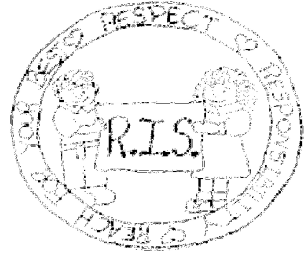


Rutland Intermediate School



James Slenker, Principal
Cathy Farman, Asst. Principal
Jessica Henderson, Asst. Principal
63-65 Library Avenue
Rutland VT 05701
Phone 802-773-1932

August 2011

Dear RIS Families, Parents, and guardians,

As the 2011-2012 school year is upon us, we are tremendously proud of the work we have done over the course of the last twelve months. Some of our accomplishments include a totally re-vamped Year-End Standards-Based Progress Report; the implementation of AIMSweb testing three times per year for bench-mark assessment purposes and the adoption of Positive Behavioral Interventions and Supports (PBIS). These three items are rooted in research and affect every aspect of our building. Also, E-Block will now be referred to as the WIN Block (What I Need). Band, Orchestra and Chorus have been moved to the beginning of the day as to not interfere with the WIN Block. No longer will students have to be removed from their performing arts class to attend an intervention. For students not in Band, Orchestra or Chorus, they will have six, six (6) week rotations of other classes such as team building and homework club.

At school we have been busy cleaning and getting ready for this upcoming school year, all while hosting 150+ students for our Academy and Tapestry programs. Old carpet has been removed and new tile put down, classrooms have been moved and fully cleaned; and the playground received a much needed renovation.

Administration wants to remind parents that “Morning Recess” no longer exists. Students may be dropped off at the Church Street entrance at 8am and then they proceed to the cafeteria. At 8:10, students will be dismissed to their classrooms. End of the day dismissal will still be at 2:48. We have gained some valuable instructional time by rearranging the morning routine at school. We hope to make this year a great year at RIS!

Best wishes for a successful 2011-2012 school year.

Sincerely,
Jay Slenker, Principal
Cathy Farman, Assistant Principal
Jess Henderson, Assistant Principal

RUTLAND INTERMEDIATE SCHOOL
IMPORTANT DATES
2011-2012

September 20	Open House for all grades from 5-6:30pm
September 20	First PTC meeting to follow in the Auditorium @ 6:30pm
September 23	Mid-Trimester Progress Reports
September 28	Evacuation Drill 9:00-10:00 a.m. Rain date: 9/29
October 3-25	NECAP testing window. Specific dates to follow
October 20	Early Release @ 11:30am / Parent Conferences
October 21	No School: Parent Conferences
November 22	End of Marking Period
December 2	Progress Report 1 to go home
January 20	Mid-Trimester Progress Reports
March 13	End of Marking Period
March 14-15	Parent Conferences
March 16	No School –Teacher Professional Development day
March 23	Progress Report 2 to go home
April 27	Mid-Trimester Progress Reports
June 12	End of Marking Period
June 12	Progress Report 3 to go home (*pending Snow Day make ups)

RCPS Calendar

RCPS Calendar

RIS Phone List

RIS Phone List

SECTION 1 – General Information

PHILOSOPHY GOALS STATEMENT

Philosophy: Our Beliefs

- * We believe in preparing all children for the future within a nurturing, positive environment, which stimulates academic excellence, creativity, self-expression, and life-long learning.
- * We believe in personal/professional growth.
- * We believe education is a shared responsibility among teachers, students, parents, and the community.
- * We believe all children should display good citizenship which will result in respect for self, property, and others.
- * We believe that all children learn in different ways and should be in a learning environment conducive to their academic abilities, growth and development.
- * We believe in a strong core curriculum based on national and state standards.

Mission Statement: Our Intentions

R.I.S. is committed to developing an environment which facilitates academic excellence through a core curriculum that is supported by students, teachers, parents, and the Rutland community. We involve students in experiences across a variety of settings to increase independence and community participation, develop individual goals, and enhance academic and social responsibility.

In our efforts to reach each child, we recognize and respect different learning styles and various intelligences. We encourage students to demonstrate individual strengths and needs while they participate in a variety of curricular/co-curricular activities that will prepare them for our ever-changing world.

Our faculty is dedicated to on-going professional growth and development that motivates and inspires life-long learning for everyone.

Goals:

- * To develop a strong core curriculum that meets state and national standards through committees made up of community members.
- * To promote citizenship by integrating social curriculum into our learning environment.
- * To meet with parents and students to develop individual goals during parent conferences.
- * To include our students in the community through field trips and

community projects, student displays and presentations.

- * To provide children with opportunities to learn in different ways through a variety of teaching approaches and strategies, such as cooperative learning, team teaching, thematic teaching and implementing student accommodations.
- * To measure student's growth through formal and informal assessments such as portfolios, teacher observation, student-peer evaluation as well as traditional testing methods.
- * To continue staff professional growth through educational opportunities that broaden and strengthen knowledge and skills.

HOME SCHOOL COMPACT

The staff and parents/guardians at Rutland Intermediate School must have high expectations of themselves and of the students at the school. In an effort to provide the highest quality instructional program for the students of RIS and to show how the school and family are working together to educate the children, the parents/ guardians and their students agree to accept the following responsibilities in agreement with the School District's Home/School Compact.

Purpose:

To clarify our shared responsibilities for ensuring a positive school experience for all children, and to symbolize that partnership, this Compact is offered in the spirit of cooperation. We encourage Parents/Guardians must take these responsibilities very seriously. This document serves as a visible reminder to all of us at school and at home.

Faculty and Administration of the Rutland City Public Schools will:

- * maintain a safe, orderly environment most conducive to teaching and learning;
- * treat all children and their parents with the respect and dignity they would wish for their own family;
- * enhance communication through orientations, open houses and parent/teacher meetings;
- * encourage parents to contact us by telephone, voice mail, and/or email at school;
- * provide regular progress reports regarding student achievement;
- * assign meaningful and productive homework lessons daily according to school policy;
- * insist upon high expectations for student performance in and out of the classroom.

Parents of Rutland City Public School Children are encouraged to:

- * attend school orientations, open houses and parent/teacher meetings;
- * treat school personnel with the respect and dignity that parents wish for their own children;
- * supervise the completion of homework assignments, encourage independent reading, and monitor the viewing of television and video games, especially on school nights;
- * promote regular attendance, promptness and readiness for school;
- * minimize medical/dental appointments and family vacations taken during school days;
- * contact teachers by telephone, voice mail, or email at school whenever appropriate;
- * volunteer in the classroom and/or school or at home in a way that supports their child’s education, and celebrates student performance in and out of the classroom.

Rutland Public School students will:

- * strive to do their best in school and to conduct themselves with dignity and respect at all times;
- * follow rules and guidelines regarding academic performance and proper personal conduct.

Note:

Copies of the Rutland Public Schools Home School Compact are sent home at the beginning of each new school year. Parents/Guardians are asked to sign the compact at the beginning of the 3rd Grade Year, or at the time of first enrollment at RIS.

SCHOOL ENTRANCES

During the school day, please enter the building using the main entrance on Library Avenue. For security purposes, only the right front door as you face the building is left unlocked. The Church Street Entrance is to be used in the mornings during car drop-off from 8:00 AM to 8:20 AM. At 8:20 AM the Church Street Entrance will be locked for the balance of the school day.

OFFICE LOCATIONS

Jay Slenker, Principal is diagonally across from the Auditorium in the main corridor (middle floor). Curriculum matters are the primary focus of this office. This office also handles the majority of school suspension and bus discipline matters. Deborah Perry is the Administrative Assistant and is available to be spoken with at 773-1932 ext. 238.

Cathy Farman, Assistant Principal is also on the main corridor across from the main office. This office is your beginning step for concerns involving third or fourth graders. Mitzi Ray is the Administrative Assistant for the 3-4 Assistant Principal and is available to be spoken with at 773-1932 ext. 262. Special Education concerns for Grade 3 and 4 are also addressed at this office.

Jessica Henderson, Assistant Principal is on the third floor in the wing facing Church St. This office deals with matters involving fifth or sixth graders. Priscilla McLoud is the Administrative Assistant for the 5-6 Assistant Principal and is available to be spoken with at 773-1932 ext. 240. Special Education concerns for Grade 5 and 6 are also addressed at this office.

RIS Administrators work together as a team and often share responsibilities, but want parents to have direct access to a designated administrator for concerns relating to students. Parents/Guardians and others who wish to speak with school administrators are encouraged to call in advance and make an appointment.

SCHOOL HOURS

The RIS Main Office and Grade 5-6 Office are open from 7:30am to 4pm every weekday including during the summer.

STUDENT ARRIVAL

Students walking or using car drop-off may enter the school using the Church Street Entrance starting at 8am. They are to report directly to the Cafeteria. If a student is a bus rider, they will be dropped off in front of the school and directed into the cafeteria until 8:10. At 8:10, students will be dismissed to their classrooms.

If a student eats breakfast at RIS, the café opens promptly at 8am. This is for any RIS student.

ATTENDANCE

Regular attendance is important not only because it helps the student stay up-to-date with daily learning objectives but also because it helps the child develop good working habits.

If your child is too ill to attend school, **please call 773-1932. Please use extension 254 for grades 3 and 4 and extension 240 for grades 5 and 6.** If a child is absent and we have not heard from a parent, we will contact you at home or work, or if you have no contact number we will call the person listed on the emergency card to see if the child is actually at home. This process will assure both school and home that a child has not had an accident or changed direction on the way to school. A call from a student reporting his/her own absence will not be accepted.

A phone call notifying us of a student's absence does not take the place of a written excuse after absence. Per Vermont guidelines, a student who does not have a written excuse for illness will be counted as an unexcused absence.

After a student has missed **ten** days of school, we will require a note from a doctor or a related health professional. If there are any further absences after that, the child may be considered truant. The consequences for excessive truancy may be summer work, summer school, or retention.

When a student is ill, homework can be requested by calling the teacher's voice mail number before noon. Please specify the name of a child in the class who will be able to bring the work home (or if you will be picking the homework up yourself in the designated office). Unfortunately, homework assignments alone cannot take the place of classroom instruction, projects, demonstrations or discussion. Upon return to school, students need to check on what they have missed and seek assistance in addressing any gaps.

Any student who is expected to be out of school because of a serious illness (homebound/hospitalized instruction) for more than 10 days is entitled to a tutor in order to maintain his/her skill level. Please obtain a doctor's written order and contact the school if this situation occurs.

School vacations are planned to give students the opportunity to travel and visit relatives that live great distances. We encourage you to plan any trips during those times. If you are unable to do so, please prepare a plan for your child's instruction while away. You will be responsible for providing for your child's educational needs. Trips of more than three days require an approved plan signed by the principal at least one week prior to your departure. Teachers will not be required to provide work for your child. As work is presented in the classroom, it can be set aside for your child to complete upon your return. You may need to help your child with any new tasks that they missed while away. Your child will be given a reasonable amount of time to complete this work.

TARDINESS

Punctuality at school is extremely important. All students arriving after the 8:20 A.M. bell will be considered tardy. Any student arriving late to school must check into the office (either Planning Room or 5/6 office) to obtain a pass to class. After three times being tardy, all RIS students will receive recess detention for tardiness. Excessive tardiness will be considered an unexcused absence. Time will be accumulated to equal 1/2 or full days.

COURT APPOINTMENTS FOR MULTIPLE UNEXCUSED ABSENCES

1. Parents of students who have excessive absences will receive additional school correspondence.
2. Notices will be sent home for 5, 7 and 10 days UNEXCUSED ABSENCES.
3. A meeting will be set up with the student, the parent(s), classroom teacher and an administrator to resolve the attendance issue.
4. An affidavit will be sent to the court for continued unresolved attendance issues.
5. The court will decide whether to set up an appointment with the student and parents to look at the attendance record.

DISMISSAL

The process of dismissal for 640+ students in a period of about fifteen minutes requires student and parent cooperation. Dismissal starts promptly at 2:48pm. The current system is as follows:

Students riding the bus will be dismissed from the front doors (Library Avenue Entrance) and escorted to the bus driveway in front of the school. **No cars may enter into or park in the bus driveway. This driveway is for buses only!**

Students being picked up by parents in cars will be dismissed from the Church Street exit. Parents must use the curved driveway off Church Street for pick-up and drop-off purposes. Parents should not be in the driveway until directed to do so by a staff person. No parking of cars in the circular driveway is allowed during student dismissal.

*Please do not park on the side streets, such as Kendall Avenue or Church Street, and expect your child to walk to your car. Parking of cars on the side streets causes congestion and buses have difficulty making it through the tight streets.

Students walking will be dismissed from one of two exits depending on destination. One group will use the Church Street (Walkers East) door. Another will be walked to Grove Street through the Keefe Gym Entrance (Walkers West). Students crossing Grove Street will be walked to the corner to meet the crossing guards.

Students riding bicycles will be dismissed from the playground exit. They will walk their bicycles, escorted by a staff person, off school property. Please remember to lock your bicycle every day.

* The school must have any special custodial arrangements, dealing with who may or may not pick up children, in writing, for your protection. Whenever there is a change in the way your child will go home or a change in the person who will pick your child up, it is necessary that you send a note to the child's teacher providing this information. **Your child will not be allowed to switch buses even with a note.** The buses are quite full and extra students may upset this balance. Thank you for understanding.

PARENT REQUESTED DISMISSAL

Students who need to be dismissed early must have **written consent** of the parent or guardian. Students must be accompanied to an appointment when dismissed during the school day. Children must be picked up at the school office, where parent needs to sign the child out. *Please note the child will not be waiting for the parent in the office, please plan five minutes for the children to get from their classroom to the office for a dismissal.

SCHOOL REQUESTED DISMISSAL

In the event of an accident, illness or other problem it may be necessary to dismiss a child from school. Please return the emergency card be returned immediately and the information be complete and accurate. Notify the school if any changes occur. Please include the telephone number of a parent, guardian, relative or neighbor who would care for your child in Rutland City must be included.

SCHOOL PHONE

The phone number for the Intermediate School is 773-1932. Parents may leave messages for teachers in their voice mailbox and should leave attendance messages by following the recorded instructions.

Students may use the phone only if the call is related to school activities. They will not be allowed to call home to make after-school plans. We discourage calls home to have parents bring something to school that a child forgot, since that does not teach the child to be responsible for his/her own belongings.

PARENT TEACHER COLLABORATIVE

R.I.S. has a PTC (Parent Teacher Collaborative) which meets every month to plan family activities, to organize fund raisers which support school programs, and to listen to guest speakers on topics of choice. The PTC meets on the second Monday of every month from 6:30 - 8:00 p.m. in the school library. The PTC has provided a refrigerator magnet school year calendar that shows all important school dates.

SECTION 2 – ACADEMIC INFORMATION

AFTER SCHOOL PROGRAMS

RIS has many after school programs that allow a student to gain more academic instruction. To enroll in any of these three programs please call 773-1935 and ask for Diana Pfenning, Executive Director of the Program.

1. **Tapestry** is an after-school program that provides daily childcare until 5:30 p.m. each day with a school bus drop off back to your child's home.
2. **The Academy Program** (Reading and Math) provides remedial instruction to children three times a week to students who need additional support in the regular classroom and/or who have scores on the NE-CAP that indicate additional instruction is necessary. Again, the school bus drops off your child at home (at approx. 4:30 p.m.).

ASSEMBLIES

A variety of educational experiences are presented best in an assembly. We hope these events will be interesting, informational and fun. Students will be expected to be on their best behavior at these events. Specific behavioral guidelines for such events are discussed at the start of the school year. As with all daytime assemblies, evening performances fall under the same behavioral expectations. Students wishing to attend performances outside of the school day must be accompanied by an adult over the age of 18. All those attending will obey school rules and abide by concert etiquette to include:

- Turning cell phones off and only using them outside of the performance/activity area.
- Restricting movement (entering/exiting) to transition times only.
- Displaying quiet behaviors and voices.
- Removing hats inside the building.
- Applauding politely only at appropriate times.

CONFIDENTIAL BIOGRAPHICAL INFORMATION

Annual Notification of Designation of Directory Information and Right of Refusal:

Schools in the Rutland City Public School District may disclose designated directory information on students and eligible students without the prior consent of the parent of eligible students, and without any records 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; and
- 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 Rutland City Public Schools, or if you are the parent of a student currently attending Rutland City Public Schools, 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 by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the principal of the school your child attends on or before the opening day of the school year

COUNSELING RESOURCES

Our mission is:

- to support children’s education by finding and encouraging their strengths
- to support family’s efforts in raising healthy and happy children
- to build relationships between school, home and the community
- to help families in meeting basic needs
- to consult with children, families, school staff and community members towards resolution of identified concerns
- to help children remain secure in unsafe or risky situations
- to consult with and support teachers in all of their efforts
- to respond to families in their homes or at school, to promote children’s learning
- to connect children and families with potential community resources

CURRICULUM UPDATE

All of our curricula will have a clear scope and sequence defining what children will learn in all subject areas. The school district recognizes that revising and updating all curricula will be an on-going process. We welcome your feedback during this process.

EDUCATIONAL SUPPORT TEAM/ STUDENT SUPPORT TEAM (SST)

The State of Vermont Department of Education requires that every Vermont public school must offer Educational Support Team services to children at risk of failure. Responding to this requirement, schools have developed a procedure which would provide teachers, specialists, parents and the school community access to a multi-disciplinary team. The Team will use problem solving techniques to assess needs, identify resources, and develop specific remedial or supplemental strategies to accommodate all students. The purpose is to assure each child's success in a regular classroom setting. The team will continue their involvement and support by developing a follow-up plan which may recommend further adjustments, modification, support and additional resources.

ENGLISH LANGUAGE LEARNING (ELL) SERVICES

Rutland City Public School's English Language Learning students are identified upon enrollment or through a referral process to the ELL Coordinator. More information about these services may be obtained through the administration at RIS.

FIELD TRIPS

Field trips (historical and cultural) are part of the curriculum. A "blanket" permission form for all trips will be distributed in September. 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 you do not want your child to attend a particular trip, we will make arrangements for that child to remain with another class at school. A student not attending a field trip should not miss school that day. Parents may be asked to chaperone some of these trips.

The school retains the right to exempt students from field trips 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.

HOMEWORK POLICY

We believe that every parent hopes that his/her child will be successful in academic work and will grow into a responsible person. Therefore, we ask that you read this section carefully and support us in its implementation.

Purpose:

- Extends Classroom learning
- Reinforces what was learned in class
- Provides a foundation for new class objectives
- Stimulates further thought
- Improves achievement
- Develops study habits

Responsibilities of Teachers:

- Assign meaningful tasks involving a reasonable amount of time.
- Assignments will be clearly announced and posted on the board.
- Students will be provided with a homework folder and assignment sheets
- Long-term projects will be given with advance notice.
- Feedback will be given to students on corrected or reviewed homework.

Responsibilities of Students:

- Students will be responsible to know what is expected and to note assignment in their Student Planner provided by RIS; replacement cost of \$5.00 for Student Planner
- Students will assemble, take home all necessary materials
- Students will turn in quality work, on time.
- Students will bring home all school communications, returned tests and work projects
- Students will keep Planner with them throughout school day, take home nightly, and return prepared the next school day.

Responsibilities of Parents:

- Provide a quiet place for student to work.
- Set up a homework schedule and be consistent.
- Allow student to do the work, but assist when necessary.
- Show support and encourage efforts.
- Review assignment sheet and sign, if required by teacher.
- Communicate directly with teacher regarding homework concerns.

Consequences of Lack of Responsibility:

Student will be advised that failure to complete homework assignment will be registered as a zero for missed work.

If homework is incomplete, teacher will follow these steps:

- Speak to student to assure understanding of expectations.
- Discuss with student possible need for parental checking on work completion.
- Notify parent that above steps have not solved the problem.
- Arrange for a student-parent-teacher conference to discuss solutions and consequences.

Homework assignments increase in duration and difficulty as students progress through the intermediate grades. Both short and long-term assignments are given to assist students in developing their organizational and study skills. Suggested nightly homework times are:

Grade 3: 30-40 minutes

Grade 4: 40-50 minutes

Grade 5: 50-60 minutes

Grade 6: 60-90 minutes

INTERNET

We are pleased to offer the Internet Computer Network System as a resource and research tool for our students. The smooth operation of this network system requires the proper conduct of its users who must follow guidelines explained in

the Acceptable Use Contract. At the start of the school year students and parents will receive a copy of this contract to review and sign. Signing the Acceptable Use Contract will allow students to access the Internet, under appropriate supervision, while at school. Please contact the main office if you have any questions about this contract.

PARENT CONFERENCES

Parent Teacher Conferences are scheduled during October and March. Students will be dismissed early on these days. However, teachers are also available to consult with parents at any time during normal school hours (or right before or right after school) upon request. If you wish to have a conference, please contact your teacher through the voicemail system or by email. All of our teachers are involved in a variety of meetings after school and many take courses during the school year, so you need to agree on a mutually convenient time.

If you have a quick question, a piece of information to share, or any concern that you feel does not require a conference but needs teacher contact, feel free to request that a teacher call you. Voicemail numbers are listed on pages 5 and 6. E-mail is available through the school website.

MID-SEMESTER PROGRESS REPORTS and PROGRESS REPORTS

Mid-semester Progress Reports, indicating that a student's work is unsatisfactory are sent home midway through each marking period to students who are in need of such an update. Not every student will receive a Mid-Semester Progress Report. Parents are asked to sign and return these to verify their receipt.

*Report cards are now referred to as just **Progress Reports**.* They have been revised for grades 3-6 to give parents a better picture of their child's progress on the state standards. They will be distributed three times per year for all grades with the exception of ART and GENERAL MUSIC which will be distributed twice each school year. Grades 3-4 will be done at the second and third trimester. Grades 5-6 will be done in the first and third trimester.

The **New England Comprehensive Assessment Program (NECAP)** is a mandatory test given each October to all RIS students. In addition, there is a Grade 4 Science NECAP in the spring. NECAP test results for students currently in Grades 3, 4, 5, and 6 will be distributed sometime in February of each year and should be discussed at the March Parent Conferences.

Good communication between parent and teacher is most beneficial to your child's education. Please stay informed and keep the teacher informed.

SCHOOL RECORDS

The Principal is the legal custodian of all student records. Student's records are kept on file and made available for parent/guardian review according to established guidelines. Note: Please give the office staff at least 2 days notice if you will need records copied. If a student transfers to another school, once a request of records is received, RIS will mail the file directly to the new school.

TEXTBOOKS/SCHOOL MATERIALS

Textbooks and a variety of other school materials are loaned to students throughout the school year. Students are asked to take proper care of them. Students are responsible for these borrowed materials and must pay the replacement cost if borrowed materials are lost or badly damaged. Students who do not pay the school for lost or damaged materials will not participate in any co-curricular activities until payment is made.

SECTION 3 – Positive Behavior Interventions and Supports

DISCIPLINE

School rules essentially exist for four purposes:

- to promote safety
- to encourage respect for the rights of others
- to enable all members of the school community to meet their responsibilities
- to challenge students to reach for their best.

Classroom Behavior:

For 2011-2012, RIS has fully adopted **Positive Behavioral Interventions and Supports** (PBIS). This structure emphasizes positive choices over a consequence for a negative behavior. However, rules and procedures are developed and explained with students the first week of school. In our classrooms, all students have the right to learn and to work without interruption and without harassment or bullying. Classroom procedures for safeguarding these rights and promoting a pleasant and cooperative working environment are developed by the teacher with the class. The teacher is accountable for helping students understand expectations and the logical consequences of misbehavior.

Using the Responsive Classroom model, “**Time-out**” and “**Partner Time-out**” are techniques and steps frequently used if the student has not responded to clear signals that he/she is disturbing learning. “**Time-out**” and “**Partner Time-out**” give the student the opportunity of reflecting on behavior and the choice of changing those behaviors which are having a negative impact on themselves and possibly others.

When teachers see a pattern of misbehavior, they will talk directly with the student in a quiet setting to discuss alternatives to misbehavior and to consider if class activities or the pace of learning needs modification.

Deliberate failure to respond to expectations will result in a referral to the Planning Room where the student will be helped to look at nonproductive behaviors and develop a contract for change. Three trips to the Planning Room in a single day will warrant a call home to discuss the inappropriate behaviors with the parent / guardian. When a pattern of misbehavior is identified, Parents, Teachers and Planning Room Personnel will together develop an appropriate behavior plan.

Lunchroom Behavior:

Our standards of behavior in the lunchroom are similar to those in the classroom and at home. Good manners and the need for order are discussed with the

children. Serious misbehavior during lunch **may result** in the child being removed from the lunchroom; staying in for recess; and/or eating their lunch in the Planning Room instead of the cafeteria. In-house suspension will be used as a last resort. If misbehavior persists, a parent meeting will be scheduled by administration.

Playground Behavior:

The playground is a place for fun and relaxation. RIS has a playground policy of “no touch/stay in your own private space.” Rough and physical types of games; such as tackle/two-hand touch football, tag, king of the hill, or other activities that become aggressive are not allowed. Pushing and shoving on playground equipment, and throwing snowballs can cause serious injury and are prohibited and may result in disciplinary action.

At the beginning of each year, we explain dangers to children and expect their cooperation in making playtime a safe time. Serious misbehavior: fights, snowballs, inappropriate language, possession of inappropriate material, etc., can result in loss of recess for a period of one to several days. Those who forfeit recess are detained in a supervised setting where rules are reviewed and readiness to change unsafe behaviors is weighed. Parents will be asked to come in to school if additional steps are needed. Suspension from school will be used for physical fights/hitting and profane or rude language.

Entire School:

Within PBIS, Rutland Intermediate Schools has three goals. They are **RESPECT, RESPONSIBILITY** and **REACH FOR YOUR BEST**. All other expectations can fit under one of these three categories.

We expect that students will work with us in helping to make the school a place where all students feel safe and welcome. We expect that students will keep their hands and feet in their own space, that they will speak to others with courtesy, and that they will follow adults' directions. **Harassment, bullying, threatening, or physical aggression are not acceptable and will necessitate a meeting with parents and corrective action.**

Physical aggression, lack of respect for adult supervisors, using profane language, spitting, gum chewing, the wearing of inappropriate clothes and/or jewelry and hat wearing (inside the school) are not acceptable and are expressly prohibited. We ask that students join adults in reporting any unsafe condition or the presence of strangers in the building immediately. **“Safety Boxes”** are located outside each office for students to leave notes reporting unsafe situations.

Respect for school property and the belongings of others is expected. Destruction of property will call for restitution and/or a referral to the School Resource Officer (SRO).

Serious Offenses: Certain behaviors are absolutely inappropriate in a school setting. These include:

- Blatant defiance or disrespect.
- Deliberate aggressive action.
- Harassment, hazing, and bullying.
- Possession of alcohol, tobacco or drugs.
- Possession of weapons or dangerous items (pocket knives, box cutters, and any implement that can be potentially harmful).
- Destruction of school property or theft.
- Leaving campus without authorization.

Disciplinary Measures: Depending upon the circumstances and level of severity, it shall be the judgment of the student’s teacher and school administrators as to the appropriate disciplinary measures. These may include in-room “time-out”; planning room referral; “in-house” detention; in-school suspension (for severe first-time offenses), out-of-school suspension from school for up to 10 days; and expulsion from school in accordance with procedures and policies of the Rutland Public Schools. Parents will be notified as soon as reasonably possible and will be asked to meet with an administrator to discuss the matter.

Suspension will result in loss of all privileges during the period of suspension (school concerts, clubs, sports, field trips, Field Days, etc.). The loss of privileges may extend beyond period of suspension.

Expulsion: Vermont state law provides that a student may be expelled for up to 90 days for misconduct on school property, on a school bus, or at a school-sponsored activity. In addition, the superintendent or principal may immediately remove from school a pupil who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school, or a pupil who brings a weapon to school. [16V.S.A.81162] A student may also be expelled in accordance with procedures adopted by the Rutland City School Board.

Appeal: The student or parent or guardian of a student may appeal a suspension or expulsion by giving notice of appeal to the principal. The appeal shall be conducted in accordance with procedures established by the Rutland City School Board. The filing of an appeal shall not automatically stay the imposition of the suspension or expulsion, at the discretion of the principal or the superintendent.

GRADE 3-6 DETENTION

RIS students will be assigned to detention by teachers (in the classroom) or by a school administrator (to the Planning Room) whenever student conduct warrants. The classroom teacher will contact the parent/guardian indicating the duration of the detention. Notification will be made within a 24 hour period of the infraction. A Recess Detention is given for blatant disrespect to staff, failure to follow school rules, or excessive tardiness.

GUM CHEWING/CANDY

Our custodial staff makes every effort to keep our school clean. To help them, we ask that students not chew gum while at school. There are special circumstances that do warrant some students to chew gum at times. Candy may be eaten at appropriate times (i.e., lunch) during the school day.

LEAVING SCHOOL GROUNDS

Parents expect students to be in school throughout the entire school day. Therefore, students may not leave the building without written permission from their parents (or other parental contact) and a dismissal slip from the office. The consequence for a student leaving school grounds without permission will entail up to ten (10) days of suspension and a referral to the SRO.

PLAGIARISM/CHEATING

Academic integrity is a basic value of Rutland Intermediate School. Research, scholarship and teaching are possible only in an environment characterized by honesty and mutual trust. Academic integrity requires that one's work be one's own. Because of the impact violations of academic integrity have on the climate of the school, they will be taken with the utmost seriousness and appropriate consequences imposed.

There are several ways in which academic integrity can be violated. These include cheating, plagiarism, unauthorized collaboration, alteration of date, stealing examinations, forging grade reports and selling, loaning or distributing materials for the purpose of cheating.

When any of the above violations occur, the student or students will be given a zero (0) for the work which will be averaged in with the other grades and receive one day of in-school suspension. Parents will be notified. Repeated violations will require additional action as deemed appropriate by the Administration.

PUBLIC DISPLAYS OF AFFECTION

Schools, like adult work places, are not appropriate locations for physical expressions of affection. Students may be disciplined and parents contacted in the event of such incidents.

STUDENT DRESS CODE

Student apparel should be neat, clean and suitable for school activities. Students should choose clothing that will not disrupt the education process. Attire or footwear that is deemed by school personnel to be disruptive, excessively exposing, viewed as harassing or representing a safety or health hazard to the wearer or others is not allowed. Such attire would include, but is not limited to: mesh shirts, crop tops, halter tops, tank tops, short shorts or skirts, boxer shorts, bedroom slippers or pajama bottoms, excessively ripped, torn or hemless clothing and T-shirts which promote drugs, alcohol, tobacco, sex or obscene language. Three inch shoulder sleeves are the minimum. No hats or headgear may be worn except for specially announced occasions. Bandanas can be worn to pull hair back from a students face. No undergarments may be showing at any time. Student midriiffs must be completely covered at all times. Teachers may require students to change their dress, if they believe it may distract students from the learning experience.

Certain kinds of jewelry or other accessories which can become a health or safety hazard or are viewed as a distraction may not be worn at school. In making these decisions, administrators or school health officials have a primary concern about the possibility of injury or infection. Such concerns would be dealt with on an individual basis and in consultation with the parent/guardian. Large chain necklaces, heavy chain bracelets, large earrings of any type, including big hoops, body piercing, and studded clothing/accessories are not permitted.

We rely on the help of our parents in educating students about what is in poor taste. A student may be asked not to wear a given article to school. Should a parent have concerns, we ask that you call the appropriate administrator.

THEFT/VANDALISM

Students are expected to respect the personal property of their peers and adults. Incidents of theft or vandalism will result in disciplinary consequences, financial compensation (if applicable) and a referral to the SRO.

THREATS

In order to maintain a safe environment for its students, employees and others, who use school building, grounds and facilities in a safe and useable condition, the Rutland City Schools will treat any oral or written threat or threatening action by a student (s), and/or against the school property and/or people using school property, as a serious offense.

In addition, restitution will be sought where the threat results in expense to the school, school personnel, or other students. A copy of the school district policy on Threats (Policy # 7492) is available in the principal's office.

TOBACCO USE

No one (adult or student) is permitted to smoke, use chewing tobacco or possess tobacco products on school property. Students who violate this rule will be subject to suspension. All school-sponsored trips are included in this policy. In addition, it is a civil violation for a person under the age of 18 to possess or purchase tobacco products. Violations of this statute can result in fines and a delay in the issuing of a driver's license.

SECTION 4: SCHOOL SERVICES/GENERAL INFORMATION

BICYCLE/SKATEBOARD/IN-LINE/SCOOTER SAFETY

Students who ride bicycles to school should be reminded to wear helmets, not to ride double, to obey the traffic regulations and to walk their bikes on any school property, including playground areas. Students who cannot obey these safety measures will be asked to leave their bicycles at home. Bike racks are located behind the building, near the playground. We strongly encourage bike locks and are not responsible for stolen bicycles.

We do not allow the use of skates, scooters, skateboards, or shoes with wheels at school. Students may ride skateboards to school, but must pick up and carry the boards on school property, just as bike riders must walk their bikes. Teachers will designate a spot in classrooms to store skateboards during the day. As with bikes, the school neither encourages nor discourages riding skateboards to school. We do encourage students to wear protective equipment, including helmets, and to obey all traffic regulations. Students who do not follow the rules will be asked to keep their skateboards at home.

BREAKFAST

A breakfast is available every morning, in the cafeteria, at 8:00 A.M. At the time of this handbook's printing, the Student Breakfast is \$.90. Students will have only a short time to purchase breakfast and must be headed to their classrooms no later than 8:10 AM.

SNACKS

All students are encouraged to bring a low sugar healthy mid-morning snack to keep energy high. The consumption of sugar should be kept to a minimum and soda / sugar-based drinks are prohibited.

LUNCH

The cafeteria provides a choice of menu for lunch. Students will soon become familiar with the "stations" where they will find a suitable lunch item. A full lunch should be eaten before the student can get a snack.

We continue to offer free and reduced lunch to those students who are eligible under federal regulations. Application forms are sent home at the beginning of each year, upon enrollment and at any time requested if a family's financial status changes.

If your child has a specific allergy, such as peanuts or milk, please notify the classroom teacher, who will in turn notify the cafeteria. The RIS/RMS cafeteria serves no nut products. **Seating arrangements in the cafeteria can be made available for students with allergies to certain foods.**

A prepay arrangement will assist your child to go through the cashier line. Each child will have a PIN number, which will access his/her account, so it will not be necessary for your child to carry cash. Parents are requested to send in the weekly lunch money on Wednesday and Thursday of each week, or monthly, if preferred. If using an on-line account to put money on your child's account, please be aware that there could be up to a 24 hour delay between placing the money on the account and when it is accessible. Parents will be notified if the account balance has been depleted.

Each student has a 20-minute lunch period. This is an adequate time to purchase and eat a lunch, as long as talking and playing do not distract the child. The Cafeteria Snack Zone is open for all students who eat a full lunch first. Throughout the year, however, children who have not finished eating by recess time can move to the Principal's Table to complete lunch before going out. *Please contact Sodexo directly if you do not want your child to have access to the Snack Zone.

Lunch prices and schedules *at the time of this handbook's printing* are as follows:

<u>Recess/on Playground</u>		<u>Lunch Period</u>	
Grade 3	11:25-11:45	11:50-12:10	Student Lunch is \$2.00
Grade 4	11:50-12:10	12:15-12:35	Reduced is \$.40
Grade 5	12:15-12:35	12:40-1:00	Milk is \$.40
Grade 6	12:45-1:05	1:10-1:30	

BUILDING AND GROUNDS

We are fortunate to have a fine custodial staff that work hard to prepare the building and grounds for your return. Please to do your part to help them. They will certainly appreciate your help. Refrain from throwing paper or other trash items on the floor. Please use the trash receptacles and recycling bins available throughout the building. Students and their parents will be required to pay for damage to the building or grounds if the damage is a result of vandalism for inappropriate behavior.

TRANSPORTATION

Bus transportation is provided for students who live outside the direct Intermediate School area. The Board of School Commissioners has determined that this privilege is conditioned on students complying with established rules. The most important factor in bus transportation is safety.

If a student ignores rules and endangers the safety of him/herself, and/ or fellow passengers the District will not hesitate to suspend bus riding privileges. If the school learns of identified students causing disruption at the bus stop, the home will be contacted.

BUS CONSEQUENCES

While on the bus students must obey all rules. In case of the first misbehavior the driver (or the Bus Aide) will give a verbal warning and the parent/guardian(s) will be notified. A *second offense* will result in a **five-day suspension** and a parent meeting with an administrator. A *third offense* will result in a **suspension from the bus for the remainder of the school year. The parent, child and a school official must meet before bus privileges can be restored.** Parental intervention with a child upon receipt of a first bus notice can change the child's behavior early on and eliminate the inconvenience of a possible suspension of bus privileges. Please discuss bus safety and rules with your child. **It is noted that a serious bus discipline offense may result in IMMEDIATE SUSPENSION from the bus for five or more days OR for the balance of the school year. Busing is a service and a privilege, not a requirement.**

BUS RULES

1. Observe conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat, drink or chew gum on the bus.
4. Keep the bus clean.
5. Cooperate with the driver's instructions.
6. Smoking prohibited.
7. Do not be destructive.
8. Stay in your seat (seats may be assigned).
9. Keep head, hands and feet inside the bus & out of aisles.
10. The bus driver is authorized to assign seats.
11. No physical or verbal aggression / abuse toward others will be tolerated.

Students may not get off the bus at other than their assigned bus stop unless the school has a letter from the parents / guardian requesting such permission be granted. Since our buses are full we cannot arrange for a student to change buses to visit another child. Non-bus riders may not ride a bus even with parent permission. Students must also pick up their bus at their own assigned location in the morning. In addition, we encourage consistency in bus riding.

BUS STOPS

Students are expected to be on time at the designated bus stop. **Student behavior at the bus stop is the responsibility of the parent, since staff is not assigned to these areas.** It would be supportive if those parents who walk students to the bus stop remain until the bus arrives. The school will take disciplinary action for behaviors that are not appropriate.

CHANGE OF ADDRESS

Please inform the main office of any address or phone number changes. This will help us maintain good communications and get in touch with you if the need arises.

ELECTRONICS

The following are **not** allowed in the classroom during any point of the school day: beepers, cellular phones, laser pen lights, tape recorders, electronic games, cameras, personal CD players and MP3s. *These items must be placed in lockers or student backpacks when a student arrives at school and remain there until the end of the school day.* Students in possession of such items during the school day will have them confiscated. **Note: We encourage these devices be left at home to avoid any problems. The school is not responsible for lost or stolen items.**

FIRE/EVACUATION DRILL

Law requires regularly scheduled fire drills. Teachers will review these procedures with their class. When the evacuation occurs, please leave the building immediately in a quiet and orderly manner. The teacher will take attendance once students have arrived at their safe location.

GUEST TEACHERS

When a regular teacher is absent, the school will employ a guest teacher. We expect the teaching/learning process to continue uninterrupted. We also expect the guest teachers to be treated with the same respect and courtesy given the regular classroom teacher.

HEALTH SERVICES AND MEDICATIONS

The Health Office is located opposite the cafeteria with a nurse available at all times for illness or injury. Each student has a health record. In order to keep these records valuable and useful, significant health concerns need to be related to the school nurse by the student's parent or guardian. Such information as allergies, current medications, fractures, head injuries, etc. can be key information for the school to utilize in planning appropriate educational activities.

The nurses constantly review health records, make presentations to students about health-related issues, and instruct the staff in health-related areas. All students must have an emergency card on file in the Health Office. The emergency card should include all medications student currently takes, including instructions and any important medical background information. Please be sure we have the most up to date information about your child's health history. Per Vermont law, all children must have a record of current immunizations on record at school.

Medications:

If a student must take any form of medication, prescription or nonprescription, you must file a medication form with the Nurse. Medications prescribed three times per day or less generally can be given at home, before and after school, and during the evening. We cannot administer even aspirin without written permission. Forms are available in the Nurse's Office or from a Secretary.

Vision and hearing screenings, along with height and weight checks, are done according to State Regulations. Nutritional and dental appraisals occur as necessary. Parents are contacted if problems are identified or suspected. Parents have the option to decline any and all screenings by contacting the school administration in writing.

Contagious diseases, such as head lice, scabies, and bacterial infections need to be reported to the school Nurse. Also, if one of these, or some other disease is identified at school your child will be sent home (with you or an authorized person as listed on your current emergency card). The school Nurse must approve re-entry to school.

Head Lice: Since the fall of 2010, RCPS have been following the Vermont Department of Health's guidelines for head lice. If a child is found to have head lice, they will be sent home immediately and may not return until a school Nurse re-checks the student. The entire class is not checked per the Department of Health's guidelines. Detailed guidelines are available at healthvermont.gov.

Participation in recess and physical education is recognized as an important function of the school day. Children will not be excused from participation unless a written note from the student's physician exempts the student from such activity. Reentry dates need to be provided by the physician. Children need to come prepared with sneakers and take an active role.

INJURIES AT SCHOOL

Students must report **any** injury, which occurs during the school day to the Nurse as soon as possible after it occurs. We cannot be responsible for the proper care of an injury unless it was reported immediately. Please remind your child that he/she is not in a position to decide whether an injury is serious. It is up to the Nurse to make that determination.

LOST AND FOUND

Students who find articles are asked to bring them to the Main Office where they may be claimed by the owner. Items not claimed within two days are taken to the cafeteria; by the end of the year unclaimed items will be given to a community service agency.

PLAYGROUND/RECESS

All students will have recess outdoors before lunch, unless it is their music lesson; or they have been asked to stay in for an academic/disciplinary reason or if their doctor has written a note concerning a health issue. Students should be prepared for outdoor play, with the appropriate clothing such as sweater, winter parka, hats, mittens and appropriate winter footwear. Students not appropriately dressed for the weather can acquire clothing at the nurse's office or will not be allowed to go outside. While we do not take children outdoors when it is a steady rain, we often go out when it is sprinkling or the ground is wet. If the temperature drops below 10 degrees, including wind chill, we do not take students outside.

We do not have available staff to supervise children whose parents request that they remain in at recess. Therefore if a child has a chronic or occasional health problem which necessitates he/she remain indoors we do require doctor's written and signed order with reasons and expected duration is required. The student will most likely be placed in the library with a peer for recess.

REST ROOMS

Students should do their part to keep the rest rooms neat and clean. All who use these facilities will appreciate it. Misbehavior in the bathrooms may involve student discipline and a referral to a private, single bathroom for student use.

SCHOOL CANCELLATION

Rutland City Public Schools uses the AlertNow system for all cancellations/delays. At the time of printing, the school closings/delays are also made over the local radio stations, WSYB, WJJR, WHWB, after 6:00 A.M. You may also check for school closings by calling 773-1932 and pressing the number for school closings.

It has been the policy of the Rutland Schools that if/when inclement weather begins after students are safely at school, we will not dismiss early. The logistics of contacting parents to assure that a child would be supervised at home is too difficult. It is felt that children are safer in the school building until the usual dismissal time. If a parent finds it necessary on such a day to pick up a child earlier, permission will be granted to do so. If the opening of school is delayed, a radio announcement will be made and dismissal times will remain at 2:40 P.M.

SCHOOL NOTICES

The school makes every effort to publish a newsletter every two weeks. Parents can expect their students to deliver these notices on Friday. We will print school communications on blue copier paper. Look for this!

SCHOOL RESOURCE OFFICER (S.R.O.)

The School Resource Officer is assigned to work with students throughout the district. The S.R.O. focuses on developing rapport with students, presenting information to students on various crime prevention subjects, providing law enforcement resource assistance to school personnel, parents and students, and identifying and counseling young people. Through these activities the S.R.O. helps students, parents and educators develop a better understanding of the role of the law enforcement officer, thus creating a more positive concept of our legal and judicial system.

SCHOOL VISITS

RIS welcomes parents, grandparents, aunts and uncles to visit use. Please make sure to check in the Main Office and obtain a Visitors Pass. If you do not obtain a pass, a staff member will refer you back to get one. This is for everyone's safety.

Requests to visit a classroom are best made directly to the teacher who can see that your visit does not conflict with tests, scheduled reviews, assemblies or changes in the daily program. Visits to the classroom should be arranged with the teacher 24 hours before the visit. Visitors will not be allowed to "sit in" on a class without teacher and/or administrator approval.

STUDENT INSURANCE

The school offers insurance to students for accidents and mishaps that occur during the school year. Parents need to fill out the insurance forms and return them directly to the insurer. Students participating in co-curricular activities are required to have insurance coverage whether it is through the school or not.

TRAFFIC

Parking is limited around the Intermediate School. The semi-circle on Church Street is a "standing area" only for drop-off or pick-up. There is limited short-term visitor parking on Library Avenue at the RIS Main Entrance

There is to be no pick-up or drop-off directly on Church Street, Kendall Avenue or Roberts Avenue per request of the Rutland City Police Department.

VOLUNTEERS

Volunteers are welcome to participate in before, during, and after school activities. Our *Coordinator of Volunteers* is **Sherri Bersaw** and you may reach her at 773-1932 Ext. 250.

Everybody Wins, is a nationally recognized reading program in which community members read to students on a weekly basis. Contact: **Tricia Huebner** at RIS voicemail #383.

SECTION 5 - POLICIES

The following items are the result of federal, state and local law as well as Rutland Public Schools District Policy:

STUDENT RECORDS

The Principal is the legal custodian of all student records. Parents of students (and eligible students over the age of 18) have the right to inspect the student's education records; request amendments to them; consent to disclosure of certain information; and file complaints with appropriate agencies. A copy of the school's policy regarding student's records and their disclosure is available from the Office of the Superintendent of the Rutland Public Schools. (Rutland Public Schools District Policy #7370 in accordance with the Family Educational Rights and Privacy Act)

DESTRUCTION OF STUDENT RECORDS

Rutland High School will maintain cumulative student records for approximately five years after graduation. Each summer the records of the graduating class from five years earlier will be destroyed. IEP's and the last comprehensive evaluation will be retained for appropriate students. Rutland High School will keep students' transcripts in perpetuity.

SUBSTANCE ABUSE POLICY & PROCEDURES

Alcohol & Drug Abuse Policy: It is the policy of the Rutland Public Schools that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute. Students shall comply with all training and co-curricular policies.

A. Students in possession of drug paraphernalia

- When students are found in possession of drug paraphernalia, it will be confiscated.
- Student will be suspended for up to 3 days.
- Parents will be notified.
- The student and parents will meet with appropriate School Officials for a conference within 48 hours/or two school days.
- Evaluation, counseling, and/or drug education may be recommended.

Repeated offenses will be handled at the discretion of the Administrator.

B. Students under the influence of alcohol and/or drugs

Crisis Situation - The student will be transported to the Rutland Regional Medical Center by a rescue vehicle and his/her parents/guardian will be notified as soon as possible.

Law enforcement officials will be called if necessary. “School employees are not agents of law enforcement officials. However, search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure.

First Offense

- An Administrator will be notified unless a medical emergency exists, in which case the nurse will be notified.
- The nurse examines the student, the parents are notified, the student is sent home for the remainder of the day, and will be suspended for up to 3 days.
- Consultation with parents/guardian and the student, emphasizing available counseling services will be conducted within forty eight (48) hours or two (2) school days.
- Student will be required to complete a minimum of twelve (12) hours of alcohol/drug education and counseling.

Second Offense

- 1. An Administrator will be notified unless a medical emergency exists, in which case the nurse will be notified.
- The nurse examines the student, the parents are notified, and the student is sent home for the remainder of the day.
- The student will be suspended for 5-10 days.
- Before returning to school, the student and parents are required to have a conference with the appropriate school personnel.
- While suspended, the student will seek and receive an evaluation by an agency such as Evergreen Center or a substance abuse counselor of his/her choice. A written copy of the evaluation will be sent to the School Officials, which includes the counselor's findings and recommendations for the student.

Third Offense

Student will be suspended for ten (10) days and recommended for suspension for the remainder of the school year or possible expulsion.

C. Students in possession of alcohol and/or drugs

First Offense

- Parent/guardian will be notified by an Administrator and the student will be removed from school for the remainder of the day.
- The Police may be notified of the incident.
- Student will be suspended for three (3) days.
- Before returning to school, the student and parents are required to have a conference with the appropriate school personnel.
- Student will be required to complete a minimum of twelve (12) hours of alcohol/drug education and counseling.

Second Offense

- Parent/guardian will be notified by an Administrator and the student will be removed from school for the remainder of the day.
- The Police may be notified of the incident.
- Student will be suspended for 5-10 days.
- While suspended, the student will seek and receive an evaluation by an agency such as Evergreen Center or a substance abuse counselor of his/her choice. A written copy of the evaluation will be sent to the School Officials, which includes the counselor's findings and recommendations for the student.

Third Offense

Student will be suspended for ten (10) days and recommended for suspension for the remainder of the school year or possible expulsion.

D. Students selling or furnishing alcohol and/or drugs

First Offense

- Parent/guardian will be notified immediately by an Administrator; the student will be removed from school for the remainder of the day.
- The Police shall be notified of the incident.
- Consultation with Administrators, Parents/Guardians and the student, emphasizing available counseling services will be conducted within 48 hours or two school days.
- Student will be suspended for up to five (5) days.
- Student will be required to complete a minimum of twelve (12) hours of alcohol/drug education and counseling.

Second Offense

- Parents will be notified immediately and the student will be suspended for the (10) school days with the recommendation for suspension for

- the remainder of the school year, or possible expulsion.
- Police shall be notified of the incident.

OUTSIDE REFERRALS - Students, staff, and parents will be given information, when necessary, about outside agencies and encouraged to take advantage of their services and programs. The Rutland Public School System has made arrangements to work cooperatively with AIRC, Rutland Mental Health, Inc. and Evergreen Center in assisting students who have alcohol and/or drug related problems. The outside referral process shall be made by appropriate administrative personnel with input as necessary from guidance counselors, school nurses, teaching staff, etc.

RESPONSIBILITIES OF STUDENTS - All students are responsible for understanding the Rutland Public Schools' Substance Abuse policy. Students who voluntarily request assistance or counseling where no offense has occurred as specified in this section of school policy, will not be punished. It is the intent of the School System to provide students experiencing alcohol and/or drug problems with all possible assistance and support.

“Any student who commits a second offense, in the same year, of the school district’s policy may not represent the school and consequently the student will immediately be dismissed from all co-curricular activities (athletic and non-athletic) for the remainder of the school year.”

INTERVIEWS BY LAW OFFICIALS

- School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure.
- A student in school may not be interviewed by any authority without the knowledge of the school administrator and knowledge and permission of parent or guardian, unless the interview is part of a child abuse or neglect investigation conducted by the Department of Social and Rehabilitation Services in accordance with Chapter 49 of Title 33 of the Vermont Statutes Annotated.
- Any interview by non-school personnel must be conducted in private with the Principal or his or her designee present.
- A student may not be released to the custody of persons other than the parent or legal guardian, unless placed under arrest by legal authority.
- If a student is removed from the school by legal authority, the student’s parent(s) or guardian(s) should be notified of this action by school officials as soon as possible.

- No questioning by non-school personnel of a student under the age of eighteen who may be accused of an offense shall occur unless the parent(s) or guardian(s) have been notified and have been given the opportunity to be present at the time of the questioning. Questioning may, however, take place without notification of parents if such questioning is required due to an emergency or urgent potential danger to life, or property, as determined by the Principal, and reasonable efforts to notify the student's parents are unsuccessful.

BULLYING

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

- Occurs during the school day on school property, on a school bus, or at a school-sponsored activity;
- Is intended to ridicule, humiliate, or intimidate the student; and
- Is repeated over time.

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

Reporting, Investigating, and Notifying Parent of Bullying Reports

To address bullying the Rutland City School District:

- Encourages students to report personally or anonymously to teachers and school administrators acts of bullying.
- Encourages parents or guardians of students to file written reports of suspected bullying.
- Requires teachers and other school staff who witness acts of bullying to promptly notify (a) above
- Requires the administration to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, school districts shall promptly continue with an investigation.
- As with any other disciplinary action, requires school staff to notify the parent or guardian of a student who commits a verified act of bullying of the response of the school staff and consequences that may result from further acts of bullying.
- To the extent permitted under the Family Educational Rights and Privacy Act, (FERPA), requires school staff to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

HARASSMENT

Rutland Public Schools	POLICY NUMBER 7400
	Section: Student

PREVENTION OF HARASSMENT OF STUDENTS

General Statement of Policy

I. Purpose

A. The Rutland City School District (“the District”) is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.

B. The purpose of this policy is to prevent harassment as defined in 16 V.S.A. § 11(a)(26) and amended by Act 91 of 2004, and to ensure that the District’s responses to allegations of harassment comply with 16 V.S.A. §565 as amended by Act 91 of 2004, Title VI and IX of the Civil Rights Act. It is the further purpose of this policy, when it is found that harassment has occurred, to ensure that prompt and appropriate remedial action, reasonably calculated to stop harassment, is taken by school district employees.

C. It is the intent of the District to apply and enforce this policy in a manner that is consistent with and protects students’ rights to free expression under the First Amendment of the U.S. Constitution. The District respects and promotes the rights of students and others to speak freely and to express their ideas, including ideas that may offend the sensibilities of others. However, the District does not condone and shall take action in response to behavior that interferes with the learning of students and is not otherwise protected expression.

II. Definitions

A. Harassment

(1) “Harassment” means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

(2) Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:

(a) Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature 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.

(ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

(b) 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 racial customs.

(c) Harassment of members of other protected categories, which 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, sex, sexual orientation, or disability 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.

B. **“Complaint”** means an oral or written report 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 harassment.

C. **“Complainant”** means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise to the level of harassment.

D. **“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.

E. **“Designated Employee”** means an employee who has been designated by the District to receive complaints of harassment pursuant to 16 V.S.A. § 565(c)(1).

F. **“Principal”** means the building level administrator, or his/her designee.

III. Reporting of Student Harassment Complaints

A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or to any other school employee.

B. When a student reports such conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.

C. An employee who witnesses conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

D. Any other person who witnesses conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee.

E. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and the District's handling of such reports.

F. The District shall select two or more designated employees to receive complaints and shall annually publicize their names, address, and phone number in individual school handbooks and other notices regarding this policy.

IV. Procedures Following a Report

A. Consistent with this policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures for complaint response following a report, initiation of an investigation, investigation, independent review, and alternative dispute resolution provisions.

B. Independent Review: A complainant who desires independent review under 16 V.S.A. § 565(f) because s/he is either dissatisfied with the final determination of the school officials as to whether harassment occurred, or believes that, although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem, shall make such request in writing to the Superintendent. Upon such request, the Superintendent shall initiate an independent review, and shall comply with the District's procedures and any applicable rules on this subject promulgated by the Commissioner of the Vermont Department of Education ("Commissioner"). The District may request an independent review at any stage of the process.

V. Discipline and/or Corrective Action

If after investigation, harassment has been found, the District shall take prompt and appropriate disciplinary or remedial action reasonably calculated to stop the harassment. Consistent with this policy, the District's Student Conduct and Discipline policy and 16 V.S.A. §565, the Superintendent or Principal shall develop procedures regarding discipline and corrective action including final action on a complaint, retaliation, false complaints, and appeal provisions.

There will be no adverse action taken against a person for reporting a complaint of harassment when the complainant has a good faith belief that harassment occurred or is occurring or for participating in or cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

VI. Confidentiality; Notification of Results; and Record Keeping

A. The privacy of (1) the complainant, (2) the accused individual, and (3) the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

B. Subject to state and/or federal laws protecting the confidentiality of personally identifiable student information, the complainant and the accused individual shall be informed in writing of the results of the investigation. If either the complainant or the alleged individual is under the age of 18, subject to the above limitation, his or her parent(s) or guardian(s) shall be provided with a copy of this policy and related procedures, notified when an informal resolution to a harassment complaint is attempted, notified when a complaint is filed, and notified in writing of the investigation results. An authorized school official may seek waiver of confidentiality rights in order to inform the complainant of remedial measures undertaken.

C. The Superintendent or Principal shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. The report of the investigation shall be kept for at least six years after the report is completed.

VII. Mandatory Reporting to State Agencies

A. If a harassment complaint is made that conduct by a licensed educator might be grounds under the State Board of Education Rules for suspension or revocation of a license or endorsement, the Principal shall report to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.

B. When a person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of the Department for Children and Families, he or she shall make the report as required by law and related District policy. If the victim is a vulnerable adult, as that term is defined in 33 V.S.A. §6902(14), the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6903 and 6904.

C. Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

VIII. Dissemination of Information, Training, Comprehensive Plan for Responding to Student Misbehavior and Data Gathering

A. **Dissemination of Information.** Annually, prior to the commencement of curricular and cocurricular activities, the District shall provide notice of this policy and its procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.

B. **Training.** The Superintendent or Principal shall develop age-appropriate methods of discussing the meaning and substance of this policy with students and staff to help prevent harassment. Training may be implemented within the context of professional development and the school curriculum to develop broad awareness and understanding among all members of the school community. Staff training shall enable staff to recognize, prevent and respond to harassment.

C. **Comprehensive Plan for Responding to Student Misbehavior.** The District's comprehensive plan pursuant to 16 V.S.A. §1161a(a)(6) shall include provisions that promote the positive development of youth and actions to prevent misconduct from escalating to the level of harassment.

D. Data Gathering. The District shall provide the Vermont Department of Education with data requested by the Commissioner.

IX. Complaints to the Vermont Human Rights Commission and the U.S. Office of Civil Rights

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted in the procedures accompanying this policy.

Legal References: Act 91 of 2004 (2004 VT Laws Act 91)

- 16 V.S.A. §§11(a) (26), 565 (harassment), 1161a.
- 21 V.S.A. § 495(5) (retaliation)
- 33 V.S.A. §§ 4911 et seq. (child abuse)
- 9 V.S.A. §§ 4500 et seq. (public accommodations; retaliation)
- 20 U.S.C. §§1681 et seq. (Title IX, Civil Rights Act)
- 34 C.F.R. Part 106
- 42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964)
- 20 U.S.C. §1232g; 34 C.F.R. Part 99 (FERPA)
- Davis v. Monroe County Board of Education 526 U.S. 629 (1999)
- Franklin v. Gwinnett 503 U.S. 60 (1992)
- Saxe v. State College Area School District, 240 F. 3d 200 (3rd Cir. 2001)

Date Policy First Warned: January 11, 2005

Date Policy Adopted: January 25, 2005

FIREARMS, WEAPONS, & FIREWORKS

Student possession or use of firearms, weapons, knives, ammunition, explosives, fireworks, or any potentially dangerous devices or substances of any kind are forbidden and will result in immediate suspension, possible expulsion and legal action. [RPS Policy 7490]

SEARCH AND SEIZURE

- Desks, lockers, textbooks and other materials loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the Principal who will determine whether further investigation is warranted.
- School property may also be searched by school employees upon reasonable suspicion on the part of the Principal, or Superintendent that a law or school policy is being violated. Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.
- Searches of students' person or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and, whenever possible, in the presence of another school employee.
- A copy of the Search and Seizure Policy [7450] can be found in its entirety in the Principal's Office.

HAZING

It is the policy of the Rutland School District (hereinafter "District") that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated. (RPS Policy 7493)

(Act 120. Sec. 2. 16 V.S.A. 11(a)(30)...means any act committed by a person, whether individually or in concert with others against a student in connections with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with an educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of humiliating, intimidating or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off campus of an educational institution.

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

Examples of hazing include:

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

Reports of Hazing

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of an extracurricular team, teacher, school nurse, guidance counselor, or school administrator. Staff members who have received such a report from a student or who otherwise have reason to believe that an incident of hazing might or did occur shall report such belief to the principal of the school, or in the event of the unavailability of the principal, the Superintendent.

Investigation of Reports of Hazing

The principal, or in the event of the unavailability of the principal, the superintendent, upon receipt of a report of hazing, promptly shall cause an investigation to commence. The investigation shall be timely and thorough and the findings and conclusions of the investigation shall be reduced to writing. Unless there are exceptional circumstances, the investigation shall be concluded in ten school days.

False Report

The School District shall take appropriate action against any student, teacher, administrator or other school personnel who make a false report of unlawful hazing knowing it to be false.

Disciplinary Action

If the investigation concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action in proportion to the severity of the hazing and in line with other similar offenses, including but not limited to suspension, or expulsion from co- or extra-curricular activities or from school.

If the investigation concludes that two or more students from the same athletic team or other co- or extra-curricular actively directed, engaged in, aided or otherwise participated in activity or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season.

It is not a defense in a disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

This is a summary of the Hazing Policy #7493, which may be obtained in its entirety by contacting the Superintendent's Office.

CITY OF RUTLAND - SAFE SCHOOLS ORDINANCE

On February 28, 1995, the City of Rutland Board of Aldermen passed Ordinance Number 187. Following is a condensed version of the ordinance and its purpose. A complete copy may be obtained at City Hall or from our Main Office.

The people of the City of Rutland find it necessary to prevent disruption of the educational process by prohibiting individuals who have no educational purpose, who disrupt, or may disrupt the educational process from entering or remaining upon school premises during school hours. Further the safety and welfare of the public within school premises must be protected. **To this end, every school in the City of Rutland will be free of drugs, violence, and the unauthorized use of firearms and alcohol and will offer a disciplined environment conducive to learning.**

It is important to point out that "school premises" means any building, public or private which is used primarily for educational purposes, the land upon which it is situated, and any (public) property within five hundred (500) feet of the land upon which the building is situated.

As part of the ordinance, a schedule of fines and waiver fees has been established as listed below:

Schedule of Fines for Violation of 25R0R 94610-4614

Section Waiver Fine Minimum Fine:

4611(a)(1)	75.00	50.00
4611(a)(2)	175.00	150.00
4611(b)(1)	175.00	150.00
4611(b)(2)	100.00	75.00
4611(b)(3)	100.00	75.00
4611(b)(4)	175.00	150.00
4611(b)(5)	175.00	150.00
4611(b)(6)	175.00	150.00
4611(b)(7)	175.00	150.00
4611(b)(8)	175.00	150.00
4611(b)(9)	175.00	150.00
4611(b)(10)	175.00	150.00

Vermont State Law currently establishes that parents are, or can be, responsible for up to \$1,000.00 in fines or fees incurred by their children. It is, therefore, extremely important that everyone become familiar with the particulars of this ordinance

