high school dances.

PROCEDURES FOR PARENT CONCERNS AND QUESTIONS

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

Step One:

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

Step Two:

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

Step three:

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

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

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

Step Four:

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

Matters Regarding an Administrator

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

This handbook is subject to school board policies. There are policies referenced in this handbook, for the full policy refer to the district website mtsd-vt.org

• Drug and Alcohol Policy	F7	• Student Activity Accounts	E106	• Student Attendance Policy	F25
• Educational Support System	G7	• Non-Discriminaiton Poilcye	C6	• Student Conduct & Discipline	F1
• Field Trips	G3	• Restrictive Behavioral Intervention	F26	• Technology Policy	F100
• Hazing Policy	F24	• Student Activity Accounts	E106	• Unlawful Harassment Policy	D12/F20
				• Wellness Policy	F28

MILTON HIGH SCHOOL - Tel: 802-893-5400— Fax: 892-893-3247

MAIN OFFICE

Anne M. Blake, Co-Principal	893-5400	ablake@mtsd-vt.org
MaryJane Stinson, Co Principal	893-5400	mstinson@mtsd-vt.org
Kathy C-Therriault, Administrative Assistant	893-5462	ktherriault@mtsd-vt.org
Judy Campbell, Attendance/Administrative Assistant	893-5463	jcampbell@mtsd-vt.org

GUIDANCE OFFICE

TBH, School Counselor	893-5371	@mtsd-vt.org
Nicole Martel, School Counselor	893-5372	nmartel@mtsd-vt.org
Matt Rector, School Counselor	893-5373	mrector@mtsd-vt.org
Deb Kent, Administrative Assistant	893-5374	dkent@mtsd-vt.org
Burlington Tech Center	864-8424	
Essex Tech Center	879-5558	

ATHLETIC OFFICE

Michael Jabour, Athletic Director - Grades 6-12	893-5470	mjabour@mtsd-vt.org
Patti Pixler, Administrative Assistant	893-5473	ppixler@mtsd-vt.org

HEALTH OFFICE

TBH, RN School Nurse	893-5477	@mtsd-vt.org
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MILTON TOWN SCHOOL DISTRICT - Tel: 802/893-5400 - Fax: 802/893-3213

DISTRICT PERSONNEL

Lori Donna, School Trustee Chair	598-9190	ldonna@mtsd-vt.org
Karen Lafond, School Trustee, Vice Chair	238-5488	klafond@mtsd-vt.org
Cathy Vadnais, School Trustee Clerk	893-0227	cvadnais@mtsd-vt.org
Rae Couillard, School Trustee, Clerk	373-2076	rcouillard@mtsd-vt.org
Michael Boisjoli, School Trustee	343-1247	mboisjoli@mtsd-vt.org
John L Barone, Sr. Ed.D. Superintendent	893-5400	jbarone@mtsd-vt.org
Eileen O'Regan Wheeler, Registrar/Executive Assistant	893-5302	eoreganwheeler@mtsd-vt.org
Donald P Johnson, Business Manager	893-5400	djohnson@mtsd-vt.org
Terry Mazza, Human Resources/Administrative Assistant	893-5304	tmazza@mtsd-vt.org
Tim Dunn, Director of Student Services	893-5400	tdunn@mtsd-vt.org
Deborah King, Director of Curriculum & Instruction	893-5400	dking@mtsd-vt.org
Tammy Boone, Data & Assessment Coordinator	893-5305	tboone@mtsd-vt.org
Steve Marinelli, Food Service Manager	893-5500	smarinelli@mtsd-vt.org
Fred Wadlington, Network Manager	893-5469	fwadlington@mtsd-vt.org
Melissa Hayden-Raley, Technology Supervisor	893-5460	mhaydenraleymtsd-vt.org
Suzanne Affinati, IT Technician	893-5353	saffinati@mtsd-vt.org
Rob Whitcomb, IT Technician	893-5536	rwhitcomb@mtsd-vt.org

MILTON ELEMENTARY SCHOOL K – 8 PRINCIPALS - Tel: 802/893-5400 Fax: 802/893-3224

Troy Nolan-Watkins, Principal - Grades Pre-K-2	893-5400	tnolan-watkins@mtsd-vt.org
Lynne Manley, Principal – Grades 3-5	893-5400	lmanley@mtsd-vt.org
Marcel Choquette, Principal - Grades 6-8	893-5400	mchoquette@mtsd-vt.org

NAME	SUBJECT	VOICE MAIL #
ATTENDANCE	24 HOUR VOICEMAIL	893-5463
ADAMS, JON	SCIENCE (9-12)	893-5375
ADII, CARRIE	MATHEMATICS (9-12)	893-5352
BRYAN, SARAH	ENGLISH (9-12)	893-5354
CARLSON, MARYANN	SOCIAL STUDIES (9-12)	893-5355
CARPENTER, SOOMIE	ENGLISH (9-12)	893-5356
CHRISTIE, GREG	STUDENT SUPPORT (9-12)	893-5357
CORROW, KRISTY	MATHEMATICS (9-12)	893-5358
CURTISS, PAUL	THEATRE ARTS (6-12)	893-5485
CUSHING, CAROL	BEHAVIOR INTERVENTIONIST (9-12)	893-5365
DAVIDMAN, JOANNE	HEALTH/FAMILY CONSUMER SCIENCE (9-12)	893-5359
DECARLO, AMANDA	ART (9-12)	893-5491
DEMERS, DEREK	DRIVERS EDUCATION (9-12)	893-5361
DILLON, BERNADETTE	WORLD LANGUAGE (FRENCH & LATIN) (9-12)	893-5362
FERGUSON, ROSEANN	READING TEACHER (9-12)	893-5363
FERRIS-LETSOS, STACI	WORLD LANGUAGE (GERMAN) (9-12)	893-5364
FOSHER, LYNN	SCIENCE (9-12)	893-5376
FURLONG, GARY	SOCIAL STUDIES (9-12)	893-5367
GARRISON, VICKI	SOCIAL WORKER (9-12)	893-5472
GORCZYK, JASON	SOCIAL STUDIES (9-12)	893-5369
GORDON, DREW	SOCIAL STUDIES (9-12)	893-5370
HAAS, JEN	SERVICE LEARNING/PERSONAL LEARNING PLAN	893-5371
HAMMOND, KAREN	SCIENCE (9-12)	893-5377
HELLER, TOM	COMPUTER SCIENCE (9-12)	893-5494
HURLEY, DANIELLE	MATH (9-12)	893-5481
JABOUR, MICHAEL	ATHLETIC DIRECTOR (6-12)	893-5470
KEMP, DUSTIN	MATHEMATICS (9-12)	893-5381
KING, ANGELA	WORLD LANGUAGE (SPANISH) (9-12)	893-5382
LACROSS, DEB	JOB DEVELOPER (9-12)	893-5486
LAVOIE, JOHN-PAUL	SCIENCE (9-12)	893-5378

TO CONTACT AN EMPLOYEE BY E-MAIL: firstname.lastname@mtsd-vt.org

NAME	SUBJECT	VOICE MAIL #
LYNCH, TIM	MATH (9-12)	893-5385
MARTEL, NICOLE	GUIDANCE COUNSELOR	893-5372
MCDERMOTT, OWEN	LIBRARY MEDIA SPECIALIST (9-12)	893-5387
MCKITTRICK, LAURIE	CONSULTING TEACHER (9-12)	893-5393
MCRAE, GISELE	MUSIC (6-12)	893-5490
MEARS, PHIL	MUSIC (6-12)	893-5542
MEIGS, SARA	MATH (9-12)	893-5388
METIVIER, KATHY	ENGLISH (9-12)	893-5389
MONTAGUE, KATHY	ENGLISH (9-12)	893-5390
NEWBERRY, CASE	SOCIAL STUDIES (9-12)	893-5391
O'CONNOR, GINA	CONSULTING TEACHER (9-12)	893-5395
OGRADY, JIM	PHYSICAL EDUCATION (9-12)	893-5454
OLES, KATILYNN	SPEECH LANGUAGE PATHOLOGIST (9-12)	893-5487
RABIDEAU, DEB	CONSULTING TEACHER (9-12)	893-5474
RECKORD, COURTNEY	ART (9-12)	893-5476
RECTOR, MATTHEW	GUIDANCE COUNSELOR	893-5373
REIDER, CHRISTINE	CONSULTING TEACHER (9-12)	893-5396
REYNOLDS, LINDSEY	ENGLISH (9-12)	893-5479
ROWE, BONNIE	CONSULTING TEACHER (9-12)	893-5397
SCHARF, RICK	SCIENCE (9-12)	893-5379
SCHOEMBS, KRISTINE	CONSULTING TEACHER (9-12)	893-5475
SHORT, MARIA	SPEECH LANGUAGE PATHOLOGIST (9-12)	893-5480
TAYLOR, LAURA	WORLD LANGUAGE (SPANISH) (9-12)	893-5482
VANYUSH, MARK	DESIGN TECHNOLOGY (6-12)	893-5489
WAGAR, TREVOR	PHYSICAL EDUCATION (9-12)	893-5454
WYNDORF, PETER	SOCIAL STUDIES (9-12)	893-5484
TBH	GUIDANCE COUNSELOR (9-12)	893-5465
TBH	SCHOOL NURSE (9-12)	893-5477

TO CONTACT AN EMPLOYEE BY E-MAIL: firstinitiallastname@mtsd-vt.org

HIGH SCHOOL DAILY SCHEDULE

Period 1	7:20 - 8:40
Period 2	8:40 - 10:00
Period 3	10:00 - 11:20
TA/Lunch	11:20 - 12:00
<i>Lunch 1</i>	11:20 - 11:45
<i>TA 1 (one day a week will be an extended TA—see schedule)</i>	11:45 - 12:00
<i>TA 2 (one day a week will be an extended TA—see schedule)</i>	11:20 - 11:35
<i>Lunch 2</i>	11:35 - 12:00
Period 5	12:00 - 1:20
Period 6	1:20 - 2:40

HIGH SCHOOL TWO-HOUR DELAY SCHEDULE

Period 1	cancelled
Period 2	9:20 - 10:00
Period 3	10:00 - 11:20
TA/Lunch	11:20 - 12:00
<i>Lunch 1</i>	11:20 - 11:45
<i>TA 1</i>	11:45 - 12:00
<i>TA 2</i>	11:20 - 11:35
<i>Lunch 2</i>	11:35 - 12:00
Period 5	12:00 - 1:20

2015/2016 MHS CLASS ADVISORS

CLASS OF 2016
ADVISORS: MR. GORDON

CLASS OF 2017
ADVISOR: MS ADII & MS MARTEL

CLASS OF 2018
ADVISORS: MS RECKORD

CLASS OF 2019
ADVISOR: TBD

SCHOOL BOARD REPRESENTATIVES
Jack Loucy (12TH GRADE)
ALEX DOOLEY (11TH GRADE)

STUDENT COUNCIL
ADVISOR: MR. GORCZYK