

**Rutland Town School  
2015-2016**



**Family and Student Handbook**

**Mission Statement**

**We exist to ensure that all students learn at a high level.**

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**Rutland Town School**

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**Rutland Town School Board:**

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Joshua Terenzini, Vice Chair/Clerk – 802-353-7749  
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Nicole McPhee, Member – 802-236-0986  
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**Rutland Central Supervisory Union Staff:**

16 Evelyn Street  
Rutland, Vermont 05701  
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www.rcsu.org

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Shelley Pelkey, Bus Driver  
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**Rutland Central Supervisory Union (RSCU): (includes Proctor Elementary, Proctor High, Rutland Town and West Rutland School).**

**Mission Statement**

- We exist to ensure that all students learn at high levels.

**Vision Statement**

- All staff takes collective responsibility for all student learning, actively communicate the results of that learning with families, and partner with families to achieve each child's full potential.
- We expect strong leadership that champions a supportive school climate and professional teaching culture where data are utilized to inform instructional practice.
- Instruction is research-based, curriculum is closely aligned to standards, and assessment outcomes are directly linked to a comprehensive, cohesive support system.

## **School Routines**

### **School Hours**

Rutland Town School hours are 8:00 A.M. to 2:45 P.M. If the school hours are changed, parents and teachers will be notified in advance. Students may not enter the building before 7:45 A.M. From 7:45 – 7:55 A.M. students will go outdoors, weather permitting. There is no adult supervision to students dropped off before 7:45 A.M. Students should not be dropped off earlier than this time.

All children are required to leave the school grounds directly after school. They may not remain on school grounds unless participating in organized and supervised extracurricular activities such as sports, drama, etc. A student whose athletic event begins at 4:00 P.M. or later may not remain at school from 2:45 P.M. until the start of the event.

Students are required to bring a note, or have a note e-mailed to [pam.mock@rcsu.org](mailto:pam.mock@rcsu.org) or faxed 802-775-8951 to the office when not going directly home. If a written note is given to your child(ren), it should be presented to the classroom/TA teacher in the morning. If a note is e-mailed or faxed, it should be done no later than 2:30 P.M. on Monday, Wednesday, Thursday and Friday and by 2:00 P.M. on Tuesday's.

**Reminder...** Every Tuesday students are dismissed early, at 2:15 P.M. for Professional Learning Community (PLC) Teacher meetings. The goals of PLC meetings are to engage in structured conversation around curriculum, instruction, and assessment, in a collaborative and professional manner.

### **Before School Procedures**

- At 7:45, the cafeteria lobby door will be opened in addition to the gym lobby doors.
- Middle School Wing door will open, Main Lobby door will be unlocked.
- All students in grades 1-8 will proceed down the unified arts hallway (Band/Art/Tech Ed room wing) and out to the playground.
- Students that receive breakfast will proceed to the cafeteria.
- Kindergarten students will proceed to the FACS room.
- Bell will ring at 7:55 and students will line up at 7:55. The middle school students will enter the middle school wing door.
- The rest of the grades 1-5, will line up on the basketball court. 5th is closest to the building, in grade level order down to 1<sup>st</sup> closest to the swings.
- Students should be in their classrooms no later than 8:00.

### **Dropping Students off at School in the Morning**

When dropping off students by the gym door in the morning please use the following procedure:

1. Enter the school parking lot via the east (lower) entrance as usual.
2. Pull your car up as far toward the corner of the gymnasium building as you can so that your children can step out onto the "sidewalk" in front of the gym entrance.
3. If there are already cars there, pull up as close as you can behind those cars.
4. Students may unload anywhere in the area between the "student drop off and pick up area" sign and the corner of the gym.
5. Students should exit the car on the right side and use the gym entrance or the walkway to the cafeteria lobby, whichever is closest to the car.

## Picking up Students in the Afternoon

All children waiting to be picked up must be either in the lobby or the roped off area. As cars approach they will be directed in groups of three to a designated spot in front of the lobby. There is space for three vehicles to pull up to the gym lobby doors. When the cars are stopped, children will be instructed to board their vehicle via the "pick-up area." When ALL three vehicles have exited the designated pick-up spot, the next group of three will be directed into place and the process repeated. Parents (staff included) that walk their child out of the building to a parked car must exit the building via the west lobby exit and proceed directly to the lower parking lot. The parent must park in the lower lot, exit the vehicle, and check with a staff member before leaving the pick-up area with a child. A student will not be allowed to proceed to a vehicle in the lower lot until this process is complete.

If a child is not at the pick-up area when a parent's vehicle arrives, the parent will be instructed to circle around and get back into line. Parents that have a problem of any kind while picking up their child(ren) will be asked to park in the lower parking lot and proceed to the office.

## Transportation Changes

Please organize any after-school arrangements or transportation changes with your child(ren) prior to the school day. To ensure the safety of our students, the school will not permit any transportation or after school changes in a student's routine unless a signed note, fax, or e-mail from their parent/guardian is received. Students should turn these notes into their classroom teacher at the beginning of each school day. All bus notes must be turned in on a daily basis. We understand that occasionally an emergency situation arises that requires a change of plans and a phone call to the office. However, parents should not make regular calls to school to change after-school plans. **A signed note must be faxed, 802-775-8951, or emailed to [pam.mock@rcsu.org](mailto:pam.mock@rcsu.org) by 2:30 P.M on Monday, Wednesday, Thursday and Friday and by 2:00 P.M on Tuesday's.**

## School Doors Procedure

The school building will be locked until 7:45 A.M. Students will be unable to enter until that time. Doors will be secured at 8:00 A.M and guests or tardy students will have to enter the main office entrance. We appreciate everyone's understanding in this matter. This is a common practice in area schools.

## Visitors Procedure

All individuals coming into the school must sign in the Visitor's Book in the Main Office. Once you have signed in, you will get a Visitor's Pass required to be worn while at the school. Upon leaving school, we ask that you sign out in the Visitor's Book. This procedure applies when a parent/guardian is dropping off their student in the morning.

## Dismissal Procedure

Once a parent or guardian has signed a child out in the Main Office, the Main Office personnel will call down to the appropriate classroom to get the child dismissed. The child will come to the Main Office to meet their parent or guardian.



## **Bus Transportation- please review with your child(ren)**

Based on a safety recommendation from the Vermont School Crisis Planning Team that all bus students be in a designated seat, we will set up a seating chart for each bus. We ask for both parent and student cooperation to make this bus procedure an effective one. Once set, we may have to periodically adjust the plan as needed.

Bus transportation is provided for all school children according to school board policy. Bus schedules are available in late summer before the start of school. Long distances traveled by buses make it necessary to designate pick-up points where conveniently located, rather than at individual house stops.

1. Only children assigned transportation may ride on the school bus unless permission is granted by the administration.
2. Non-bus pupils are not permitted to ride regularly on the school bus.
3. Children assigned to a particular bus are not permitted to ride on any other school bus without written permission from the parent, signed by the classroom teacher and Main Office, and given to the bus driver.
4. Bus pupils may not be discharged at a stop other than their own without written permission.
5. Bus pupils not wishing to ride home on the bus on a particular day must have written permission from parents.
6. Parents are responsible for transporting their child if he/she misses the bus.
7. A parent or other responsible person must be at the bus stop to meet K-3 students as they get dropped off in the afternoon. Please make every effort to be there on time; if no one is there to meet the child(ren), they will be transported back to the school and will have to be picked up at Rutland Town School.
8. Students will not be dropped off at places of business or make stops within Rutland City limits.

You are invited to confer with the Assistant Principal regarding any phase of our Transportation program.

Note: Bus riding is a privilege which may be revoked if your child's behavior jeopardizes the safety and well-being of all students on the bus.

## **Busing Procedures**

Applies to transport by “school bus” or “chartered bus.”

### **Prior to loading:**

- Be on time at the designated school bus stop to keep the bus on schedule
- Stay off the road while waiting for the bus
- Riders should conduct themselves in a safe manner while waiting
- Do not move towards the bus at the school bus loading zone until the buses have been brought to a complete stop
- Wait until the bus comes to a complete stop and you are signaled to proceed before attempting to enter

### **While on the bus:**

- The driver is in charge and students must obey him/her respectfully
- Keep hands and head inside the bus at all times after entering and until leaving
- Assist in keeping the bus safe and clean at all times
- Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention. Vulgar, profane, argumentative, or excessively loud talk is not permitted by students.
- Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment
- Do not leave books, lunches, or other articles on the bus
- Keep books, packages, coats, and other objects out of the aisles
- Remain in the bus in case of an emergency, unless directed by the driver to do otherwise
- Do not throw anything out of the bus windows
- Remain in your seat while bus is in motion
- Be courteous to fellow pupils and the bus driver
- Keep absolutely quiet when approaching a railroad crossing
- Seats will be assigned when misbehavior continues
- Seating shall be two (2) to a seat unless more space is needed and pupil size permits (3) to a seat
- Parents will be notified if there is misconduct and the privilege of riding may be revoked
- Students may not gesture or attempt to communicate with individuals outside the bus
- No technology devices of any kind are allowed on the bus (including cell phones, MP3 players, handheld devices, gaming devices). Devices will be confiscated and returned to school to be picked up by a parent or guardian. \*When students are on a class Field Trip, classroom teachers will determine if technology devices will be allowed.

### **Unloading:**

- Students should unload in a single file manner
- Students should report immediately to cafeteria or designated area

## **Consequences for Bus Misconduct**

**General Misconduct** – Inappropriate behavior on the bus and at the bus stops including disrespect to driver, use of profanity and obscenities, spitting, repeated warnings to be reasonably quiet, etc.:

- First Offense – Verbal warning with parent notified.
- Second Offense – Assigned seat and parent notified.
- Third Offense – Suspension from bus, less than 10 days and parent notified.
- Fourth Offense – Suspension from bus, 10 days or more. Parent conference with Administration and Bus Driver.
- Fifth Offense – Suspension from bus for 10 days or more or for remainder of the school year. Parent conference with Administration and Bus Driver.

**Unsafe Behavior**- fighting, throwing, or projecting objects inside or outside the bus, opening the emergency door, etc.

- First Offense – Verbal warning and/or less than 10 day suspension from the bus will occur; parent notification.
- Second Offense – More than 10 day suspension from the bus; automatic parent conference.
- Third Offense – Suspension for 10 days or more or for remainder of the school year. Parent conference with Administration and Bus Driver.

### **Smoking**

- First Offense – Automatic suspension from school bus for the year and parent notification.

### **Damage to Buses**

- First Offense – Up to a 10 day bus suspension plus restitution.
- Second Offense – Suspension from bus for a year plus restitution - \$20.00/hour for repair for damages.

**Reminder- bus riding is a privilege that may be revoked.**

## **Field Trips**

Field trips (historical and cultural) are part of the curriculum. A “Transportation & All-Inclusive Permission Slip” form for all trips will be distributed in First Day Packets. Please sign and return promptly. If the permission slip is not signed, your child will not be allowed to attend the field trip and other arrangements will be made by the school. Parents will receive notification of particulars of each trip shortly before the actual date. If for some reason a parent/guardian does not want their child to attend a particular trip, we will make other arrangements for that child to remain in school. A student not attending a field trip should not miss school that day.

Parents and/or grandparents are generally invited to attend a field trip with their student(s) (please read guidelines for chaperones and volunteers below). When on a field trip, siblings are not permitted to attend the field trip as you are responsible for your child and the other children in your group.

The school retains the right to exempt students from field trips, or other school activities who have demonstrated an inability to control personal behavior that would interfere with the learning experience or jeopardize the safety of the students or other people.

Classroom teachers will determine if technology devices will be allowed on field trips.

### **Important items regarding field trips**

1. Every student that is going on a field trip is required to report to school for regular attendance and must travel with the group to the site they are visiting.
2. Teachers are responsible for communicating the guidelines for chaperones to ensure the safety and supervision of all students.
3. Any chaperone that plans to take their child with them from the site of the field trip instead of returning to RTS must obtain permission from an Administrator at least 24 hours prior to the trip.
4. Chaperones are not permitted to bring siblings with them the field trip.
5. If students are on an all day trip (beyond the RTS dismissal time), a “return to RTS” time will be designated and communicated to parents.
6. If a student will be picked up at RTS after the trip by someone other than the parent or legal guardian, a note must be provided to the office prior to the trip.
7. No purchases at gift shops are allowed on the Kindergarten through Fifth Grade field trips. Students in Grades 6-8 will follow the plan as developed by their individual teachers.

## **Guidelines for Chaperones and Volunteers**

Volunteers (including chaperones) are required to undergo appropriate background screening including a fingerprint-supported criminal record check. If you think you may want to volunteer at Rutland Town School or accompany your child's class on a field trip this year, please plan ahead by contacting Donna Tucker at the Rutland Central Supervisory Union as soon as possible. Her number is 775-4342, ext. 101. She will instruct you on the process and will be able to answer any questions you may have.

In order to volunteer or chaperone a field trip in the Rutland Town School District you must complete the necessary background check [Policy D1 and D7]. All volunteers may request reimbursement of the costs for the background check from your school office upon presentation of receipts and successful criminal background check. The required background checks that are included: VCIC, fingerprint, adult and child abuse registry, and FBI criminal background check (all 50 states). The reimbursement for the 2014-2015 school year is; \$15 background check at RCSU central office, \$25 fingerprinting fee at Rutland City Police station. Fingerprints need to be redone every three (3) years. Upon successful completion of the background check, you will be notified by the principal.

Only parents who have completed a successful criminal background check are eligible to volunteer or chaperone field trips.

1. All students and chaperones are expected to abide by the Rules of Conduct and Behavior contained in the Parent/Student Handbook, including the dress code.
2. Chaperones will be expected to attend a meeting to discuss rules and responsibilities while on enrichment trips (overnight). The teachers orchestrating the trip will conduct this meeting. During the meeting policies and procedures pertaining to the trip will be distributed and discussed. The policies include Tobacco Prohibition (F3), Alcohol and Drug Abuse (F9), Student Trips (G3), and Off-Campus Misconduct.
3. Chaperones are responsible for all students they are assigned to, not just their own child(ren).
4. Chaperones may not bring siblings or other children on trips or to classroom events.
5. Chaperones will not use tobacco or alcohol while on trips.

16 V.S.A., Section 260, Rutland Town School Board policy D1 and D7.

## **Student Trips (Code G3)**

### **Policy**

It is the policy of the RCSU, Proctor, Rutland Town and West Rutland School Districts to encourage and support student trips of significant educational value. These trips must pertain to a specific element of the curriculum for the grade level and be scheduled so that Vermont state regulations regarding the minimum number of hours for a school day (5 ½ ) or week (27 ½ ) are met.

### **Definitions**

**Field trips** are defined as those trips involving one school day or less. All requests for field trips must:

1. include an explanation of the educational value of the trip;
2. include a list of participating students, teachers and chaperones; and
3. be approved in advance by the building principal.

**Overnight trips** are defined as those trips encompassing more than one day of school. All requests for trips of this type must:

1. include an explanation of the educational value of the trip;
2. include a list of participating students, teachers and chaperones;
3. have the support of the building principal and superintendent; and
4. have approval in principle of the school board by November 15 of each school year.

### **Chaperones**

Chaperones shall be subject to criminal background checks. See policy D1.

### **Evaluation**

An evaluation of each enrichment trip will be completed by the chaperones and shared with the school board and administration.

### **Funds**

All money collected for trips as well as payment of trip expenses shall be managed through a school account.

*Date Warned: Rutland Town - February 13, 2012*

*Date Adopted: Rutland Town - March 26, 2012*

*Legal Reference(s): Act 154 of 2007-2008 Adjourned Session*

*16 V.S.A. §912*

*Cross Reference: RCSU Policy D1 – Personnel Recruitment, Selection,  
Appointment and Background Checks*

As outlined above, enrichment trips are presently proposed to the RTS Board annually for the Middle School grade levels. These trips entail traveling and experiencing learning on a larger, more extended level than a one-day field trip.

It is the responsibility of the grade level teachers to inform parents/guardians of the opportunity to apply for a scholarship for this trip and to provide the proper information regarding chaperone guidelines, etc.

### **Things to Remember**

1. Grade level teams must submit any proposal for enrichment trips to the board as soon as possible.
2. All applications are subject to approval by the RTS Board of Education.
3. Grade teams are required to submit a list of parents' signatures who are in support of the trip.
4. Any adult who is chaperoning must adhere to the "Guidelines for chaperones." (Following page)
5. Any adult wishing to chaperone who is not a parent or legal guardian must complete an application to be reviewed for approval by administration. Parents/legal guardians may apply for an enrichment trip scholarship from RTS.

### **Class Enrichment Trip Scholarship**

The Rutland Town School has an academic curriculum that includes an enrichment trip for the Middle School grade levels. These trips are often four to five days in duration and involve an overnight stay away from home. Students in these grades are encouraged to participate in the enrichment trips as they are a valuable part of their learning experience.

The school also recognizes that for some families the expense of an enrichment trip for their child may be unaffordable. To assist families who are having difficulty affording such an expense, the school has provided an opportunity to apply for a need-based scholarship.

To apply for a Rutland Town Enrichment Trip Scholarship, parents or legal guardians may write a letter explaining their circumstances and the need for financial assistance for their child. Requests will be reviewed on a case-by-case basis and it will be determined what amount, if any, will be awarded for the child to participate in the enrichment trip.

Typically, fundraising opportunities are made available to each class. By participating in these activities, students can earn money toward the cost of the trip. Individual teachers can provide more details regarding fundraising and enrichment trips.

Requests for scholarships should be sent to: Mrs. Melissa Theis, Guidance Counselor, at least two (2) months prior to the scheduled enrichment trip. This allows enough time for teachers to have accurate and adequate plans for busing and accommodations for each participant. After review, applicants will be notified of the amount awarded. The family will be responsible for the remainder of the cost plus any out-of-pocket spending money needed for the trip.

Requests can be mailed or e-mailed to:  
Mrs. Melissa Theis, Guidance Counselor  
Rutland Town School  
1612 Post Road, Rutland Town, VT 05701  
[melissa.theis@rcsu.org](mailto:melissa.theis@rcsu.org)

## **Family Vacations**

**We strongly encourage you to schedule your family trips and events during our regularly scheduled vacations** because many classroom activities are participatory in nature and cannot be made up. In the event a student must be absent from school for family reasons, in excess of three (3) days, please send a letter to the Principal, with the details of the event that is taking them away from school, one (1) week prior to the start date of the request. Approval must be granted before these days are excused. When planning activities in June, please remember that all school days that were cancelled for any reason are made up at the end of the year, thereby extending the school calendar.

Please contact your child's teacher regarding the makeup of any homework that is missed.

## **Procedure for Student Attendance, Grades K-8**

### **Attendance**

In accordance with Vermont State Law, attendance at school is mandatory. If a student fails to attend school on account of sickness, the absence may be excused. Proof of such sickness may be requested if the number of absences become excessive. (Reference Policy Code F25: Student Attendance)

School starts at 8:00 A.M. Students should arrive at school by **7:55 A.M.** Students who arrive after 8:00 A.M. must come to the Main Office to get a Tardy Slip.

### **Tardiness**

Promptness to both school and class is very important. In the event a student arrives late to school, he/she must report directly to the Attendance Office. Students who are late must have a written excuse from their parent or guardian explaining their lateness. Excused absences and tardies include validated illness and medical or other appointments that can only be scheduled during the day. All absences or tardiness not explained by a valid note will be considered unexcused. Unexcused absences or tardiness may include, but is not limited to, oversleeping, or missing the bus. Students will receive consequences for repeated unexcused tardiness or absence from school.

A student that is tardy unexcused three (3) times will receive a detention or lunch detention consequence, i.e. lunch detention for students in K-4; after school detention for students in grades 5-8. A student that is tardy to class, should go back to their previous teacher and ask them for a pass. If the teacher sent all students out at the same time the student must go to the main office to receive an unexcused tardy slip. If a student is tardy unexcused from class three (3) times, they will receive a consequence, i.e. lunch detention for students in K-4; after school detention for students in grades 5-8.

### **Absences**

If a student is out sick, a parent/guardian must call the school to report the absence by 7:55 A.M. Messages can be left on the voicemail system before, during, and after school hours, 775-0566, extension 3030.



## **Rutland Central Supervisory Union: Truancy Procedures**

At three days of unexcused absences, the following procedures shall be initiated: Applicable school shall notify the School Resource Officer or designated District Truant Officer that a student is truant under RCSU policy. The school shall provide the School Resource/designated Truant Officer with applicable documentation.

### **Youth has accumulated 3 days of unexcused absences:**

- Parent/Guardian contacted by School Resource Officer or designated Truancy Officer (if applicable).
- Documentation of possible truancy situation by School Resource Officer or designated Truancy Officer.

### **Youth has accumulated 5 days of unexcused absences:**

- 5 day letter sent to: Parent/Guardian, Principal, Family School Coordinator, Guidance, applicable teachers and School Resource Officer.
- Home visit conducted by School Resource Officer, or designated Truancy Officer.
- Continued documentation of truancy by School Resource Officer or Truancy Officer.

### **Youth has accumulated 7 days of unexcused absences:**

- School schedules a truancy meeting. Parents are notified of this meeting, and are required to attend.
- 7 day letter sent to: Parent/Guardian, Principal, Family School Coordinator, Guidance, applicable teachers, School Resource Officer, and Department of Children and Families (DCF).
- The team meets with parents/guardians, School Resource Officer and the student. At this meeting the team will develop a plan of action to keep the youth in school, make referrals to the appropriate services, and continue documentation. Representatives from DCF are invited to this meeting.
- The team will follow-up with the suggested strategies identified at this meeting.
- Continued documentation of truancy situation by School Resource Officer or designated Truancy Officer.

### **Youth has accumulated 10 days of unexcused absences:**

- Affidavit is prepared by the School Resource Officer or the designated Truant Officer and filed with the Rutland County State's Attorney's Office. This affidavit includes all attempted intervention techniques. Per RCSD/RCSU MOU intervention will be in Rutland District Court.
- 10 day letter is sent to: Parent/Guardian, Principal, Family School Coordinator, Guidance, applicable teachers, School Resource Officer, Department of Children and Families and RCSU Superintendent.

**After 10 days of unexcused or excused absences we may ask for doctor's documentation or other official documentation as approved by the school for any further absence(s). Absences without doctor's documentation or approved by the school will be considered unexcused.**

**Excused or unexcused absences of more than 20 days may result in student grade retention.**

**The goal of all of these interventions is to keep the student in school, and to prevent drop-out situations.**

## **Tardy Procedures**

### **Youth has accumulated 3 days of unexcused tardies:**

- Parent/Guardian contacted by School Resource Officer or designated Truancy Officer (if applicable).
- Student will receive a detention or lunch detention consequence for every 3 days of unexcused tardies, i.e. lunch detention for students in K-4 (or detention for grade 4); after school detention for students in grades 5-8.

### **Youth has accumulated 6 days of unexcused tardies:**

- 6 day letter sent to: Parent/Guardian, Principal, Family School Coordinator, Guidance, applicable teachers and School Resource Officer.
- Continued documentation of truancy by School Resource Officer or Truancy Officer.

### **Youth has accumulated 9 days of unexcused tardies:**

- School schedules a truancy meeting. Parents are notified of this meeting, and are required to attend.
- 9 day letter sent to: Parent/Guardian, Principal, Family School Coordinator, Guidance, applicable teachers, School Resource Officer, and Department of Children and Families (DCF).
- The team meets with parents/guardians, School Resource Officer and the student. At this meeting the team will develop a plan of action to keep the youth in school, make referrals to the appropriate services, and continue documentation. Representatives from DCF are invited to this meeting.
- The team will follow-up with the suggested strategies identified at this meeting.
- Continued documentation of truancy situation by School Resource Officer or designated Truancy Officer.

**Continued unexcused tardies may result in an Affidavit filed with the Rutland County State's Attorney's Office.**

## **Student Absences for Participation in Non-School Sponsored Extra-Curricular Activities**

The School Board, Faculty, and Administration discourage parents from removing students from school for non-school sponsored extra-curricular activities. Class instruction time is difficult to recreate, and any absence can have a detrimental effect on student learning. However, in the event that a student will be out of school, the following procedure should be followed:

1. The parents notify the Principal in writing at least one week in advance of the beginning of the program in which their child will participate. Such notice shall include the scheduled times, the duration of the program, and a letter of acceptance from the director of the program in which your child will be participating.
2. The student must be in good academic standing, with a minimum grade point average of 80 or better for each course in the marking period prior to entering the program. The student is expected to maintain good academic standing while participating in the program.

3. Parents and students understand that there will be some important class instruction which the student will miss. Written work must be made up. It is the student's responsibility to obtain school assignments from classes that will be missed.

4. Students requesting to participate in such programs are subject to approval by the School Administration in consultation with classroom teachers.

Teachers will notify the parents/guardians of students who may have academic challenges related to these programs.

## **Snow Days and Delayed Opening Procedures**

### **Snow Day**

You will receive a recorded message through Infinite Campus Messenger from the Superintendent on your telephone or you will receive an e-mail telling you that school is either closed or delayed that day. Please keep the main office, administrative assistant, updated as to any changes in your phone number(s).

### **Delayed Opening Procedure**

When school is delayed for 2 hours, the procedure to start the day will be the same as if school started at 8:00 A.M. School will begin at 10:00. Students should report to their class and/or TA at that time.

## **Parental Questions/Concerns**

Chain of Command- RTS encourages open communication. Should a concern arise, parents/guardians are asked to first communicate directly with the teacher involved. Should a resolution not occur, or prove to be unsatisfactory, parents/guardians are encouraged to contact the principal to discuss the concern. If the concern is unable to be resolved at the school level, parents/guardians should contact the Superintendent's Office. If and only if the issue is not resolved by the Superintendent, the issue will be then brought to the school board.

## **Student Placement/Class Lists**

We strive to create balanced classrooms for students through assessment of the whole child. The criteria for the placement of students in classrooms, advisories and other groupings include the student's learning style, the educational needs (both special and regular education), a gender balance, and the need to make heterogeneous groups. Placements are made with input from teachers, counselors, special educators, and administrators. We do not take any teacher requests from parents. However, if a parent/guardian has a student related concern, it must be put in writing and submitted to the principal no later than April 1<sup>st</sup>. Approval of the class roster is the responsibility of the principal. Any parent may appeal the decision of the principal to the superintendent, whose decision shall be final.

## **School Rules and Expectations**

### **We practice our A, B, C's:**

- Acceptance
- Belonging and
- Caring to promote a positive learning and working environment.

### **We care about each other's feelings**

- We are kind to others
- We listen to each other
- We respect others
- We respect ourselves
- We use appropriate and respectful language
- We don't use put-downs
- We don't use personal insults
- We don't swear or offend others with our language
- We don't bully others
- We don't harass others by scaring, threatening or intimidating behaviors
- We don't tease others

### **We respect ALL adults in the school**

- We will listen when an adult speaks
- We will make eye contact when an adult speaks
- We accept the direction from the adult
- We do not challenge an adult's request

### **We keep others and ourselves safe**

- We keep our hands and bodies to ourselves
- We stay in our own space
- We keep our bodies safe
- We keep our bodies and voices under control
- We play and work safely
- We don't hurt others
- We don't fight

### **We respect property**

- We keep our school clean
- We don't chew gum
- We use equipment appropriately
- We leave other people's things alone
- We do not damage property

**We are responsible for what we say and do**

- We take responsibility for our actions
- We come to school on time
- We come prepared for class
- We come to class on time
- We do not leave class without permission
- We do not talk out of turn
- We do our best
- We finish our work
- We are on time for our activities
- We use good manners
- We cooperate with others
- We resolve our conflicts
- We apologize and make up for our mistakes
- We follow the bus rules

**Classroom/Hallways/Lobbies**

- Students may enter the classroom only when a teacher is present
- Students need to line up in an orderly fashion when entering/leaving the classroom
- Students need to wait for the teacher's permission to exit the classroom
- Walk in halls quietly on the right side of the hallway
- A pass is needed except during passing times
- Students traveling to and from lessons do not need a pass
- Students going to the bathroom need to use the sign out/in procedure

## **Dress Code**

### **We dress appropriately for the school environment**

Students may not wear clothing with profanity, offensive language, slogans, or pictures that have double meanings; which are offensive, sexually suggestive and/or explicit (including belly shirts and spaghetti strap tank tops, etc.); related to alcohol, tobacco, or illegal substances; having harassing statements; suggest sexual harassment; are violent, or suggest/promote violent behaviors/events; and/or suggest or promote illegal activity. In addition, students must wear clothes that fully cover their undergarments. Extremely baggy pants that will not stay up are not appropriate without a belt. If a student is dressed in an inappropriate manner, he/she will be asked to change. **(Body piercing, other than the ears, is not allowed at school).**

### **Other clothing articles not to be worn at school are:**

- Hats, caps, hoods, do-rags, or sunglasses during school hours unless there is a medical necessity for such an item.
- Excessively ripped or torn clothing.
- Shorts, skirts, skorts – must fall below the student’s fingertip reach when the child’s arms are fully extended and shoulders are relaxed.
- Skirts with Leggings – skirts that are worn with leggings must have the same length requirements as above.
- Gym shorts – must have the same length requirements as above.
- Tops- mesh, sheer, crop, tube, halter, spaghetti straps, tank (less than 1” wide)
- After-school Sport Practices – girls may wear sports bras with a spaghetti strap cover-up shirt (1” straps or more). Bras and/or spaghetti strap shirts cannot be worn alone and cleavage is not allowed.
- Attire which represents a safety or health hazard is not allowed. For example, but not limited to: Long or heavy chains and spikes.

Students who may be wearing inappropriate clothing or otherwise disrupting the school atmosphere will be dealt with discreetly and not subjected to embarrassment or ridicule. Parents will be notified by the office if the student does not have the appropriate change of clothing or the school will supply a change or cover-up of clothes or be sent home to get appropriate attire.

Missing items can be located in the “Lost and Found” area on the cafeteria hall table. Items not claimed will be donated to charity at the end of each quarter.

## **Toys**

Toys are not permitted at school, except for show and tell.

The following personal belongings are not allowed at Rutland Town School:

- Laser pointers
- Beepers
- Electronic games
- Skateboards/Scooters
- Yoyo’s

## **Gum Chewing**

Gum chewing is not permitted in the school building or on the school grounds from the time a student arrives in the morning until the conclusion of his/her obligations at the end of the school day.

## **Party Invitations**

Any invitations for students must be given outside of school.

## **Healthy Celebrations**

We encourage families to bring in items such as vegetables and dip, cut up fruit, cheese and crackers for any type of classroom celebration. As a school community we need to make an effort to enforce our nutrition and wellness policy. We want to promote student health and reduce childhood obesity.

## **Federal Child Nutrition Act- Wellness (Code F28)**

### **Purpose**

The intent of this policy is to ensure compliance with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004. In accord with those requirements, this policy has been developed in consultation with parents, students, representatives of the school food services authority, school administrators and the public.

### **Policy**

It is the policy of the RCSU including Proctor, Rutland Town and West Rutland School Districts to establish goals for nutrition education, physical activity and other school based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.

#### **I. Goals for Nutrition Education**

- A. The school district shall provide nutrition education programs as required by state law and regulations of the State Board of Education. In particular, the district shall provide a nutrition component in its comprehensive health education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Framework of Standards and Learning Opportunities.
- B. Nutrition education programs shall be conducted by appropriately licensed staff members.
- C. To the extent practicable, nutrition education shall be integrated into core curricula in areas such as science and family and consumer science courses.

#### **II. Goals for Physical Activity**

- A. The district shall provide physical education classes for all students as required by Vermont School Quality Standards.
- B. The district shall provide other physical activity opportunities for students through recess periods in appropriate grades and, as appropriate, before or after school activities such as interscholastic athletics and physical activity clubs or intramural sports.

### **III. Goals for Other School Based Activities**

- A. The district shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to sections (a) and (b) of section 10 of the Child Nutrition Act and section 9(f)(1) and 17a of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.
- B. The district shall provide adequate space for eating and serving school meals.
- C. The district shall provide a clean and safe meal environment for students.
- D. The district shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
- E. Food shall not be used in district schools as a reward or punishment.
- F. The district shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness.

### **IV. Nutrition Guidelines**

- A. No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B and 7 CFR 220, Appendix B shall be sold in food service areas during breakfast and lunch periods.
- B. The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organizations sponsoring the sale.
- C. To the extent practicable, the district shall ensure that foods offered at school other than through the National School Lunch or School Breakfast programs, including foods sold through vending machines, shall comply with the A la Carte and Vending Guidelines established by the Vermont Departments of Health and Education.

### **V. Policy Implementation**

- A. The superintendent or his or her designee shall monitor district programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy.
- B. The superintendent or his or her designee shall report at least annually to the board on the district's compliance with law and policies related to student wellness. The report shall include an assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

*Date Warned: Rutland Town School - February 13, 2012*

*Date Adopted: Rutland Town School - March 26, 2012*

*Legal Reference(s): 16 V.S.A. §§131 & 906(b)(3)  
Richard B. Russell National School Lunch Act, 42 U.S.C.  
1751 et seq.  
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.  
Child Nutrition and WIC Reauthorization Act of 2004,  
Section 204 of Public Law 108-265.  
Code of Federal Regulations, 7 CFR Part 210 and Part 220.*



## **School Lunch and Breakfast**

A breakfast and lunch is available each day at Rutland Town School and is provided by the FitzVogt. Free meals are available for students if the family qualifies under federal guidelines. (Meals are now offered at no cost to families who qualify with the State contributing the “reduced price” amount for lunch.) Information regarding these programs will be sent home with students the first day of school and can also be accessed online at [www.RCSU.org](http://www.RCSU.org). All information provided on these forms is kept strictly confidential. Applications can be filed any time during the school year.

### **Rutland Central Supervisory Union, Student and Adult Meal Charge Account Procedure**

The food service program uses a point of sale system to track student account transactions. Parents may view student purchase history and receive low balance notifications free of charge. The system also allows users to deposit money or make payments on account. We are in the process of upgrading the online payment system. Information on how to access and use the online payment will be sent out and posted on your school’s website as soon as it becomes

Student accounts must maintain a positive balance. Families have the option to either use the online payment feature of the system to deposit funds to their student’s account, or send a check directly to the cafeteria the first of each week. (The student’s name and/or account number should be noted on the check.) Students will be issued a school food service identification number. This number will be used to track the student’s account transactions throughout the year. A detailed report may be requested at any time. *Snack beverages, additional entrées or other a la carte purchases may be purchased on an account in good standing.* If you wish to **prohibit or limit** a la carte purchases please contact your school cafeteria and speak to the food service manager.

The goal of the food service program at school is to provide nutritious, high quality meals to all students and staff at reasonable prices. Some students may qualify for a partial or full subsidy from the USDA or the State of Vermont to offset the cost of their meal. The following guidelines are to be used for students with regard to charging to meal accounts:

1. The maximum charge balance allowed shall be two [2] lunches.
2. Written notification is sent home with the student when the account balance is less than zero.
3. Phone notification is initiated to the parent or guardian, when there is a negative balance equal to or greater than two charged meals.
4. A plan to bring a delinquent account into good standing will be agreed upon. If there is no response from the parent or guardian, the school and parent or guardian is notified that the student is to be refused services.

### **Emergency Lunch Procedure**

All accounts are subject to the Student and Adult Meal Charge Account Procedure. However, students will be allowed two (2) meals on an emergency basis, such as when a lunch or money is lost or forgotten. If an account is delinquent, students may receive up to two (2) emergency lunches consisting of a sandwich and milk. A \$.75 charge will be applied for each emergency lunch. Students will forfeit all meal privileges if a student’s account continues to show a negative balance. Zero account balance notification letters will be sent home weekly.

**Breakfast Prices**

Student: \$1.50

Adult: \$1.50

**Lunch Prices**

Student: \$2.55

Student reduced lunch: \$.40

Adult: \$3.50

**Cafeteria and Recess**

Each K-5 class is given a one half-hour recess and one half hour lunch. Grades 6-8 are given one half-hour for lunch. Faculty and staff that are designated for a duty will supervise students within that half hour.

**Cafeteria Rules**

- Stay seated once you have chosen your seat
- No throwing food
- No popping bags or breaking milk cartons
- Your table and floor area will be checked for cleanliness by a supervisor before dismissal
- Students must leave once dismissed
- When entering and exiting the cafeteria, students need to be quiet

**All Students**

- Students line up with their teacher outside of the cafeteria door. The outgoing students depart before the incoming students enter the cafeteria.
- It is expected that all students will maintain a reasonable level of volume.
- Students will be asked to be quiet for the last 2 minutes of lunch to prepare for dismissal.
- Tables are dismissed one at a time. Quiet tables are dismissed first and line up appropriately.

**Consequences for cafeteria rule breaking behavior**

1. Verbal warning
2. Sit at an empty table (additional students that are asked to sit at an empty table can be spread out amongst the empty tables)
3. Planning for Success (PFS) room referral
4. Three times being sent to the PFS room for inappropriate lunch behavior will result in a lunch detention.

Continued misbehavior may result in the student being removed to alternative seating, by themselves, in the PFS room, or in the office for an extended period of time.

## **Basic Playground Rules**

- Treat all playground supervisors and each other with respect.
- No rough play, fighting, or aggressive contact sports. Games with tackling, pushing, or tripping will not be allowed.
- No running on paved areas surrounding the school (please walk).
- Re-entry into the building for any reason only with permission from the adult on duty.
- Stay within playground boundaries (woods are off limits).
- Do not throw or kick any objects such as stones, sticks, snowball, wood chips, etc.
- Use balls and other recess equipment for what it is intended for and return to the designated area at the end of recess.
- No eating or drinking during lunch recess.
- Please dress appropriately for the weather (boots, hats, gloves, snow pants needed for sliding on the hill during winter months).
- Avoid puddles and stay off icy areas on the playground.
- All trash is to be placed in the appropriate receptacle.

## **Winter Sliding – Grades K-5**

- One person to a sled unless it is a two person sled.
- No sliding on feet.
- No sliding without a sled.
- No pushing other people on sleds.
- Walk back up the hill on designated areas.
- Must be dressed appropriately.

## **Equipment Rules (“Big Toy” refers to the playground structure)**

Slides– No walking up slides, students should slide down 1 at a time, and sit with feet first only.

Swings– No jumping off, no pushing others on swings, no forward or backward flips, no walking in front of or behind moving swings.

Climbing Apparatus– No climbing on top bars of equipment, give leg space to others while they climb, no running on any part of the Big Toy (slippery when wet).

Spinning Wheel & Seat– 1 person at a time, keep clear of swinging hands and feet.

No Tag on or near the Big Toy.

## **Snack Rules**

- Water in secure topped water bottles are allowed during class time. Snack drinks are allowed during snack only, and not throughout the day.
- Grades K-5 will be given a single snack time as determined by the classroom teacher.
- Students are not allowed to have soda or energy type drinks during school hours.
- Due to food allergies, students are not allowed to share snacks.

## **Classroom/Hallways/Lobbies**

- Students may enter the classroom only when a teacher is present
- Students need to line up in an orderly fashion when entering/leaving the classroom
- Students need to wait for the teacher’s permission to exit the classroom
- Walk in halls quietly on the right side of the hallway
- A pass is needed except during passing times
- Students traveling to and from music lessons do not need a pass

## **Concert Etiquette**

(This section is included in concert programs)

As an audience, you are an important part of concerts. The audience's responsibility at formal concerts is to honor the efforts of the performers by providing a listening atmosphere in which their performance can be appreciated by all. To that end, we ask for your cooperation:

- While the performance is in progress, remain seated and quiet. (If it becomes necessary to leave the gymnasium, please do so between musical selections.)
- If very young children become restless and disrupt others' ability to listen, please take them from the gymnasium until they are quiet.
- Please do not hum or clap along with the performers, unless specifically invited to do so.
- Show your appreciation for the performance by clapping after each selection. Whistling and cheering are not appropriate at a formal concert.
- It is impolite to talk, or even whisper, while the music is being performed. Listeners and performers are also distracted by sounds from programs, candy wrappers, jewelry and other objects. Remain still and be thoughtful of others by talking or making sounds only between numbers.
- Do not leave as soon as your child's portion of the concert is over. All of the students deserve a full audience for their performances.
- Watch the conductor when the music stops to determine when to applaud. Some musical works have several parts or movements and the audience is expected to applaud only after all movements have been performed.

Source: MENC (National Association for Music Education)

## **Behavior at After School Events**

After school events include but are not limited to: sporting events, concerts, dances, back to school night, ABC night, parent conferences, Scout meetings, parent/community committee meetings.

- Students are not allowed to be present in the building after 2:45PM unless supervised by a parent/guardian, or unless they are attending a club or school activity where school staff is supervising the activity.
- For after school sporting events and practice, students are not allowed to wait in the building until practice or game time. The only exception is 3:00 practice.
- For any event type, students are to be in the designated area of the event and not roam the building, loiter in the halls, enter locker rooms, or enter classrooms.
- During athletic events, students are asked to behave appropriately in the stands/bleachers. Taunting or physical aggression or play is not allowed.
- Students will be asked to leave the building if these expectations are not followed. If continued, law enforcement may be called to escort students from the building.

## **Dance Chaperone Guidelines**

### **Before the Dance**

- Email the PTO officer requesting chaperones if you would like to be a chaperone at the dance.
- Leave a phone number or email where you may be reached.
- You will receive a confirmation regarding your attendance at the dance.
- Review the school student discipline policy as found in the Family/Student Handbook.

### **Arrival at the Dance**

- Arrive 15 minutes prior to the start time of the dance.
- Enter the building through the gym lobby and let a PTO officer know you have arrived and check to see if there are any specific directions for the dance.

### **During the Dance**

- A student with a cell phone will be asked to leave the phone at the admission table marked with their name.
- Monitor students throughout the gym and in the main lobby.
- Monitor the bathrooms off the gym to be sure students are not using a cell phone or loitering.
- Once students have entered the dance and paid their admission, they may exit the gym only through the gym lobby doors.
- Students may not go outside during the dance. A student may leave only if a parent arrives and escorts his/her child out of the dance.
- All school rules apply to students at the dances as posted in the student and parent handbook.
- If you observe behavior that is against school policies, report it to an administrator or teacher.
- If you observe behavior that is rude, threatening, offensive or harmful, report it to an administrator or teacher.
- Participants are limited to those schools/grades invited. (no other guests)

### **After the Dance:**

Stay 15 minutes after the dance to help escort students out of the building and help students find their rides home. Usher students out of the dance once the gym lights have been turned on. If any student has not been picked up after 15 minutes from the end the dance, escort the student(s) inside and ask the student (s) to begin calling parents for a ride.

## **Planning For Success (PFS) Room**

The PFS room is a place that supervising adults may send a student that is not responding to requests to change the behavior in the classroom. If the student's behavioral infraction is preventing instruction or greatly affecting the learning environment, a student may be referred to the PFS room to make a plan for a successful re-entry to that classroom. The adult(s) involved may take the appropriate steps in accordance with the discipline guidelines explained in this handbook.

The PFS room may also be utilized for a self-timeout place to go. Often, there is a plan in place for some individuals that need to regroup. If that is the case, or if an adult desires, a student may be referred to the PFS room for a chance to regroup.

The PFS room, when not busy, may also be used by students who need a place to complete work with available adult support present.

### **Planning For Success (PFS) Process**

When sending a student to the PFS Room, a PFS note should be filled out or a phone call should be made to the PFS Room for assistance (Ext. 2005). If no one is available to answer the phone, teachers should call the Main Office and the Behavior Specialist will be located immediately by radio or an administrator will respond to the call.

If a student is sent to the PFS room- the teacher, staff, or para-educator that is sending the student will call or talk to the Behavior Specialist. If a call is made from the classroom, please be discrete if possible. Staff may also send a note.

The Behavior Specialist processes with the student and records it in the database. An appropriate consequence is issued.

The Behavior Specialist sends the student back to class with a pass and a reminder for the sending teacher to call the parent/guardian that day. If a para-educator sends a student to PFS, the Behavior Specialist or teacher calls home.

3 PFS visits results in a detention for student's grades 5 through 8. Detention is scheduled and communicated home and to the classroom teacher or T.A.

\*If an administrator, staff member or teacher wishes to issue a detention based on a rule infraction that is to be communicated to the Behavior Specialist. This will be then communicated home by the appropriate staff member. The Assistant Principal also supervises detention. Teachers do not schedule detention.

Students in grades 5 through 8 will sign a Discipline Policy form stating clearly that a third (3<sup>rd</sup>) referral to the PFS Room will result in a detention. Additionally, this policy explains to students that at the discretion of a school administrator, each subsequent incident may result in a detention, in school suspension, or other consequence suitable to the infraction. Those students, who are on any type of educational modification plans, will only fill out this form after proper faculty has been consulted.

## **Rutland Town School Discipline Policy**

Rutland Town School has a graduated discipline policy. Any student violating school rules will be instructed to go to the Plan for Success Room (PFS). All such incidents will be documented. A student involved in three (3) such incidents will receive a detention and a parent or guardian will be notified. At the discretion of a school administrator, each subsequent incident may result in a detention, in-school suspension or other consequence suitable to the infraction.

I \_\_\_\_\_ understand the school

Student Name

graduated discipline policy as explained to me by the Behavior Specialist.

\_\_\_\_\_  
P.F.S. Supervisor

\_\_\_\_\_  
Date

## Discipline

The primary responsibility for student discipline rests firmly on the shoulders of the individual student. Each student needs to take ownership for his/her conduct and his/her school. A three-level discipline system recognizes that consistent adult responses to low-level challenging behaviors (e.g., non-compliance, disruption, etc.) produce a positive school climate in which more serious infractions will be minimized. The Three-Level System assigns responsibility for handling different levels of student behavior to specific adults.

### **Disciplinary Detention**

Detentions are held one hour after school and are supervised by the Assistant Principal. Disciplinary Detention supersedes any other school-related activities. When a student misses a scheduled detention, they will then receive two detentions.

### **Level One Behavior: Primary Responsibility – Teacher or Supervising Adult**

<u>Student Behaviors:</u>	<u>Suggested Teacher Response:</u>	<u>Possible Consequences:</u>
<ul style="list-style-type: none"><li>● Not caring about each other's feelings</li><li>● Not respecting adults in the school</li><li>● Not keeping others and ourselves safe</li><li>● Not respecting property</li><li>● Not being responsible for what we say or do</li></ul>	<ul style="list-style-type: none"><li>● Supportive guidance back to task</li><li>● Planned ignoring</li><li>● Redirection</li><li>● Interact (privacy, eye contact, proximity)</li><li>● Script (What are you doing? What are you supposed to be doing? What do you choose to do? Give 2 choices)</li><li>● Reflective/empathetic listening</li><li>● "I" Statements</li><li>● Change from supportive behaviors to directive behaviors at appropriate times</li></ul>	<ul style="list-style-type: none"><li>● Conference to discuss the rules</li><li>● Verbal Plan</li><li>● Parental Involvement/ Notification</li><li>● Positive reinforcement for task completion and class cooperation</li><li>● Opportunities for recognition of achievement</li><li>● In-class time out</li><li>● Work completion during free time</li><li>● Failure of lesson</li><li>● Loss of privilege</li><li>● Informal written plan</li><li>● Restitution</li><li>● Time out in "Buddy Classroom"</li></ul>



**Level Two Behaviors: Primary Responsibility – Teacher and/or Support Staff**

<u><b>Student Behaviors:</b></u>	<u><b>Suggested Teacher Responses:</b></u>	<u><b>Possible Consequences:</b></u>
<ul style="list-style-type: none"> <li>● Include all Level One behaviors in which student remains non-compliant and disruptive to his/her or others learning or responsibilities</li> <li>● Behavior continues with teacher intervention</li> </ul>	<ul style="list-style-type: none"> <li>● Script (see above)</li> <li>● Referral to out of classroom spaces (buddy teacher’s rooms)</li> <li>● Working with school supports including:               <ol style="list-style-type: none"> <li>1. Guidance Counselor</li> <li>2. Family School Coordinator</li> <li>3. School Nurse</li> <li>4. School Psychologist</li> <li>5. Behavioral Specialist</li> <li>6. Education Support Team (EST)</li> </ol> </li> <li>● Consideration for Behavior Intervention Plan</li> </ul>	<ul style="list-style-type: none"> <li>● Individual Plan created when negative behaviors are chronic</li> <li>● Detention</li> <li>● Loss of privileges</li> <li>● Failure of lesson</li> <li>● Parent involvement/ Notification</li> <li>● Removal from classroom to buddy teacher’s room or P.F.S. room</li> <li>● Restitution</li> <li>● Participation in Behavior Intervention Plan</li> <li>● Short-term suspension (in or out of school)</li> </ul>

### Level Three Behaviors: Primary Responsibility – School Administration

It is the responsibility of the teacher or other supervising adults to make a timely referral to the Principal of any student who engages in significant misconduct (e.g., weapons possession or use, drug or alcohol possession or use, etc.)

<u>Student Behaviors:</u>	<u>Suggested Administrator</u>	<u>Possible Consequences:</u>
<ul style="list-style-type: none"> <li>● Theft</li> <li>● Weapons possession, threat to use, or actual use</li> <li>● Drugs and alcohol possession or use</li> <li>● Serious verbal/physical aggression or threat</li> <li>● Serious damage to property</li> <li>● Serious physical altercations</li> <li>● Chronic violation of school or class rules</li> <li>● Harassment- see policy</li> <li>● Bullying</li> </ul>	<p style="text-align: center;"><u>Response:</u></p> <ul style="list-style-type: none"> <li>● Referral to Assistant Principal or Principal</li> <li>● Seek help of Crisis Response Team, School Resource Officer, and other school-wide supports</li> <li>● Participate in parent conferences and re-entry meetings</li> <li>● Provide work for in and out of school suspensions</li> <li>● Referral for Behavior Intervention Plan</li> </ul>	<ul style="list-style-type: none"> <li>● Inter-agency referral and planning</li> <li>● Family School Coordinator and support</li> <li>● Restitution</li> <li>● Restorative Justice</li> <li>● Short-term suspension (in or out of school)</li> <li>● Long-term suspension</li> <li>● Expulsion</li> <li>● Consideration for placement in alternative program</li> </ul>

\*Hands-on as a result from aggressive behavior will result in a level of suspension determined by the administration.\*

### In-School/Out-of-School Suspension

**Alternative School Instruction** – the student is removed from the normal classroom setting but remains in school.

- **In-School Suspension** – The student is removed from the normal classroom setting but remains in school for the entire day. The exclusion from the classroom shall be for no more than 10 consecutive days. The student will be notified of the charges of misconduct and of the proposed disciplinary action, and will be given an opportunity to be heard by the Principal or Assistant Principal. The parent or guardian will be notified immediately of the suspension and urged to come in for discussion with the Principal or Assistant Principal. In short, informal due process will be followed.
- **Out-of-School Suspension** – The student is removed from the school setting. Exclusion from school shall be for a specified time period. In the event of a short-term suspension, the above informal due process procedures will occur. In the event of a long-term suspension (more than 10 consecutive days) the student has a right to notice in writing of the alleged charges and a hearing before the School Board as set forth in the district policy manual section: CODES F1-F6.

## **Student Support Programs (Academic/Social Skills)**

### **Tapestry Program**

After school academic support/enrichment program. The program may be accessed by contacting:

Ms. Deb Hathaway, Executive Director  
Tapestry Program  
Longfellow Building  
6 Church Street  
Rutland, VT 05701  
802-786-1935

Enrollment in the Tapestry program is limited.

### **Calendars**

The School Day Activities Calendar and After School Activities Calendar are maintained by Mrs. Mock in the Main Office. If you would like to reserve a classroom for your organization, please contact Mrs. Pam Mock at 775-0566, ext. 2001. An Athletic Calendar is maintained by the Athletic Director. This can be viewed via a link on our school web page.

### **School Nurse**

We have a nurse full time at Rutland Town School. She participates in health assessments on students, screening for vision and hearing, keeping and updating individual health and immunization records, dispensing of medications, and any other health problems or emergencies that may arise. The nurse is also responsible for collaborating with professional staff to instruct the curriculum for our health program.

Parents are to complete and return the emergency sheet distributed at the beginning of the year to the school office. If there is any change in information (i.e. phone numbers, immunizations, new address) during the year, please notify the school office.

Children must be free from fever for 24 hours before returning to school when ill. The same is in effect with episodes of vomiting or diarrhea. A student who experiences vomiting will be sent home that day.

Rutland Town School will not provide or administer any medication without WRITTEN PERMISSION from a parent and a physician's order. NOTICE: Rutland Town School believes that the children benefit in their academics from the exercise, fresh air, and play that outdoor recess provides. The American Academy of Pediatrics endorses this philosophy. If a child is well enough to be in school, he or she is expected to go outside. Exceptions must be arranged through the school nurse.

If your child has a contagious condition such as strep throat, conjunctivitis, or chicken pox, please notify our school nurse, Lisa Lones. She can check other students if necessary, as well as notify parents appropriately.

## **Immunizations**

According to the District's Immunization and Physical Examination for New Students policy, proof of appropriate immunizations and a completed District Health Questionnaire must be provided upon entrance to the school system. Adequate proof of immunizations required by the State of Vermont must be on file in the Health Office before the student starts school. Failure to comply with these State regulations will result in exclusion from school until the requirements are met. Requests for medical exemption must be signed by the physician. Requests for exemption for moral or religious purposes must be signed by the parent. Both forms may be obtained in the Health Office at each school.

## **Injuries**

All serious injuries occurring during regular school hours must be reported to the school nurse for evaluation. An accident report will be filed on all serious injuries. School personnel may need to arrange for immediate transport to a health care facility in serious cases of illness or injury. Parents/guardians or their emergency designee will be contacted to make those arrangements. In the case of emergency, 911 will be called and parent/guardian/emergency designee will be contacted as soon as possible.

## **Chronic Illness or Life-Threatening Allergy**

Rutland Town School is committed to the requirements of Vermont's Act 158: An Act Relating to Life Threatening Chronic Allergies and Illnesses in Schools, and the applicable provisions of Section 504 of the Rehabilitation Act of 1973. Rutland Town School is prepared to offer a safe and supportive environment and accommodation for such conditions in a non-discriminatory manner, enabling each student to meaningfully participate in school activities, including curricular and extracurricular programs, meals, and recess. Rutland Town School maintains school guidelines for managing students with life-threatening allergies and chronic illness, which include family, school, and student responsibilities.

Prior to entry into school (or, for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), please notify Aaron Boynton, Principal or school nurse to determine whether your child is eligible for protection under Section 504 due to life threatening chronic allergy or illness.

If your child has a food allergy or other chronic, life-threatening allergy or illness, it is your responsibility to inform the school of the condition so we may develop a plan to ensure the student's safety in school activities. Whether or not it is determined that your child has a disabling condition and is eligible for protection under Section 504, an individualized health care plan will be developed to ensure that appropriate supports to address the student's individual needs are provided, including during mealtimes for food allergies.

## **Nits and Head Lice**

Rutland Town School recognizes that Pediculosis (head lice) is a common challenge for families and agencies dealing with children. While lice cannot be completely eliminated, RTS encourages cooperative measures within the school community to control for lice and nits. RTS Nit's and Head Lice Policy indicates that students will be sent home if there is a presence of nits and/or lice. Upon returning to school, the nurse will check the student to ensure proper removal. Notification that a case was found will be sent to only the student's class, keeping all personal information confidential.

## **Student Records**

The following procedures have been established for maintaining and granting access to and assuring confidentiality of student records:

### 1. Content of Student Records –

Parents and/or students 18 years of age or older, have the right to inspect and review any individual student records directly related to their children and themselves. This will include all materials incorporated within the student's permanent records which will include but not limited to:

#### Permanent record Card (K-8)

- A. Final Grades
- B. Date of Graduation
- C. Academic Average
- D. Various Test Scores
- E. School Health Record
- F. Pertinent letters of other documents sent or received

#### Materials not included in Individual Student Records –

- A. Professional records in the sole possession of the maker and not revealed to any other person other than a substitute.
- B. Child abuse reports made to Social and Rehabilitative Services required by law.
- C. Employment records.
- D. Records created, maintained or used by a professional or para-professional for the sole treatment of eligible students that are not disclosed to anyone not connected with providing service.

#### Review of Records –

All requests for the review of the student records will be honored within a reasonable time – not to exceed 45 days from the receipt of the request. All records will be reviewed in the school under the direction of the Principal or his or her designee.

## **Disclosure of Personally Identifiable Information**

Schools in the Rutland Central Supervisory Union may disclose designated directory information on students and eligible students without prior consent of the parent of eligible students, and without any record of such disclosure. The following types of personally identifiable information have been designated directory information:

- student's name, address, date of birth, dates of enrollment;
- parent or legal custodian's name and address;
- student's grade level classification;
- student's participation in recognized school activities and sports;
- weight and height of member of athletic teams;
- student's diplomas, certificates, awards and honors received.

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

If you are an eligible student and are currently attending any school in the Rutland Central Supervisory Union or if you are the parent of a student currently attending school in any of the supervisory union school districts, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child or (if you are an eligible student) yourself, by providing written notice of your refusal listing the type(s) of information which you refuse to have so designated, to the principal or the school your child attends or the school you attend, if you are an eligible student, on or before October 1<sup>st</sup>.

*\*You are an eligible student if you are at least 18 years of age or are attending an institution of postsecondary education.*

## **Transfer of Students**

If a student is registering outside of the school district, records are sent upon written request from the appropriate registrar of the new school the student will be attending. An official transcript including scholastic grades, attendance records, standardized test scores, samples of school work, anecdotal reports, and school health records will be sent to the new school.

## **Personal Property**

1. All money sent to school should be put in an envelope with the student's name clearly indicated on the outside of the envelope.
2. Label items such as lunch box, boots, mittens, hats, gym clothing, etc., with student's first and last name.
3. No valuable items should be left in desks, lockers, or on school property.
4. We strongly suggest that you limit the amount of money your child brings to school.

## **Crisis Response Plan**

Rutland Town School has an active Crisis Intervention Team. The team consists of our custodian, nurse, administrative assistant, teachers, guidance counselor, administration, and School Resource Officer. Our team has worked with a consultant to develop an emergency plan, designed to minimize danger to anyone occupying our school should an emergency occur. The main objective of the plan is to attend to the health and welfare of your child in the event of a crisis.

In most emergencies, your child will remain and be cared for at the school. In the rare event of an emergency affecting the school that prohibits re-entry to the building (such as a broken gas or water main, a fire or toxic chemical spill), students will either be bussed or walk to the Green Mountain Power facility. School administration will send an Infinite Campus Messenger phone call to notify parents that an emergency has occurred at the school.

In the event of an emergency at school, parents are asked to:

1. Turn on a radio or television. The Crisis Response Team will keep the media informed of any emergency.
2. Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.
3. Please do not come to the school unless requested to pick up your child. Any emergency may mean that emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocations of students, you will be informed via the media.

If you have any questions about these procedures or any other school-related topics, please feel free to contact the school.

## **Report Cards**

All Report Cards are electronic through Infinite Campus (IC). If a parent/guardian does not have email/home internet/electronic means of communication, to access IC, they will be able to pick up a hard copy of their report card in the main office.

### **Report Cards for Grades K-8**

These report cards are submitted quarterly; with the exception of Kindergarten. Kindergarten report cards are submitted twice a year.

## **Report Card Dates**

### **Kindergarten**

Kindergarten report cards are issued two times per year, at the end of the second and fourth quarter.

2<sup>nd</sup> Qtr. Report Cards submitted to Infinite Campus – January 28, 2016

2<sup>nd</sup> Qtr. Report Cards go live on Infinite Campus Parent Portal – February 1, 2016

4<sup>th</sup> Qtr. Report Cards submitted to Infinite Campus – June 13, 2016

4<sup>th</sup> Qtr. Report Cards go live on Infinite Campus Parent Portal – June 14, 2016

### **Grades 1-8**

1<sup>st</sup> Qtr. Marking Period ends – October 30, 2015

1<sup>st</sup> Qtr. Report Cards submitted to Infinite Campus – November 3, 2015

1<sup>st</sup> Qtr. Report Cards go live on Infinite Campus Parent Portal – November 4, 2015

2<sup>nd</sup> Qtr. Begins – November 2, 2015

2<sup>nd</sup> Qtr. Marking Period ends – January 22, 2016

2<sup>nd</sup> Qtr. Report Cards submitted to Infinite Campus – January 28, 2016

2<sup>nd</sup> Qtr. Report Cards go live on Infinite Campus Parent Portal – February 1, 2016

3<sup>rd</sup> Qtr. Begins – January 26, 2016

3<sup>rd</sup> Qtr. Marking Period ends – April 1, 2016

3<sup>rd</sup> Qtr. Report Cards submitted to Infinite Campus – April 7, 2016

3<sup>rd</sup> Qtr. Report Cards go live on Infinite Campus Parent Portal – April 11, 2016

4<sup>th</sup> Qtr. Begins – April 4, 2016

4<sup>th</sup> Qtr. Marking Period ends – June 9, 2016

4<sup>th</sup> Qtr. Report Cards submitted to Infinite Campus – June 13, 2016

4<sup>th</sup> Qtr. Report Cards go live on Infinite Campus Parent Portal – June 14, 2016

Note: If snow days occur, these dates are subject to change.



## **Parent/ Teacher Conferences**

Parent/Teacher conferences are held twice a year, in November and March. These conferences are scheduled for 15 minutes each and provide an excellent opportunity for you to meet with the teachers regarding your child's progress. Parents sign up for conferences through an online program.

## **Honor Roll for Middle School**

Honor Roll for Middle School is determined by averaging grades from Language Arts, Math, Reading, Science, Social Studies, Physical Education, Music, Art, Health, Tech Education, Spanish, and Chorus. All subjects taken by a student are equally weighted. The following grade averages will be in effect for High Honors and Honors:

85% - 92.99%               =       Honors (No grade less than 80)

93% - 100%                =       High Honors (No grade less than 90)

## **Perfect Attendance**

Perfect Attendance Awards are given to graduating 8th grade students who had perfect attendance for their 8th grade year. Perfect attendance is awarded to students who were present for each school day and have not had any excused or unexcused tardies or absences. This award is presented on Awards Day.

## **Curriculum and Assessment**

### **Action Plan**

A copy of the current Action Plan is available on the school web page.

### **Middle Level Curriculum**

Our Middle Level Program is designed and executed by taking into account the developmental characteristics of the young adolescent, typically aged 10 to 14 years old (grades 6, 7 and 8), and the extensive amount of research regarding middle level education that has been conducted over the last twenty years. Some of the middle level structures in place include advisory, heterogeneous groupings (mixed ability) and academic electives. As a middle level team, our teachers are committed to the philosophies driving these instructional practices. We believe that a consistent, robust curriculum and clear expectations are critical factors in a child's education, and we are committed to continued growth in this area. Our curriculum is based on National Common Core Standards, Vermont Grade Expectations, and Next Generation Science Standards.

### **Core Classes**

- Math, English Language Arts, Science, Social Studies and Spanish are all heterogeneously grouped.

## **Unified Arts**

- Art
- Health and Technical Education
- Physical Education: Physical Education is a required subject for all students. For middle school students, they are required to bring a change of clothes for class, consisting of a shirt, a pair of shorts, socks, and sneakers.
- Band
- Chorus

## **Elementary Level Curriculum**

Children in Kindergarten through Fifth grade are in self-contained classrooms. All students in the school receive instruction in reading, mathematics, language arts, science, social studies, physical education, music, library science, health, and art. Our curriculum is based on National Common Core Standards, Vermont Grade Expectations, and Next Generation Science Standards.

## **Core Classes**

Students receive instruction in the areas of Mathematics, Reading and Writing Skills, Oral and Written Communication, Science and Social Studies.

## **Unified Arts**

- Art: K-5 students meet once a week for approximately 40 minutes.
- Library: K-5 students meet once a week for approximately 40 minutes.
- Spanish: K-5 students meet once a week for approximately 30 minutes.
- General Music: Students in grades K-5 receive instruction in general music. Curriculum includes, but is not limited to music theory, music appreciation, music history, recorder, hand bells, vocal technique, song repertoire, and movement.
- Physical Education: All students receive two classes per week for approximately 40 minutes each.
- Instrumental Music Program: The Grade 4-8 Band Program offers students the opportunity to develop musical skills through study of a band instrument including flute, clarinet, saxophone, oboe, bassoon, trumpet, trombone, French horn, tuba, and percussion instruments. Students receive a 20-30 minute individual or small group lesson each week. Grade 4 students in the program attend Band practice once weekly and grade 5 students two times a week. Students perform in multiple public concerts during the course of the year. Grades 5-8 ensembles also march in local and state parades. Recital performances are offered to students in the fall and spring.

The Rutland Town School instrumental music program has a strong jazz program for students in grades 5-8. The jazz ensembles rehearse prior to the regular school day from 7:00-7:55 A.M. requiring a special commitment from these students. Student attendance may range from 2 to 4 days weekly.

Communication with parents/guardians regarding student progress is of critical importance. Communication should be ongoing and offer opportunities for students to increase their knowledge and skills in the specific area being addressed.

## **Library**

Your child is responsible for any books that are borrowed. Lost or damaged books must be paid for so that we can buy a replacement copy. Please help your children keep their books in a safe but easy-to-remember spot at home. Students in the Middle School may borrow up to five titles as long as they have nothing overdue. Students in Grades 2 –5 may choose two books regularly and up to five titles if a report is required for the classroom teacher. Book checkout is prohibited if a student has any title out that is overdue or lost.

## **Academic Honesty**

Students responsibility for their own learning is very important and a big step towards becoming an adult. They are responsible for completing their own homework and taking their own assessments. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, obtaining or giving aid on a test or quiz, doing work for another student, copying another student's work, and plagiarism. If an infraction occurs, all students knowingly associated with the incident will receive a zero for that assignment, but still have to make up the assignment. Cheating on assessments and plagiarism will also necessitate a call home to parents/guardians and a consequence, including possible suspension.

## **Student Telephone Use**

Telephone use for students during the hours of 8:00 A.M. to 2:45 P.M. is limited to calls for legitimate reasons, i.e. homework, clothes, or something of an emergent nature. Because the school is responsible for the whereabouts of students, we ask that all plans for after school activities be made before school begins. In the event that a change must be made, students may use the classroom teacher's telephone, with permission. Parents may fax, 802-775-8951 or e-mail, pam.mock@rcsu.org, a change of transportation to the office, no later than 2:30 P.M on Monday, Wednesday, Thursday and Friday and no later than 2:00 P.M on Tuesday's.

## **Cell Phone and Personal Device Use**

Students are permitted to use their cell phones and/or electronic device if it is a registered RCSU device under teacher direction. If a student is caught using a device when not permitted by a teacher, para-educator, or staff member, the staff member will confiscate the device and bring it to the main office. The student may pick up their device at the end of the day. If a student is caught using a cell phone and/or device for a second time during the school year, when not permitted, the teacher, para-educator, or staff member will confiscate the device, bring it to the main office and the Assistant Principal will call home and ask that a parent or guardian pick up the device. If a student is caught using a cell and/or device for a third time during the school year, when not permitted, the teacher, para-educator, or staff member will confiscate the device, bring it to the main office, the Assistant Principal will call home and ask that a parent pick it up and it not be brought back to school for the remainder of the school year.

## **Athletic/Activities**

Participation in extracurricular activities can be an integral part of the student’s educational experiences. This participation is a privilege that carries with it a responsibility to the school, to the group, and to the student body, as well as to the community and to the student him/herself. When Rutland Town students choose to participate in extracurricular activities, they are representing all of these groups. All extra-curricular activities present challenges in terms of time commitment and self-discipline. Sportsmanship, respect, and fair play should be the guiding principle for all participants.

Athletics, in particular, can be a very demanding and vigorous activity that requires a tremendous amount of stamina and endurance, and because of this, students should strive to be in good physical condition. The expectation is that students who begin a sport will commit for the entire season.

The following team sports and activities are offered (may be subject to change based on the number of interested students):

### **Boys—Grade 7 and 8**

Soccer  
Basketball  
Baseball  
Lacrosse  
Cross-country  
Rock climbing

### **Girls—Grade 7 and 8**

Soccer  
Field Hockey  
Basketball  
Lacrosse  
Cross-country  
Rock climbing

### **Other**

Drama (Middle School Play)	Student Council
Jazz Band	Chorus
Marching Band	Yearbook (Grade 8 only)

NOTE: If there are not enough students to field a team, students in 6th grade may be allowed to participate.

### **Eligibility**

A. Students must meet requirements and observe rules as directed by the Vermont Headmaster’s Association of which Rutland Town School is a member.

B. Students at the seventh and eighth grade level must maintain at least a “C”, or 73 average in all classes. When the mid-term or report card are issued, any student whose grade falls below a “C” in any subject will be placed on a two week probationary period where no school athletic activities (practice or games) will take place. A letter outlining steps needed to regain eligibility will be sent home. If the grade remains below a “C” after this two week probationary period, the student will be ineligible until the next five week reporting period (mid-term or report card). Even if the student grades are a “C” or above during the probationary period they must wait the two weeks before they can return. Please look at the chart below to see when grades will be checked for eligibility.

## Eligibility Check Dates 2015-2016

10/30/15 End of first quarter, Athletic Director (AD) checks grades for eligibility

11/13/15 Half way through quarter 1, AD checks grades for eligibility, 2 week probationary period starts

12/11/15 End of two week probationary period, AD check grades. If above a "C" may return, if not, must wait until end of 2nd quarter.

1/22/16 End of second quarter, AD checks grades for eligibility

2/5/16 End of two week probationary period, AD checks grades. If above a "C" may return, if not, must wait until end of 3rd quarter.

4/1/16 End of third quarter, AD check grades for eligibility

4/15/16 End of two week probationary period, AD checks grades. If above a "C" may return, if not, must wait until halfway through 4th quarter.

C. Each participant must submit to the Athletic Director a physician's statement, proof of insurance, and a parental permission slip, prior to attending the first practice. The school will attempt to make available student accident insurance that may be purchased at a reasonable price.

D. Students must be in school for the complete day to participate in practices and/or events unless excused by the Principal during that day.

### **Middle School Chorus**

Students may participate in chorus at the Middle School grade level. Chorus meets at the same time as Middle School band. Students wishing to participate in band and chorus may make a request to Mr. Audet or Ms. Tall.

### **Instrumental Music Program**

The Grade 4-8 Band Program offers students the opportunity to develop musical skills through study of a band instrument including flute, clarinet, saxophone, oboe, bassoon, trumpet, trombone, French horn, tuba, and percussion instruments. Students receive a 20-30 minute individual or small group lesson each week. Grade 4 students in the program attend Band practice once weekly, grade 5 students two times a week, and Middle School students every other day. Students perform in multiple public concerts during the course of the year. Grades 5-8 ensembles also march in local and state parades. Recital performances are offered to students in the fall and spring.

The Rutland Town School instrumental music program has a strong jazz program for students in grades 5-8. The jazz ensembles rehearse prior to the regular school day from 7:00-7:55 A.M. requiring a special commitment from these students. Student attendance may range from 2 to 5 days weekly.

The focus of the Rutland Town School instrumental music program is to develop individual and group musical skills through study of an instrument. Through this study we hope to promote individual self-confidence, self-esteem, community service, teamwork, and musical achievement. Students attend festivals in state and out to receive assessments of their work.

Rutland Town School has a very active and dedicated Friends of Music organization comprised of parents, faculty, and community members devoted to supporting and improving RTS musical offerings. Membership in this organization is offered through a small membership fee. For more information please contact Mr. Audet, Band teacher, at 775-0566, ext. 2042.

## **Yearbook**

Yearbook Committee membership is available to any 8<sup>th</sup> grader who wishes to participate. Members should be willing to make the time commitment necessary to produce a quality Yearbook.

### **Rutland Central Supervisory Union Proctor, Rutland Town, West Rutland School Districts**

## **Bring Your Own Device/Personal Use Device (BYOD, PUD), Code G20**

### **Policy**

The Rutland Central Supervisory Union strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By deploying a filtering system, RCSU will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places RCSU in compliance with CIPA (Children's Internet Protection Act).

You and your child's signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with other sections of the RCSU *BYOD / Electronic Violations and Consequences, Acceptable Use of Resources, Communication, and the Internet (G11 & E11)* to provide information to students and parents regarding possible violations and consequences.

Please refer to other sections of the RCSU – *BYOD / Electronic Violations and Consequences* for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette. (References are not an exhaustive list).

### **District Technology Network Guidelines**

#### **1. Personal Safety**

- a. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. (*Safety violation*)
- b. I will not agree to meet with someone I have met online without my parent's approval. (*Safety violation*)
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate. (*Safety violation*)

## **2. Illegal Activities**

a. I will not attempt to gain unauthorized access to RCSU's district network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files.

These actions are illegal, even if only for the purposes of "browsing." (*Theft*)

b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

(*Vandalism*)

c. I will not use RCSU's district network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (*Drug and safety violation*)

d. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (*Vandalism*)

e. I will not install software on any RCSU computers or on the RCSU network without direct supervision of RCSU staff. (*Vandalism*)

f. I will not alter hardware or software setups on any RCSU computer resources. (*Vandalism*)

g. I will not download applications meant for or owned by the RCSU to your personal machine or cloud-based personal account. For example, logging on to an iPad with a personal account and/or downloading an application meant for an RCSU account. (*Theft*)

## **3. Security**

a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. (*Safety violation*)

b. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (*Safety violation/theft*)

c. I will take all precautions to avoid the spread of computer viruses. (*Vandalism*)

d. I will not attach non-RCSU computer equipment or peripherals to the RCSU network or its infrastructure without prior approval from the IT department. This may / may not include data storage devices such as USB / Flash drives, External Hard Drives, networkable devices, wireless devices, CDs, or any other device. (*Safety*)

## **4. Inappropriate Language**

a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (*Derogatory statements/disruption of education*)

b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (*Derogatory statement/sexual harassment*)

c. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (*Derogatory statements/disruption of education*)

d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. (*Disrespecting others' rights/disruption of education*)

e. I will not knowingly or recklessly post false or defamatory information about a person or organization. (*Derogatory statements/disruption of education*)

## **5. Respect for Privacy**

- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (*Disrespecting others' rights*)
- b. I will not post private information about another person. (*Disrespecting others' rights*)

## **6. Respecting Resource Limits**

- a. I will use the technology at my school only for educational and career development activities. (*Disruption of education*)
- b. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (*Disruption of education*)
- c. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment. (*Disruption of education*)
- d. I understand that RCSU personnel may monitor and access any equipment connected to RCSU network resources and my computer activity. RCSU personnel may delete any files that are not for a classroom assignment. (*Security*)

## **7. Plagiarism and Copyright Infringement**

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (*Theft*)
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions. (*Theft*)

## **8. Inappropriate Access to Material**

- a. I will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (*Disruption of education/safety violation*)
- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (*Failure to comply with directives*)
- c. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The district fully expects that I will follow my parent's instructions in this matter. (*Respect for others violation*)
- d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. (*Disruption of education*).

## **Policy Non-Compliance**

Failure to comply with the *BYOD Acceptable Use Policy* may, at the full discretion of the RCSU, result in the **suspension of any or all technology use and connectivity privileges or further disciplinary action as per the RCSU Code of Conduct and Violation Consequences Document [as well as possible criminal charges].**



The principal(s) and / or superintendant will be advised of breaches of this policy and will be responsible for appropriate remedial action.

**Student Declaration**

I, [student name], have read and understand the above *BYOD Acceptable Use Policy*, and consent to adhere to the rules outlined therein.

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Student Signature Date

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Parent Signature Date

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IT Administrator, Principal Date  
or other Administrator Signature  
*Date Warned: Rutland Town School- February 13, 2012*  
*Date Adopted: Rutland Town School- March 26, 2012*

**Rutland Central Supervisory Union  
Proctor, Rutland Town, West Rutland School Districts**

**BYOD/Technology Code of Conduct Violation Consequences for Students**

The Rutland Central Supervisory Union strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. Students may, at the discretion of teachers, administrators, and IT staff, bring their own electronic device to school (See RCSU – BYOD Acceptable Use Policy).

If a student violates the RCSU BYOD AUP, depending on the severity of the violation, a series of consequences will be activated:

**First Violation**

- Letter / email sent home.
- Discussion of infraction and review of use policies
- Possible loss of device / RCSU tech resources for 1 week depending on infraction

**Second Violation**

- Conference with building principal and tech designate
- Personal improvement plan agreed upon and enacted
- Increased technical monitoring of user – reports to principal
- Possible loss of device / tech resources for 1 month

### **Third Violation**

- Device can no longer be used at school for the remainder of the school year
- Possible curtailing of use of RCSU technology resources
- Depending on the nature of the infraction, the student can have a review with the principal at the start of the school year.

You and your child’s signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with other sections of the RCSU *BYOD Acceptable Use Policies /Electronic Violations and Consequences, Acceptable Use of Resources, Communication , and the Internet (G11& E11)* to provide information to students and parents regarding possible violations and consequences.

### **Student Declaration & Parent Acknowledgement**

I, [student name], have read and understand the above *BYOD Conduct and Violation Consequences*, and consent to adhere to the rules outlined therein.

\_\_\_\_\_

Student Signature Date

\_\_\_\_\_

Parent Signature Date

### **Chromebook Damage**

If it is found that a student is willfully damaging a Chromebook, a replacement cost of \$250.00 will be billed to parents/guardians. This constitutes damage to school property. We are fortunate to have 1:1 Chromebooks as part of our school and we need to work harder to keep them in the best condition possible.

### **School Policies**

The approved Rutland Town School Policies are available for review in the main office and via the school webpage. To help alleviate your carbon footprint, we are not sending paper copies of policies. The following policies are most pertinent to your child’s educational experience. They are available online.

### **English Language Learners (ELL)**

Rutland Town School is committed to ensuring that all educational programs meet the diverse needs of all students. Students who are English Language Learners (ELL) in grades K-12 are provided with a comprehensive ELL Program that is staffed by highly qualified ELL teachers. These teachers focus on meeting the needs of all students in the program in two areas: becoming proficient in the English language and adjusting to the school and community culture.

## **Equal Access and Public Access/Equal Educational Opportunities**

Rutland Town School will not discriminate against any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age marital status, or any other legally protected status under federal or state law. Appropriate measures will be taken within the context of Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973 guidelines and regulations to insure such compliance.

The board in compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act affirms:

1. The right of all students to equal treatment (including aid, benefits, services, and application of rules and regulations) without regard to gender.
2. The right of every student to access all courses with regard to gender.
3. That no student will be excluded on the basis of gender from participation in, be denied the benefits of, or be subject to discrimination in Health and Physical Education programs.
4. That no student will be excluded on the basis of gender from participation in, be denied the benefits of, or be subjected to discrimination in athletics, intramural or extra-curricular activities.
5. That no student shall be excluded on the basis of gender from participation in, be denied the benefits of, or be subjected to discrimination in vocational programs and activities.
6. The rights of all students to equal treatment without regard to marital or parental status.
7. The right of every student to counseling without regarding to gender, and with non-discriminatory counseling instruments/materials.

The following person has been designated by the RCSU to coordinate efforts to comply with the regulations implementing Title VI, Title IX, and section 504 of the Rehabilitation Act of 1973:

Christine Kamm, RCSU Student Services Director  
16 Evelyn Street, Rutland, VT  
802-775-4342, ext. 105

## **Family Educational Rights Privacy Act (FERPA) Notice/ Student Records (Policy)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. PES will assume that either parent has the right to inspect, review, and release the student's records unless evidence is provided demonstrating there is a legally binding instrument or court order providing the basis for specifically excluding a parent from such access.
2. The right *to request* the amendment of the student's education records the parent or eligible student believes is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist) or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school will also release student records without prior consent or authorization under certain other exceptions including: government officials and authorities as required by law, in health and safety emergencies, in connection with the application and receipt of financial aid; if required by state law, to accrediting organizations carrying out their official functions and to comply with a judicial order or lawfully issued subpoena after having made a reasonable effort to notify the parent or eligible student of the order or subpoena. Student information is provided to the State of Vermont concerning certain incidences of discipline and student behavior including: bullying, harassment, physical restraint, suspension and long-term suspension.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office administering FERPA is Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

5. The district has determined that student directory information is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent or prior authorization. The purpose of releasing such information is to enable the district to publish newsletters, yearbooks, directories and similar publications, and to release information to media outlets concerning student academic and athletic achievements. If a parent, guardian, person acting as a student's parent/guardian, or the student (if 18 or older), does not want the district to release the directory information listed below, they must notify the district in writing within 10 days of receiving this document. If no written request is received in a timely manner, the school will disclose directory information without prior consent.

### **Highly Qualified Teachers (HQT)**

In compliance with the requirements of the No Child Left Behind (NCLB) law, parents are entitled to request information about the professional qualifications of their child's teacher for the current school year. The following information may be requested:

- Certification(s)
- College major/graduate certification or degree held by the teacher; and/or
- Qualifications of the paraprofessional (if paraprofessional services are provided)
- Families seeking information concerning their child's teacher's qualifications should contact the school principal.

## **Homelessness**

Parents and students within Rutland Town should inform the RCSU Homeless Education Liaison, Christine Kamm, Student Services Director at 775-4342, ext. 105 if their living situation becomes one defined as homeless. Definition: Homeless is defined as lacking a fixed, regular and adequate nighttime residence.

## **Reporting Suspected Child Abuse or Neglect**

We are committed to the safety and welfare of each student under our care. Any school employee, regardless of whether he or she is a “mandated reporter”, shall report suspected child abuse or neglect to the building principal or the designee. Any school district employee, who is a “mandated reporter” shall immediately report the suspected abuse or neglect to the Department of Children and Families (DCF).

## **Residency**

Under Vermont law, the school a child attends is determined by where parents or court appointed guardians reside. Verification of residency is required. Misrepresentation of residency is a violation of State law. Notification is required if residency changes during the school year. Any nonresidents are required to pay tuition.

## **No Child Left Behind**

Under Section 1111 (H) (6) of the No Child Left Behind law, parents have the right to request information regarding the professional qualifications of their child’s classroom teacher(s). A reasonable and timely manner the school district shall provide:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the above, regardless of whether a parent requests the information, an LEA must provide the following:

- (i) Information on the level of achievement of the parents’ child in each of the State academic assessments required by NCLBA; and
- (ii) Timely notice that the parent’s child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher who is “not highly qualified.” The definition of “highly qualified” is contained in Section 9101(23) of NCLBA.

## **Harassment, Hazing and Bullying Prevention (Code F22)**

### **I. Statement of Policy**

The RCSU, including Proctor, Rutland Town and West Rutland School Districts,<sup>1</sup> (hereinafter “District”) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont’s Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board’s disciplinary policies or the school’s code of conduct.

The Model Procedures are expressly incorporated by reference as though fully included within this Model Policy. The Model Procedures are separated from the policy for ease of use as may be required.

### **II. Implementation**

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.

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<sup>1</sup> Throughout this model policy and the related procedures, “District” shall apply to Independent Schools and should be substituted as appropriate. References to the Superintendent shall equate to “Head of School” or “Headmaster” as appropriate, with regard to Independent Schools. Where language suggests a “District” will take action, it shall be the Superintendent, the Head of School, the Headmaster or his/her designee.

4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

### **III. Constitutionally Protected Speech**

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

### **IV. Definitions.** For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
  - a. Is repeated over time;
  - b. Is intended to ridicule, humiliate, or intimidate the student; and
  - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or  
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.

- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, 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.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- (1) Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
- (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
  - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student’s ability to participate in or benefit from the educational program on the basis of sex.

- (2) Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.



(3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

- (1) which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (1) The goals are approved by the educational institution; and
- (2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, **"Student"** means any person who:

- (A) is registered in or in attendance at an educational institution;
- (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) intends to attend an educational institution during any of its regular sessions after an official academic break.

I. **"Notice"** means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- M. **“School administrator”** means a superintendent, principal or his/her designee assistant principal/technical center director or his/her designee and/or the District’s Equity Coordinator.
- N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

*Date Warned: Rutland Town School – August 10, 2015*

*Date Adopted: Rutland Town School – September 14, 2015*

## **APPENDIX A**

### Designated Employees:

The following employees of Proctor Elementary, Proctor Junior Senior High School, Rutland Town School and West Rutland School have been designated by the Districts to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti-discrimination laws:

Aaron Boynton, Principal

Contact Information: (802)-775-0566, extension 2003, [aaron.boynton@rcsu.org](mailto:aaron.boynton@rcsu.org)

Name: Sarah Tetzlaff, Assistant Principal

Contact Information: (802) 775-0566, extension 2004, [sarah.tetzlaff@rcsu.org](mailto:sarah.tetzlaff@rcsu.org)

**If you have a question about:**

- Your Child's Program
- Use of School Facilities
- An Athletic Program or Procedure
- Hot Lunch Program
- School Calendar or Events
- School Policies and Procedures
- Attendance
- Transportation
- School Health Services Programs
- Your Child's Academic Progress and/or Behavior

**Please first contact:**

- Classroom Teacher or Teacher Advisor
- Administrative Assistant, Mrs. Mock
- Athletic Director, Mr. Rowe
- Food Service Manager of FitzVogt
- Administrative Assistant, Mrs. Mock
- Principal, Mr. Aaron Boynton
- Administrative Assistant, Mrs. Mock
- Assistant Principal, Ms. Tetzlaff
- School Nurse, Mrs. Lones
- Classroom Teacher or Teacher Advisor

If you are not satisfied with the response to your inquiry, please ask to speak with either the Principal or Assistant Principal. We will make every effort to be of assistance.

