

**LONG TRAIL  
SCHOOL**

**Student and Parent  
Handbook**

## **OUR VISION...**

to kindle intellectual and creative passion.

### **WE BELIEVE:**

- A balance of challenge and support moves learners to greater understanding and skill
  - Learning how to think is more important than being told what to think
  - Curiosity and conversation motivate
  - Children deserve a safe, welcoming, and supportive school where everybody is known and valued
  - Diversity improves the educational experience
  - A dynamic classroom responds to the individuality of each child
  - Teaching and learning work best in small groups
  - Education is a shared responsibility
- ...and it works.

### **CORE VALUES**

**Integrity** — Determine what's right, then do it

**Kindness of Spirit** — Embrace empathy, compassion, respect

**Openness** — Engage freely in dialogue; listen, be open, speak

**Social Responsibility** — Give back

Be a good citizen and serve others

Commit financial support to those who otherwise could not afford the LTS experience

**Stewardship** — Care for the School, its resources, the environment and the Community

**LONG TRAIL SCHOOL** adheres to a longstanding policy of admitting students of any race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, or place of birth.

# TABLE OF CONTENTS

3	Letter from Head of School
4	Accreditation
4	Board of Trustees
4-5	Communication
5	Parent Partnership
6	Grade Level Parents
6-7	Long Trail School Parent Association
7-13	Academics
13-14	Higher Education and Career Training
14-20	School Rules
20-22	Attendance
22-23	International and Domestic Trip Policy
23-24	Acceptable Use Policy for Technology
24-26	Drug and Alcohol Policy
26-27	Transportation
27	Delayed Openings
27-29	Safety and Health
29-31	Student Life and Athletics



Dear LTS Families:

Welcome and thank you for enrolling at Long Trail School.

This is an exciting time in our school's history. We are in the midst of carrying out *Long Trail School's Strategic Plan: 2009-2014*, which provides a visionary blueprint for our school's future. The Plan is shaping our culture, community, and values.

Our focus remains on the people of this great school. Establishing meaningful partnerships between students, teachers, and parents enhances our already outstanding program and provides a common language for our constituency. Our core values of Integrity, Kindness of Spirit, Openness, Social Responsibility, and Stewardship continue to guide and strengthen our community.

Please take a moment to review the Student and Parent Handbook so that you and your family understand the basic expectations at Long Trail School. Though it is not, by design, comprehensive, the Handbook includes a synopsis of Long Trail's:

- school-parent partnership;
- academic philosophies;
- school rules and policies;
- the rotating schedule and yearly calendar;
- Student Life and Athletics; and
- general expectations and rules to live by.

If, after reviewing the Handbook, you have any questions or concerns about its content, please do not hesitate to call us. All of us at Long Trail deeply appreciate the trust you have placed in us, and we look forward to working with you and your family this year.

Yours in partnership,

John H. Sutor III  
Head of School

## **ACCREDITATION**

Long Trail School is approved by the Vermont State Board of Education and is accredited by the New England Association of Schools and Colleges. LTS is a member of the National Association of Independent Schools, the Independent Schools Association of Northern New England, the Vermont Independent Schools Association, the College Board, the New England League of Middle Schools, and the National Middle School Association.

In April of 2010, Long Trail School became the first International Baccalaureate (IB) World school in the State of Vermont. We are authorized by IB to offer the Diploma Programme for 11th and 12th grade students.

## **BOARD OF TRUSTEES**

Our Board of Trustees is made up of current and former LTS parents, educators, and business leaders who help Long Trail grow and prosper. They set policy such as tuition rates and financial aid budgets and are the guardians of the school's mission. For a current list of our Trustees, please visit our website at [www.longtrailschool.org/trustees/](http://www.longtrailschool.org/trustees/).

## **COMMUNICATION**

We make every effort to keep you informed. You are part of the Long Trail student-parent-school partnership. For your success at Long Trail, it is vital for you to know what is going on. Weekly E-Notes, monthly red envelopes and evaluation reports, this annual handbook, press releases, and our website serve to communicate with you.

## **KEEP US INFORMED**

We celebrate the individual. Please inform us of individual accomplishments and feel free to provide us with recommendations.

## **PERSON TO PERSON**

LTS prides itself on the availability of its faculty, staff, and administrators. For the LTS main phone line, phone extensions, home phones, and email addresses, see the Buzz Book.

## **E-NOTES & EMAIL**

E-Notes go out every Friday and are essential to keeping you informed of LTS happenings. Additional emails are sent as needed and generally contain special announcements and important/immediate schedule changes. If you are not receiving E-Notes, please contact the Registrar. To add your name or other family or friends to

our cyber list, email [ypanarello@longtrailsschool.org](mailto:ypanarello@longtrailsschool.org). If you do not have email, contact the Registrar at 802-867-5717 x275 to receive E-Notes via the U.S. mail.

### **RED ENVELOPES**

Your child takes home a red envelope with academic evaluations and valuable information. Please read all insertions and return your red envelope promptly. Red envelopes distribution dates can be found on the Academic Calendar on our website at <http://longtrailsschool.org/academia/academic-calendar/>.

### **PINK PAPER**

Permission slips and information that need to be returned to LTS are sent home on pink paper. Complete, sign, and return all pink forms promptly.

### **THE WEB**

[www.longtrailsschool.org](http://www.longtrailsschool.org) offers news, events, schedules, announcements, and information.

## **PARENT PARTNERSHIP**

You have chosen to entrust LTS with the education of your child. We take this responsibility seriously and depend on your support and ongoing involvement.

### **PARENTS EXPECT LONG TRAIL SCHOOL TO...**

**PROVIDE** a nurturing, supportive, and challenging educational environment for each child—and to respect and to value that child.

**CREATE** a safe place for students to learn, to take intellectual and personal risks, to build on individual strengths, and to be part of and to serve the community.

### **LONG TRAIL SCHOOL EXPECTS PARENTS TO...**

**VOLUNTEER & PARTICIPATE** and enhance our programs and community by offering your expertise and time. You send a strong message to your child about the importance of school and community by volunteering at Long Trail and at school events, and also by supporting your child's learning at home.

**CONTRIBUTE.** Even full tuition covers only a portion of the true cost of a Long Trail education. Generous annual donations provide the majority of the balance. We rely on parent giving to provide critical resources for our program. 100% parental participation inspires significant financial support from benefactors outside our immediate community.

We look forward to this ongoing parent and Long Trail School partnership and to your support as LTS families!

## **GRADE LEVEL PARENTS**

- Each grade level has grade level advisors.
- Support grade level advisors in grade level fundraisers.
- Work with grade level advisors to organize and supervise one extracurricular event per grade level per semester (such as bowling, movie night, dinner) and student-oriented get-togethers.
- Organize one annual grade level parent gathering, preferably early in the school year.
- Coordinate other parents in the same grade for volunteer efforts.
- Disseminate pertinent grade level information to other parents.
- Grade level parent representation is requested at regular monthly LTPA meetings

## **LONG TRAIL SCHOOL PARENT ASSOCIATION**

### **LTPA MISSION**

To support and strengthen the mission of the School through a partnership between the school community and all parents by

- Promoting activities;
- Cultivating and supporting parent volunteerism;
- Supporting and recognizing faculty, staff, and students;
- Developing, supporting, and participating in the school's fundraising programs; and
- Providing opportunities for parents to network and share ideas.

### **LTPA ACTIVITIES**

In support of the mission of Long Trail School, the LTPA organizes and directs three different types of activities: volunteering, fundraising, and hospitality.

### **VOLUNTEERING**

Parental involvement in the community enhances the educational experiences of all families at Long Trail School. Volunteering to work on behalf of the School is an important way all parents can participate in their children's education; parents who model the spirit of volunteerism teach their children that a Long Trail School education is a valuable and worthy cause. Parent volunteers coordinate the work of the LTPA and support the School in a variety of ways. Parents fill out a form at the beginning of the school year to indicate the type of activities in which they are interested in participating. The LTPA Volunteer Coordinator directs these volunteer efforts.

## **FUNDRAISING**

Historically, the LTPA has hosted several events to help raise funds to meet the operational needs of the School. These events have included, but are not limited to, an annual golf tournament in support of Long Trail's scholarship program and a spring gala/auction. The LTPA Fundraising Coordinator(s) plans, supervises, and manages these events with help from the Director of Development.

## **HOSPITALITY**

The LTPA provides hospitality services throughout the school year at events, during performances, and as a form of faculty appreciation.

## **ACADEMICS**

### **ACADEMIC EXCELLENCE & INDIVIDUAL DEVELOPMENT**

LTS is dedicated to small classes that focus on individual learning styles, academic excellence, and positive social development. LTS teachers strive to help students make ongoing connections and become good citizens.

### **UPPER SCHOOL GRADUATION REQUIREMENTS**

Students typically earn 7 credits per year, or 28 credits in 4 years. These include:

- The Arts (2 years);
  - English (4);
  - Math (3, preferably 4 through Algebra 2);
  - Science (3, through Biology);
  - Social studies (3, preferably 4, through U.S. History);
  - A second language (at least 3, preferably 4 or more);
  - The Dean of Academics and the Registrar must approve exceptions.
- Requirements include Connections, a multi-disciplinary project that teaches critical thinking in knowledge acquisition, a senior internship, and yearly participation in a service learning project.

### **ACADEMIC CHAIN OF COMMAND**

To be followed when addressing academic concerns:

1. Teacher
2. Department Chair
3. Dean of Academics
4. Head of School

## **EXTRA HELP & TUTORING**

Teachers are widely available for extra help. Students should schedule extra help with faculty before school, during lunch, or after school hours. If a student does not understand an assignment, he or she is expected to phone the teacher at home. LTS will help arrange for a tutor for individual, long-term assistance at parent expense. Contact the Dean of Academics for tutoring information.

## **STUDY HALLS**

Upper School Students have study halls in the Whalen Common Room and the library. Students with faculty permission may study in an open classroom when a teacher is present.

## **PARENT CONFERENCES**

The Registrar's Office schedules 20-minute conferences with teachers in the fall for parents. Meetings are arranged as needed throughout the year upon faculty or parent request to the Dean of Academics.

## **SPECIAL SERVICES**

Multi-dimensional support services with a learning specialist are scheduled for a limited number of students with diagnosed learning disabilities and/or ADD during academic complements and study hall. A learning specialist works closely with students, parents, teachers, and outside agencies to ensure achievement and success.

If concerns about a given student warrant further investigation, the following procedure is in place: the Student Support Team, acting as the Educational Support Team, discusses the student. If deemed necessary, a plan of accommodations and/or modifications will be determined. If a referral for special education is to be made, the Special Services Director (or her designee) calls the parent and the referral will move through the process designated by the Vermont Special Education Rules and Regulations. Child-Find Special Education federal requirements make the Bennington-Rutland Supervisory Union (B-RSU) responsible for locating, identifying, and evaluating all independent school children with disabilities that are enrolled by their parents in private schools located in this supervisory union. This includes schools in the towns of Sunderland, Rupert, Pawlet, Dorset, Manchester, Danby, and Mt. Tabor.

It is important for parents of students who are not placed or funded by their school district to be aware that although they do not live in the town where their school is located, the B-RSU, and not their home district, is responsible for considering special education referrals made on behalf of their child. The LTS program is state approved in the categories of Specific Learning Disability (SLD) and Other Health Impairment

(OHI).

## **HOMEWORK**

- Students in grades 6-8 receive approximately 10 minutes of homework per night for each class that has homework due on Tues. and Wed. Students receive 20-30 minutes of homework per night for each class that has homework due on Mon., Thurs., and Fri. Students in Upper School courses have increased expectations.
- Students in grades 9-12 typically receive 20 minutes of homework per night for each class that has homework due on Tues. and Wed. Students receive 30-40 minutes per night for each class that has homework due on Mon., Thurs., and Fri. AP/IB courses have increased expectations.
- Homework is due at the beginning of the class unless previous arrangements have been made with the teacher.
- For students in grades 6-8, failure to meet this deadline results in the loss of a letter grade. If the homework in question is not submitted by the beginning of class the next day, it receives a grade of zero.
- For students in grade 6-8, failure to meet homework commitments during the week may result in an after school homework study hall on Fridays. Teachers determine a student's status for homework study hall.
- For students in grades 9-12, homework not turned in when it is due receives a grade of zero.

Homework assignments can be found on teacher web pages. Follow the "LTSites" link on the School's home page.

## **MOVIE POLICY**

**Long Trail School follows** best teaching practices set forth by the National Education Association when using movies to reinforce its educational objectives. The School believes that the use of movies should be limited, but they can be appropriately applied in achieving legitimate educational objectives. Movies imbedded in the curriculum at LTS must be limited to specific educational purposes which match course objectives. Their purpose must be made clear to the students, and movies must be posted on the teacher web pages for the classes in which they will be used. No movie rated higher than PG will be shown to Long Trail Students unless approved by the respective Department Chair. Teachers may use PG-13 rated movies, and in some cases R-rated movies may be appropriate for 10th-12th graders in specific courses, provided that they notify parents in advance by posting the dates and purposes of use on their teacher web pages.

### **Proper Use of Movies**

Teachers shall carefully preview all supplementary instructional materials to ensure that, in their professional judgment, the materials are: directly related to the course of study in which they are being used, are appropriate for students' ages and maturity levels, and are supported by appropriate introductory and follow-up activities/discussions. Clips of movies edited of objectionable content are permitted. However, teachers must describe how a film has been edited so that parents remain informed of the content their children will be viewing. If a parent objects to their child's viewing of an approved movie and personally communicates such objection to the teacher or administrator, the teacher shall not allow the student to view the movie. The teacher shall provide the student with an alternate assignment or coursework relevant to what is being studied not in excess of what's expected of those viewing the movie. The administration and teachers bear responsibility to ensure use of supplementary instructional materials, such as movies, which are relevant to curriculum objectives are selected for classroom use. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

### **SEMESTER EXAMS**

Students in Upper School courses take comprehensive 90-minute exams in January and at the end of the year. All grade 8 students take an exam in English in January and in all courses at the end of the year. Some grade 8 students may have additional exams in January, depending on the course. With faculty approval, seniors may be exempt from final exams in full-year courses in which they have a 93 average (90 average for AP courses).

### **MARKING PERIOD SCHEDULE**

The academic year is divided into two semesters and eight marking periods indicated by semester/month. For the marking period and semester end dates please check and the Academic Calendar on our website at

<http://longtrailsschool.org/academia/academic-calendar/>.

### **NUMERICAL GRADES**

Teachers record a numerical grade at the end of the 1/2, 1/4, 2/2, and 2/4 marking periods. Grades recorded at the end of the 1/1, 1/3, 2/1, and 2/3 marking periods are an assessment of current progress only and not official grades.

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	No credit below 60

## **EFFORT**

Teachers record effort rubric components and an overall effort assessment each marking period. Teachers record effort grades in five categories:

- Assignment—The student produces high quality work that meets assignment expectations.
- Assessment—The student consistently achieves well and is adequately prepared for quizzes/tests.
- Preparedness—The student arrives to class on time prepared with all the appropriate materials as required by the teacher.
- Participation—The student gives his/her full attention to the task at hand by listening and participating attentively and appropriately.
- Behavior—The student conducts him/herself in a respectful and appropriate manner as outlined by teacher expectations.

Rubric Scale:

- 5 = excellent
- 4 = above average
- 3 = average
- 2 = below average
- 1 = unacceptable
- NG = no grade

## **COMMENTS**

Teachers record comments at the end of the 1/2, 1/4, 2/2, and 2/4 marking periods; comments are optional in the other marking periods, required if a student has received a 1 or 2 in effort or a grade below 70. The Registrar's Office issues semester evaluations that include comments, numerical grades, and effort assessments for the semester.

## **HONORS**

Honors are awarded at the end of the first and second semesters and at the end of the year.

- HEAD OF SCHOOL LIST grades 9-12  
93 or above in all courses (91 for AP/IB)
- HIGH HONORS grades 9-12  
90 or above in all courses (88 for AP/IB)
- HONORS grades 9-12 & HONORS grades 6-8  
85 or above in all courses (83 for AP/IB)

## **RECOGNITION CEREMONIES**

- Eighth Grade Moving Up Ceremony
- Senior Commencement

## **COURSE SELECTION**

Students in grades 6-8 follow a well-designed middle school curriculum. Each year they take courses in English, math, science, social studies, world languages, and academic complements. Those who successfully complete upper school level courses in math and world languages receive high school credit. Students new to Long Trail School are placed appropriately to their previous achievement in computer literacy, math, music, and world languages. Students must complete the year with a C- or better in a particular math or world language course in order to move to the next course level. Students must complete the year with an A- or better in a particular math course in order to be considered to take two math courses in the following year.

## **ADVANCED PLACEMENT TEST POLICY**

Long Trail School participates in the College Board's Advanced Placement program. These accelerated courses have workloads that are, by necessity, both qualitatively and quantitatively heavier than standard courses in their disciplines. As such, permission from the appropriate department and completion of prerequisite courses are required for enrollment in all Advanced Placement classes. Completion of required summer study is essential for many AP classes. Students who fail to meet their prerequisites and/or their summer study requirements may not enroll in these courses. All students enrolled in AP courses are required to sit for the AP examination in May of the year the course is offered. The exam dates are set by the College Board; Long Trail is not authorized to make separate arrangements for in-house testing dates.

## **CONCENTRATIONS**

Juniors and seniors, assisted by the English Department Chair and the Registrar, may explore and expand their studies with a five-course concentration in a specific area that will be noted on their diplomas and transcripts. Planning starts in sophomore year.

## **NATIONAL HONOR SOCIETY**

Each year a faculty committee reviews eligible students in grades 10-12. Criteria include excellence in leadership, service, character, and scholarship and maintain an 85 average or above. For eligibility, a student has to have attended LTS for at least one full year prior to selection. Members must maintain the society's expectations; criteria are reviewed at least once a year with each member. Members help those in need in the LTS community and beyond. NHS meets Tuesdays at lunch and after school if

necessary. New members are inducted in the early winter.

### **SENIOR INTERNSHIP**

Seniors arrange and perform a weeklong senior internship in the workforce in March. Each senior, working with a faculty advisor, contacts a business or company, educational or scientific institution, fine arts facility, or non-profit organization to set up an internship in a field of his/her interest. The LTS internship coordinators approve all internships. In April each senior makes an oral presentation about his/her experience to the school community at morning meeting.

### **STUDENTS OF THE MONTH**

Faculty members recognize students who best exemplify the School's belief's and core values.

### **GOLD STARS**

The National Honor Society receives nominations from students, faculty, and staff and chooses gold star recipients. Stars commend acts of selflessness, kindness, and generosity that enhance community spirit.

## **HIGHER EDUCATION AND CAREER TRAINING**

The Director of College Counseling oversees the entire college process for Long Trail students, provides families with the LTS College Planning Handbook, and meets regularly with students and their parents to ensure that they are well informed about application and financial aid procedures and timelines. Long Trail provides a multi-year approach to transitioning students to life beyond LTS.

### **COLLEGE GUIDANCE**

In accordance with the mission of the School, students plan for higher education and career training.

- College Night informational sessions for LTS families are held throughout the year.
- Eighth graders, freshmen, and sophomores attend introductory informational sessions on the college selection/application process in conjunction with Upper School course selection.
- Students tour nearby colleges in Massachusetts, New York, and Vermont.
- Juniors meet with the Director of College Counseling to develop their initial list of potential colleges. They investigate colleges through the Internet and printed materials, attend a college fair, visit selected colleges from spring to fall, as well as register and prepare for appropriate SAT, ACT, and AP testing.

- SAT/ACT Prep sessions are held in the winter and spring.
- Seniors meet with the Director of College Counseling to revise and finalize college lists. They register and prepare for further SAT, ACT, and AP testing, arrange final visits and interviews, submit applications, research and apply for scholarships, and make final college enrollment decisions.

As students prepare for college, the Director of College Counseling assists them in their LTS course selection and transcript building.

## **DISCIPLINE AND DISCLOSURE POLICY**

Long Trail School supports and adheres to the National Association of College Admission Counselors (NACAC) recommendations regarding disclosure of any major change in status (probation, suspension, or separation from school) on college applications. Please see the Discipline and Disclosure Policy on page 17 for details.

## **SCHOOL RULES**

### **EXPECTATIONS FOR EVERYONE**

Everyone at LONG TRAIL SCHOOL will...

- Adhere to the Honor Code;
- Show respect for people, places, and things;
- Acknowledge and support all rules on and off campus;
- Meet academic expectations;
- Meet attendance obligations to classes, meetings, activities, practices, games, rehearsals, and performances;
- Use appropriate language; and
- Dress appropriately.

### **HONOR CODE**

We are honor bound to display the utmost respect for ourselves, each other, and our resources in a manner that fosters in us a desire and capacity for exceptional growth and learning. We will not lie, cheat, or steal in any form, nor will we endure the faltering of those who do. We will strive to improve the Long Trail School environment by continually building upon our personal integrity and encouraging it in others, thus promoting a more distinguished and harmonious community.

### **COMMENDATIONS & EXPECTATIONS**

A Commendation notice sent via U.S. mail indicates exemplary behavior and/or academic performance. An Expectations notice sent via U.S. mail indicates an infraction in academics or behavior. A student receiving five (5) Expectations notices

will have a meeting with his/her Advisor. When a student receives ten (10) notices, he/she will meet with the Dean of Students, his/her Advisor, and parents/guardians. A student may face additional consequences as a result of amassing ten (10) or more notices.

## **MAJOR SCHOOL RULES**

We expect members of the School community to adhere to the following rules at all times while they are at school, on their way to or from school, on a school related trip, and while representing the School in the community. Disregard for these rules will be grounds for disciplinary action. If any inappropriate activity occurs outside of school that affects the School in any way, that activity may be investigated. The following rules are based on the values expressed in the School's Honor Code.

1. We are academically honest. We do not cheat on assignments, quizzes, tests, and exams, plagiarize or use technology improperly.
2. We are personally responsible. We do not steal, lie, vandalize, or destroy the property of others. We act in a safe and appropriate manner at all times.
3. We respect the rights of all members of the community. We do not tolerate acts of bullying, harassment, hazing, disruption of class, open defiance of authority, or use of obscenities.
4. We are drug, alcohol, and tobacco free while at school, on our way to or from school, on a school related trip, and while representing the School in the community. Using or being under the influence, possession, selling, or exchanging of these substances is forbidden. This includes the misuse of prescription and over-the-counter medication.
5. We are safety conscious of ourselves and others. We do not impose a real or perceived threat to an individual or the community. This includes, but is not limited to:
  - use or possession of:
    - Weapons
    - Incendiary devices
  - engaging in:
    - Fighting
    - Tampering with fire equipment
    - Inappropriate or illegal use of the School's computers or network

## **BULLYING AND HARASSMENT**

Long Trail School has adopted the Vermont Department of Education model policy on harassment. A copy of this policy may be obtained through the Dean of Students or online through the Vermont Department of Education's website

[http://education.vermont.gov/new/pdffdoc/resources/educ\\_model\\_harassment.pdf](http://education.vermont.gov/new/pdffdoc/resources/educ_model_harassment.pdf).

Bullying and harassment are dangerous and disrespectful behaviors that are not tolerated at Long Trail School. Respecting the rights of others is a Major School Rule. The definition of bullying, according to Vermont State Law is: “Any overt act or combination of such acts directed against a student by another student or group of students and which occurs during the school day on school property, on a school bus, or at a school-sponsored activity; is intended to ridicule, humiliate, or intimidate the student; and is repeated over time.” The definition of harassment, according to Vermont State Law is: “Any 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, disability, sex, sexual orientation, or gender identity 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.” Some examples of harassment include:

- Use of epithets, slurs, or insults about a person’s race, religion, color, national origin, marital status, disability, sex, sexual orientation, or gender identity.
- Physical threats directed at someone because of his/her membership in a protected category.
- Taunts on manner of speech, behaviors, or customs.

Long Trail School has designated staff members to whom students, faculty/staff members and parents or guardians may report complaints of bullying or harassment. The designated staff members are the Dean of Students and the School Counselor.

No adverse action will be taken against a person who reports a complaint of bullying or harassment when the person reporting has a good faith belief that bullying or harassment occurred or is occurring, or for cooperating with an investigation. Any person who knowingly makes a false bullying or harassment accusation will be subject to disciplinary action up to and including suspension and expulsion with regard to students or discharge with regard to school employees. Because bullying and harassment violate a Major School Rule, infractions will follow a disciplinary process appropriate for Major School Rule violations.

### **STUDENT BEHAVIOR: Consequences**

Long Trail School believes in the education of the whole student. This means that student behavior is a key part of each student’s development, just as academic skills are. It is with this character development in mind that we have designed a variety of consequences that may result from infractions of the rules at Long Trail School. Students who have been subject to disciplinary action may be reviewed before being

invited to return for the following school year. Although not limited to these possibilities, consequences may include one or more of the following:

**Dean's Letter**—A response to an inappropriate behavior may be written by the Dean of Students to parents or guardians and involved teachers. The letter may outline consequences or act as a warning against future infractions. The Dean's Letter also creates a means of communication between the student, his/her parents, and teachers.

**Work Crew**—A student may be assigned to work crew for a number of hours. Work crew involves completing tasks that benefit the school community, performed on school grounds, under the direction of the Dean of Students.

**Detention**—A student may be assigned to after-school detention. The student will be in a supervised study hall environment in detention, under the direction of the Dean of Students assisted by faculty members. Detention may result in a student missing after school commitments.

**Restriction**—Infraction of school rules may result in a student's restriction from non-academic events, including but not limited to: dances, trips, or special activities.

**Probation**—This status indicates that a student has had an infraction of a Major School Rule or a series of other school rules, or has not met academic responsibilities. Probation acts as a warning that further infractions or continued academic neglect may lead to more serious consequences up to and including suspension or expulsion from school. Students on probation will automatically be reviewed before being invited to return for the following school year.

**In-school Suspension**—A student may be separated from other students in a supervised study hall environment in the school building during the school day. In-school suspension may result in a student missing after school commitments.

**Suspension**—A student may be suspended from school for one or more days. Suspension will result in a student missing after school commitments. The student is responsible for making up all assignments and tests missed during his/her suspension. Class assignments and homework must be turned in to teachers within 24 hours of the student returning to school. Students must schedule dates and times with teachers to make up quizzes or tests no more than 24 hours after returning to school.

**Separation**—A student may be separated from Long Trail School for the remainder of the school year. The student may reapply to Long Trail School for another year. Once the date of separation has begun, the School has no commitment to that student for the remainder of the year.

**Expulsion**—A student may be expelled from Long Trail School permanently. The student may not reapply to Long Trail School. Once the date of expulsion has begun, the school has no commitment to that student.

If a decision is made to suspend, separate, or expel, parents may appeal in writing within three days to the Head of School.

Long Trail School holds its student leaders to the highest standards. We expect them to uphold school rules and personal morals. We also expect them to act responsibly and exhibit positive, ethical behavior at all times. If our leaders fail to uphold these higher expectations they may be removed from their leadership position at the school's discretion.

### **THE HONOR BOARD**

A trained judicial review group, composed of faculty, staff and students, may be used for hearing testimony and recommending consequences to the Head of School for any infractions relating to Major School Rules One and Two involving students in grades 9-12. Recommendations would follow Student Behavior Consequences as outlined in this handbook. The Head of School has the final decision on all disciplinary matters.

### **IEP/504 DISCIPLINARY POLICY**

For IEP and 504 students who are suspended for more than 10 days consecutively or who are placed on probation or permanently dismissed, the parents will be notified and the student's local school district will be notified to provide IEP or 504 services, including the transition to a new school.

### **DISCIPLINE AND DISCLOSURE POLICY**

Long Trail's discipline policy helps ensure a safe and comfortable learning environment. It is regarded as part of the educational process and is typically an internal matter. However, there are certain choices that students make that have consequences beyond Long Trail School. Specifically, colleges and universities have become increasingly concerned with their own students' conduct and behavior and now routinely ask about a student's high school discipline record. Both the Common Application, which is used by over 300 colleges, and individual institutional applications explicitly ask about academic and behavioral violations as well as criminal convictions. This disclosure also includes application to other schools and programs beyond Long Trail School.

At Long Trail School, students are expected to answer truthfully and report any school infraction that resulted in probation, suspension or expulsion since ninth grade as well as any criminal conviction. LTS will report to colleges and universities any major change in status (probation, suspension, or separation from school) during the student's high school years (9th-12th grade). The Director of College Counseling will report any relevant information at the time the application is submitted as well as during the application review or after an admissions decision is made, depending upon when the infraction occurs. It is our belief at Long Trail that we are advocates for our students and the Director of College Counseling will work closely with

students and parents as we report these matters to institutions.

## **STUDENT DRESS CODE**

The Dress Code at LTS encourages students to come to school ready to learn. Our students' individuality and expression are important; however, clothing that is provocative, revealing, or suggestive is disruptive to a work environment and is not permitted. Although not limited to the following, student dress expectations are listed below:

- Students will not wear clothing that promotes drugs, alcohol, or tobacco products, or clothing that contains offensive or suggestive language, or sexual innuendo.
- Clothing must cover all undergarments and mid-sections at all times and not be revealing. Shirts should have shoulder straps at least two fingers in width.
- Skirts and shorts must be no shorter than mid-thigh or fingertip length, whichever is longer.
- Hats and hoods should not be worn at assemblies; each teacher has discretion to decide about wearing hats and hoods in his/her classroom.
- Jeans with holes in the thigh, hip, or pocket areas are not acceptable. Holes may not be too large or excessive in number. Designer jeans with frays but revealing no skin are acceptable.

By dressing appropriately, LTS' students show that they respect themselves, their fellow students, faculty and staff, and that they are doing their best to meet the expectations of their learning community. Members of the administration and faculty will make the decision about what is and what is not appropriate. The following steps may occur for dress code violations:

- The student will be asked to cover up the infraction.
- Parent contact will be initiated.
- If these steps are unsuccessful, detention or separation from the school community will occur.

## **PERSONAL LISTENING DEVICES**

In a small community, being able to communicate well with each other is essential—as is greeting each other in the halls and common areas. For this reason, use of electronic listening and personal stereo devices is restricted to the Whalen Common Room and the library during study halls only. They may be used in these locations only and only during these times. They are permitted on school buses going to and from school in the morning and afternoon. Each teacher has the option of allowing their use for academic purposes. At no time can these be a distraction to others. When not in use, please put device and ear buds away.

## **PUBLIC DISPLAY OF AFFECTION POLICY (PDA)**

- A first warning by faculty or an administrator who has confronted a PDA occurrence, other than hand-holding, arm-in-arm, or a quick buddy-style hug, will be documented by the Head of School. Parents will be notified by phone and an Expectation slip.
- If a second PDA incident occurs, parents will be notified and the students involved will be suspended for one day and receive no credit for missed academic assignments and class obligations.
- If a third PDA incident occurs, the students involved will be suspended for up to 10 days with parent notification. No credit may be assigned for missed academic assignments and class obligations.
- LTS reserves the right to take additional action after a third PDA occurrence.

## **ATTENDANCE**

Attendance is vital to enhancing one's knowledge. Frequent absences result in lost classroom interchange, a valuable component of the learning process. A parent/guardian must call in a student's absence by contacting the Registrar at 802.867.5717 x275. A student who has been absent must bring a written note from parent or doctor to the registrar when he/she returns to school. Failure to do so means the absence is unexcused. Long Trail School supports Vermont law for compulsory attendance by students between the ages of 6 and 16 years (16 V.S.A. §1121).

## **TARDIES**

Any student arriving to campus after attendance has been taken will be considered tardy. Any student arriving late to class will be considered tardy. All tardies will be documented and consequences will be given for the following numerical benchmarks:

- Once a student has amassed 3 tardies in the same marking period, he/she will serve one lunch detention.
- If a student receives a 4th (or 5th) tardy, he/she will serve an additional lunch detention for each tardy.
- The 6th tardy in the same marking period will result in the student serving one afterschool detention. Afterschool program participation, including athletics and the Arts, may be affected by this requirement.
- If a student receives a 7th (or 8th) tardy, he/she will serve an additional afterschool detention for each tardy.
- 9 or more tardies in one marking period will result in a meeting with the student, parents, advisor and Dean of Students to address the issue.

## **ABSENCES**

- Excused absences are those in which the Registrar receives a phone call, note, or email from the parent explaining the absence.
- Unexcused absences are those in which the Registrar has not received follow up or written notification. Each unexcused absence will result in the student serving one afterschool detention. Afterschool program participation, including athletics and the Arts, may be affected by this requirement.
- Planned absences include family trips, hospitalization, a college visit, a required court appearance, religious holidays, and parent-approved appointments. All planned absences must be approved by the Dean of Students at least one week prior to the absence.
- Ten days of accumulated absences, excused and unexcused, will be reviewed by the student's advisor and the Dean of Students.
- Students who have absences totaling 20 days or more in a semester (excused, unexcused and/or planned) will run the risk of forfeiting credit.
- Students are expected to make up all work for all absences. In the case of an unexcused absence, students will receive zeros for that day's work. In the case of a planned absence, a special project may be assigned. Students are responsible for contacting their teachers within 24 hours following an absence to determine a plan to make up work.
- A student must be in school for the majority of the day to be eligible to participate in after school commitments and events.

When students arrive late or leave early:

- A student arriving late must report to the Registrar with a note from his/her parent explaining the lateness. A student's driving privileges may be revoked for one week following three late arrivals.
- A student who does not feel well must go to the front desk. The Assistant to the Head of School determines if the student must go home and contacts the parents. The student must remain in the front lobby until being picked up. Students who drive must follow these same steps.
- A student who must leave early for an appointment must notify the Registrar no later than 8:30 am and return to the registrar to sign out when he/she leaves.

## **CAMPUS POLICY**

Students must remain on campus from the start of the school day until their last obligation of the school day, unless on a School sponsored trip or permission has been given by the appropriate administrator. It is also expected that when a student has left campus, he/she is to remain off-campus for the rest of the day.

## **FALL/FIELD TRIPS**

Fall trip attendance is required except for excused illness or by special permission from the Dean of Students. Field trips are a legitimate classroom extension for a particular educational purpose; attendance is required. Absence from a field trip must be approved by the Dean of Students.

## **LUNCH**

Students are required to eat in the Whalen or Hunter Common Room. Other than scheduled meetings, students are not permitted to eat or congregate in any other area. Students are expected to clean up after themselves. Middle School students must remain in the Hunter Common Room for the first 10 minutes of lunch. After eating, they will be dismissed to the PAC or outdoors. Upper School students may dine on the patio adjacent to the Whalen Common Room.

## **INTERNATIONAL & DOMESTIC TRIP POLICY**

Trips are an extension of the school community and have rewarding educational purposes. However, all students must apply to participate on trips. Final approval for each trip is granted by the Deans if the student is in good academic standing and has a positive record of behavior. All proposed trips are reviewed for the safety of students and adults. All Major School Rules apply when participating on any School trip, both domestic and international.

- Students are subject to the authority of the chaperones at all times.
- The nightly curfew is established by the chaperones. Students are to be in their own rooms, cabins, or tents at the indicated time. The chaperones will make bed checks.
- Students are not to leave their rooms, cabins, or tents after bed check. The staff of the accommodation will be advised to notify the chaperones immediately if an infraction of this rule comes to their attention. Students are not allowed to change rooms, cabins, or tents.
- Students are responsible for phone calls and any other expenses incurred at the accommodation during their stay.
- Students must be respectful of the rights of other guests in the accommodation. Not to do so may be a violation of local laws. Legal repercussions may ensue if disrespect occurs.
- Students must turn over their passports and a copy of travelers check numbers to the chaperones. Students are responsible for the rest of their own possessions.
- Students may go out at night only if accompanied by chaperones.
- A chaperone may be assigned to monitor halls and rooms during the night.

- Chaperones will control the use of cell phones.

Any student who commits a breach of these rules, any other LTS rule, or of general discipline may be expelled from the trip at any time. He/she will be sent home at the sole expense of the parents/guardian who will meet the student at a designated arrival point and time. A breach of rules will be reviewed by the Head of School on the student's return to school.

## **ACCEPTABLE USE POLICY (AUP)**

### **STATEMENT OF INTENT**

We at Long Trail School believe communication through technology offers vast, diverse, and unique resources to both students and teachers. These incredible tools should be shared in open, yet practical platforms that grant substantial access while protecting our students. Our goal is to provide broad service to promote educational excellence in our school by facilitating resource sharing, innovation, access to information and communication. Communication through technology is an extraordinary tool that provides current information to the user that might be otherwise unavailable. Access to the Internet enables students to explore thousands of college and university libraries, databases, and bulletin boards, as well as opportunities to exchange ideas with Internet users throughout the world. While our intent is to make access available to further educational goals and objectives, we are not naïve to the fact that students may find other materials as well. We believe that the benefits to students that come from using technology in the form of information resources and opportunities for collaboration exceed any disadvantages.

### **POLICY STATEMENT**

The rules of computers usage at Long Trail School are based on the school's five Major School Rules and any applicable laws. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communication through technology is often public in nature. General school rules for behavior and communications apply.

Individual users of technology are responsible for their behavior and communications. Long Trail School is not responsible for monitoring or controlling the communications of individuals utilizing the network. However, faculty and staff do exercise due diligence in monitoring communication through technology during school hours.

As most schools do, Long Trail School uses filters to block profanity, pornography, and other objectionable material not suited for a school environment. During school, teachers will guide students toward appropriate materials. Outside of school, families

bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The LTS network is provided for students to conduct research and communicate with others. Access to network service is provided to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right, and entails responsibility.

Electronic storage areas and school accounts are treated like school lockers. Faculty and Staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that electronic files will be private.

Individual users of communication technology are expected to abide by the generally-accepted rules of network etiquette. The following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Sharing personal information inappropriately;
- Personal use of communication technology (eg. cell-phones) during class and educational experiences;
- Unethical or illegal use of electronic information;
- Using another's ID/password or allowing the use of your ID/password;
- Damaging or modifying computers, software, or computer networks;
- Violating copyright laws; and
- Intentionally wasting limited resources.

It is the student's responsibility to immediately report any misuse of communication technology to Faculty or Staff. In the event a student engages in any of the above-referenced activities, his/her access privileges may be suspended or revoked and other disciplinary measures may result, in accordance with the LTS rules.

## **DRUG AND ALCOHOL POLICY**

No one may use, be under the influence, sell, exchange, intend to sell or exchange, or possess illegal drugs, tobacco, or alcohol at Long Trail School in the schoolhouse, on school grounds, on school buses, at activities, on school trips, or at school-sponsored events where students are present. The sole exception will be alcohol served to adults age 21 and over at receptions authorized by the Board of Trustees.

## **FIRST VIOLATION CONSEQUENCES**

1. **SECOND CHANCE** – A student will be suspended for up to five days.
2. **CONTRIBUTION** – A student will provide 40 hours of community service to a not-for-profit agency or organization on his/her own time after school.
3. **REHABILITATION** – A student will be evaluated by a qualified substance abuse clinician and follow whatever treatment recommendations are made, and this evaluation and treatment will be at the parents' expense. In addition, if not contradicted by the above recommendations, the student may be asked to attend substance abuse education arranged by the Head of School or his designee.
4. **NON-INCLUSION** – A student will be dismissed from elected and appointed school organizations, responsibilities, posts, and team athletics. The National Honor Society has its own behavior policies.
5. **LEGAL REFERRAL** – If a law has been violated, the Head of School may refer the incident to the police.
6. **DRUG TESTING** – Random drug testing at the parents' expense may be required by the Head of School over a specified period of time. Positive test results may be grounds for immediate expulsion. If a student or parent refuses to follow the First Violation Consequences for violation of this policy, the student will be expelled and his/her parents will be obligated to pay all outstanding town and parent tuition.
7. **PROBATION**—A student will be placed on probation for the remainder of his or her attendance at Long Trail.
8. **THE HEAD OF SCHOOL** reserves the right to suspend and/or expel a student rather than offer a second chance, in which case parents must pay all outstanding town and parent tuition.

## **SECOND VIOLATION CONSEQUENCES EXPULSION & FINANCIAL OBLIGATIONS**

If a student violates the Drug & Alcohol Policy a second time during his/her attendance at Long Trail School, the student may be expelled immediately from the School and his/her parents will be obligated to pay all outstanding town and parent tuition. Continued attendance at LTS may be considered by the Head of School if the student completes a drug and alcohol evaluation, an intensive substance abuse rehabilitation program, and is willing, at the parents' expense, to submit to drug and alcohol lab testing requested by the Head of School or his designee during the student's enrollment at LTS.

## **PREVIOUS DRUG/ALCOHOL VIOLATION**

To consider an applicant with a prior drug/alcohol violation for enrollment at Long Trail School, the Head of School, and Director of Admissions will meet with the family and establish requirements appropriate to the situation that will include:

- Immediate drug/alcohol evaluation by the School’s drug and alcohol consultant or counselor;
- Enrollment in a counseling program while attending LTS; and
- Drug/alcohol testing while enrolled at LTS.

If a student with a drug or alcohol violation applies to LTS, meets the above requirements, and is enrolled at LTS, a further violation while enrolled at LTS will be considered a second violation, and the student will be expelled. For students completing an intensive substance abuse treatment program, the School will ensure support for their recovery by whatever means are appropriate, including assigning a staff person as a special advisor to the student, by allowing the student’s AA or NA sponsor to visit the student at LTS when needed, and by providing case management services to this student when school is in session through the School’s substance abuse consultant.

## **TRANSPORTATION**

### **STUDENT DRIVING & PARKING**

A student driver must have a current Student Parking Permit approved by the Head of School on file in the Student Life Office. Students may park in the rear of the main lot, but not in bus locations. The front and middle lots are for faculty and staff use. Seniors have marked parking spaces.

### **STUDENT RIDING**

To ride to or from school with a student driver in a private vehicle—including after team practices and drama rehearsals—a student must have a current Student Riding with Student Drivers Permission on file in the Student Life Office.

### **CAMPUS POLICY**

Seniors in good standing at the end of the first quarter will have the privilege to come to school late or leave early for the remainder of the school year if they have a study hall during the first or last period of the day. They must notify the Student Life Office prior to taking advantage of this privilege.

### **OFF-CAMPUS ATHLETIC CONTESTS, ACTIVITIES, & EXTENDED-DAY TRANSPORTATION**

- LTS transports to off-campus sites.
- Activities and extended-day off-campus pick-up may be announced by the Director of Student Life at limited locations, such as Manchester Elementary and Middle School (MEMS).
- There is no drop-off at homes.

- Students may not ride home from a game or other extended-day activity with a student driver.
- Students may ride home with a parent (theirs or another student's) with their parents' prior written notice given to and approved by the DSA.
- Please note Vermont's motor vehicle laws regarding newly licensed drivers and passengers.

## **DAILY BUS ROUTES**

Bus transportation is available to many towns for an additional fee. Routes and times are subject to change with prior notice. Fees are guaranteed for one year.

## **VISITOR PARKING**

The main lot is for everyone. Please do not park in bus spaces or on Paul's Way or Kirby Hollow Road.

## **PARKING LOT SAFETY**

The parking lot is one-way. When RED school bus lights are flashing, all vehicles in the parking lot must stop. Be extra observant of pedestrians, particularly at arrival and dismissal time. Observe the 10 mph PARKING LOT speed limit.

## **PAUL'S WAY— REQUIRED**

The Town of Dorset requires LTS traffic to use only Paul's Way, not Kirby Hollow Road or Peace Street. Observe the 25 mph speed limit.

## **DELAYED OPENINGS & SNOW DAYS**

- Watch Albany, NY TV stations after 6 am;
- Posted on [www.longtrailschool.org](http://www.longtrailschool.org) by 6 am;
- Call 802.867.5717;
- Posted on the Long Trail School Facebook page;
- A snow day is a lost day. Students do homework for the missed day and whatever homework they can for the next day's scheduled classes.

## **SAFETY AND HEALTH**

### **FIRE SAFETY**

The school community learns fire exit procedures and practices them at unannounced monthly fire drills. Exits are noted on floor plans posted throughout the building.

### **HEALTH**

For each student the School must have an up-to-date LTS Health Form & Related

Authorizations on file. Manchester Health Services conducts annual health and immunization record reviews at Long Trail School.

## **PRESCRIPTION MEDICATIONS**

All prescription medications must be turned in to the Student Life Office.

## **EMERGENCIES & INJURIES**

LTS has policies for various types of emergencies. First aid kits and ice packs are located throughout the school and are taken on off-campus excursions. Staff have emergency procedure information available at all times. When medical assistance is needed parents are notified immediately. Staff accompanies any student being taken to a doctor's office or hospital. Staff follows up on any and all injuries, notifies the Director of Student Life immediately, and fills out and forwards an injury report to the DSA.

## **INFECTIOUS ILLNESSES**

LTS provides a safe environment for students, employees, and visitors. Appropriate precautions ensure that health and safety concerns arising from illness are managed in accordance with current medical knowledge and procedures. LTS recognizes that the best course of action may vary from case to case.

## **TOO SICK TO PARTICIPATE**

LTS strives to preserve a safe place that is conducive to learning. If your child is too sick to participate, or risks infecting others, please keep him/her at home.

## **GENERAL HIV POLICY**

- LTS complies with all federal, state, and local laws and regulations regarding HIV.
- LTS makes a concerted effort to provide ongoing education about the nature of the disease and how to prevent its transmission.
- All members of the school community will be expected to continue to work with an employee or student with HIV and will not harass or otherwise discriminate against that individual. Failure to do so will result in disciplinary action by the Head of School.
- Information regarding an HIV diagnosis will remain confidential, unless otherwise authorized by the individual. The School will allow access to this information only to those individuals with a legitimate need for the information as determined by the Head of School.
- LTS may amend this policy as determined by medical opinion or as circumstances warrant.
- Detailed information regarding the rights and privileges of a student with HIV is

## **STUDENT LIFE & ATHLETICS**

Long Trail School's Student Life and Athletics Offices follow the Vermont Principals' Association rules and guidelines as they pertain to athletics and extracurricular activities. The VPA Activities and Athletic Policy handbook can be accessed at <http://www.vpaonline.org/pa6p.asp>.

### **STUDENT ACTIVITY PARTICIPATION**

Students are encouraged to participate in Student Activity programs overseen by the Director of Student Life. These programs contribute to the education of the whole student by promoting good sportsmanship, personal responsibility, leadership, and citizenship.

### **OPTIONAL ACTIVITIES**

In an effort to increase the quantity and quality of Student Life offerings, the LTS faculty, staff, and administrators provide optional afternoon, evening, and weekend physical/enrichment activities to students throughout the year.

### **ATHLETICS CHAIN OF COMMAND**

To be followed when addressing athletics concerns:

1. Captain (for students)
2. Coach/instructor
3. Director of Athletics
4. Head of School

### **DRAMA CHAIN OF COMMAND**

To be followed when addressing drama concerns:

1. Drama Director
2. Arts Department Chair
3. Head of School

### **SERVICE LEARNING PROJECT**

LTS believes that giving back in an important way is crucial to a well balanced curriculum. As such, we require students to participate in a service learning project of their choosing each year. The 3 main components of an acceptable project are: planning, working and reflecting. Students may opt to work on a project by themselves, with a few friends or as part of a larger group. Grade level advisors, in collaboration with the Dean of Students, will oversee participation and completion.

- Students develop a sense of commitment and responsibility to local and worldwide communities.
- Students are responsible for arranging and completing the service learning project.
- The service learning project is to be performed outside of school on personal time. These service projects are not part of the school day.
- LTS does not assume responsibility for LTS students legally or in any other way for placement or volunteer hours performed.
- Students who do not complete a service learning project by May 30 may not be promoted to the next grade level.

**STUDENT CLUBS, COMMITTEES, & ORGANIZATIONS**

Social participation builds a strong foundation in community spirit. These clubs, committees, and organizations establish a positive tone throughout the year.

**STUDENT LEADERSHIP ORGANIZATIONS**

National Honor Society	Student Ambassadors	Student Council
------------------------	---------------------	-----------------

**STUDENT CLUBS and COMMITTEES**

Drama Club	Outing Club	Girl’s Basketball
Environmental Club	Student Orientation Committee	Tennis
MathCounts	Trail Mix	Prom Committee
Student Ambassador’s	National Honor Society	Leo’s Club
Student Council		

**AFTER SCHOOL PROGRAMS**

All MS students staying after school must participate in a supervised after school program, which include athletics, the arts, activities, and Homework Club. MS students may also arrange with LTS faculty to receive academic support at this time. If their session ends prior to 4:45pm, the student must report to Homework Club. Parents may pick up students before 4:45 pm by signing them out with the staff member responsible for the specific program.

**INTRAMURAL SPORTS**

Designed to accommodate students’ extracurricular interests and complement existing athletic programs, the LTS Intramural Sports Program improves the general health and fitness levels of participating students. Offerings include, but are not limited to: badminton, basketball, dodge ball, floor hockey, soccer, Ultimate Frisbee, and volleyball.

## **ATHLETICS PHILOSOPHY**

Team and individual athletic pursuits are positive. They strengthen the mind, body, and spirit. Commitment is a pledge to fulfill an obligation to the best of one's ability. Athletics requires that athletes and coaches, as individuals and as a group, take responsibility for the physical and emotional safety of themselves and their opponents. Student-athletes experience healthy competition, cooperation, frustration, and the challenging process of physical conditioning. Excellence wins contests, and striving toward excellence helps to develop skills, a positive attitude, and respect—all part of commitment to a team.

All students and parents of students participating in LTS athletic programs must read and will be held responsible for abiding by the information contained in the School's athletic handbook. This information, along with a complete list of sports offerings, is available online. The activity handbook may be downloaded for printing at [www.longtrailsschool.org](http://www.longtrailsschool.org).

## **DRAMA PHILOSOPHY**

Drama is open to all interested students and is intended to foster creative growth and technical know-how in a fun, supportive environment. The LTS drama program includes courses in acting, audition techniques, directing, and technical theater. We have participated in the Vermont Principals' Association Drama Festival since 1992 and have advanced to the state competition in six of the past eight years. Long Trail was one of 37 American high schools selected to participate in the 2005 and 2008 Fringe Festival in Edinburgh, Scotland. Many generous and talented individuals have helped us on our journey from church basements to the international stage. All students and parents of students participating in LTS extracurricular programs must read and will be held responsible for abiding by the information contained in the School's activity handbook. This information may be downloaded for printing at [www.longtrailsschool.org](http://www.longtrailsschool.org).