

## Rutland Intermediate School

James Slenker, Principal  
Loren Pepe, Asst. Principal  
Cathy Farman, Asst. Principal  
65 Library Avenue  
Rutland VT 05701  
Phone 802-773-1932



August 2016

Dear RIS Families, Parents, and Guardians:

Welcome back to school for the 2016-2017 year! The Rutland Intermediate School (RIS) administration hopes all students and their families enjoyed a relaxing summer and feel excited about the upcoming school year. We are excited too!

This summer saw the return of the Tapestry and Academy programs to RIS. For the past two summers these programs have been hosted by Rutland High School due to construction at RIS. It was so wonderful to see our students once again in the summer! Our summer at RIS saw minimal renovations but what was done looks great. The downstairs bathrooms were completed renovated, new carpet on the main floor and repaving of the parking lot. We also had some trees removed from the playground that were suffering from a blight. Our custodial staff did a great job cleaning our rooms and we are proud to show off our building.

In the classroom, we welcome Mrs. Pam Hamilton to grade 3. Mrs. Hamilton had been a tutor for RIS for the past two years and has done a wonderful job. We are excited that she will have a classroom of her own. We also welcome Mrs. Carlene Mooney, R.N. to our Nurse's Office. She will work side by side with Grace Canfield who joined us in May 2016. We also welcome Mr. John Peskey to RIS. John joins us from Montana and will teach Grades 4-6 Orchestra as Mr. Sowards will be teaching mostly at RMS this year. We are equally pleased that Mrs. Carol Baker, veteran band teacher at RIS, has been named Fine Arts Director for the district.

We are excited about the upcoming school year and welcoming our new students and families. Remember communication between home and school is an essential part of your student's academic success. If you have a question or concern, please have a conversation with your child's teacher sooner than later. This can eliminate a lot of misunderstandings and help your child have a successful year.

Please review this handbook with your child. The staff will review key portions of the handbook, but much of this is for the parents as well. This handbook will be posted to the RIS webpage as well. We look forward to a wonderful year of growth and learning for every child at RIS!

Sincerely,  
Jay Slenker, Principal  
Loren Pepe, Assistant Principal for Grades 3-4  
Cathy Farman, Assistant Principal for Grades 5-6

**IMPORTANT DATES for STUDENTS**  
**Rutland Intermediate School 2016-2017**

9/20	Evacuation Drill 9:45 am- 10:45 am
9/21	Rain Date for Evacuation Drill
10/20	Early release @11:30, Afternoon & Evening Parent –Teacher Conferences
10/21	Parent-Teacher Conferences
11/11	No School/Veterans Day
11/23-11-25	No School / Thanksgiving Break
12/22-1/2	Winter Recess, Students return 1/3/17
1/16	No School / Martin Luther King Jr. Day
1/26	Geo Bee in the Auditorium at 8:30am
2/8	Spelling Bee in the Auditorium at 8:30am
2/20-2/24	No School/Winter Recess
3/15	Early dismissal at 11:30 am Afternoon and Evening Parent Conferences
3/16	No School / Parent Conferences
3/17	No School / Teacher Inservice
4/17-4/21	No School / Spring Recess
TBD	Show Your Work Night 5:30-7:00 pm
5/29	No School / Memorial Day
TBD	Sixth Grade Fun Day, Step-Up Day and Sixth Grade Promotion. (dependent upon snow days)
6/14	Last scheduled day of school (dependent upon snow days)

## School Calendar

## School Calendar

## 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 lifelong 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**

RIS 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 ongoing professional growth and development that motivates and inspires lifelong 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 each 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 as outlined in 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 and guardians to take these responsibilities very seriously. This document serves as a visible reminder to all of us at school and at home to work together in the best interest of our children.

**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, voicemail, and/or email at school;
- \* provide regular progress reports regarding student achievement;
- \* assign meaningful and productive homework 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, video games and use of social media, 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, voicemail, 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 or guardians are asked to sign the compact at the beginning of each child's third grade year, or upon initial enrollment at RIS.

**VISITORS**

RIS welcomes parents, grandparents, aunts and uncles to visit the school and/or even have lunch with your student. **Please check-in at the main office to obtain a Visitor's Pass.** If you do not obtain a pass, a staff member will refer you to the office. 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 administrator approval.

Please enter the building using the main entrance on Church Street. The entire Church Street circle is used for both Visitor and Handicapped parking. Please note the signs for the specific parking spots. Rutland City Public Schools (RCPS) are "idle free" schools. Under Vermont law, a vehicle may idle for up to five minutes. We request that all cars be turned off upon stopping on school property.

-At the Church Street door, there is a buzzer system to the left of the door. Please press the silver button and someone will assist you.

*-If you require the Handicapped Entrance, please call the school ahead of time and someone will meet you at this door.*

**-Under no circumstances shall parents or guardians go directly to a classroom.**

**OFFICE LOCATION**

**Jay Slenker, Principal,** is diagonally across from the auditorium on the main corridor (middle floor). Curriculum matters and daily operations of RIS are the primary focus of this office. Dot Lucian is the Administrative Assistant for this office and can be reached at 773-1932.

**Loren Pepe, Assistant Principal,** can be located on the main corridor across from the main office. Mrs. Pepe focuses on matters involving third and fourth grades, including discipline and special education.

**Cathy Farman, Assistant Principal**, can be located on the third floor in the wing facing Church Street. Mrs. Farman focuses on matters involving fifth and sixth grades, including discipline and special education.

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.

### **MAIN OFFICE HOURS**

School offices are open from 7:30 am to 4 pm each weekday. The school day is officially from 8:10am-2:48 pm for students.

### **STUDENT ARRIVAL**

Students walking to school or using car drop-off may enter the school using the Church Street Entrance **starting at 7:50am**. If a student is a bus rider, s/he they will be dropped off in front of the school.

-If a student arrives at RIS **before 8:00am** they will be directed to one of two locations. Students requiring breakfast will go to the cafeteria and students who do not eat breakfast will go the Auditorium. Students will sit according to their grade level in the auditorium. At **8:00am**, all students will be dismissed to their classrooms. **Students arriving to the classroom after 8:10 am are considered tardy.**

\*If a student is consistently arriving at school before 7:50, an Administrator will contact the parent/guardian to resolve this issue. Some students arrive early with RMS students. This typically leads to behavioral issues while waiting for school to begin. Please keep children home until 7:50.

**-The cafeteria opens for breakfast at 7:50 a.m. RIS students are not to arrive to RIS earlier than 7:50a.m., due to the fact that Rutland Middle School students are using the cafeteria at that time.**

### **ATTENDANCE**

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

If your child is too ill to attend school, please call Kim Newton at 773-1932 and follow the prompts for student attendance. If a child is absent and we have not heard from a parent, we will contact you at home or work using your contact information. If we are unable to reach you, the person listed on the emergency card will be contacted. 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 RIS of a student's absence does not take the place of a **written excuse** after absence. Per Vermont guidelines, after 10 days absent, 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, RIS requires a note from a doctor or a related health professional. If there are any further absences, the child may be considered truant. The consequences for excessive truancy may include summer work, summer school, or retention.

When a student is ill, homework may be requested by calling the teacher's voice mail number before noon. Please specify the name of a classmate who will be able to bring the work home, unless the homework will be picked up in a 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.

**\*If a student is absent from school, s/he will not be allowed to participate in any school sponsored after-school function, such as a concert or club.**

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 who live great distances. We encourage you to plan any trips during these 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 his/her return. You may need to help your child with any new tasks missed while away. Your child will be given a reasonable amount of time to complete this work.

### **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 of UNEXCUSED ABSENCES.
3. Once a child has reached the 5 UNEXCUSED ABSENCES mark, a meeting will be set up with the student, the parent(s), classroom teacher and an administrator to resolve the attendance issue.
4. If a child reaches the 10 day UNEXCUSED ABSENCES mark, the school district is mandated to send a *10 day UNEXCUSED ABSENCES letter to the State Attorney* and is carbon copied (CC) to the Department of Children and Family (DCF). This is a directive of the Rutland County State's Attorney.
5. In addition, an affidavit will be sent to the court for continued unresolved attendance issues.
6. The court will decide whether to set up an appointment with the student and parents to look at the attendance record.

### **TARDINESS**

Punctuality at school is extremely important. All students arriving after the 8:10 a.m. bell will be considered tardy. *Any student arriving late to school must check into the attendance office, across from the main office, to obtain a pass to class.* **\*Students arriving after 11:30 a.m. will not be able to participate in after school or evening activities.**

### **DISMISSAL**

**\* The school must have any special custodial arrangements, dealing with who may or may not pick up children, in writing, for the protection of both your child and you.**

The process of dismissal for almost 600 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 front bus driveway. This driveway is for buses only and is labeled as such.**

**Students being picked up by parents in cars** will be dismissed from the Church Street exit. In keeping with Vermont state law and Rutland City Public Schools' policy, all school grounds are idle free zones. Vehicles may idle for up to 5 minutes according to law and policy, but we request that all cars be turned off upon stopping on school property.

-Parents and other drivers **must** use the curved driveway off Church Street for pick-up and drop-off purposes. Please do not enter the driveway until directed to do so by a staff person. No parking of cars in the circular driveway is allowed during student dismissal. When picking up a child, please line up on the west side of Church Street, alongside the playground, and make a right turn into the Church Street circle. *Parents are prohibited from making a left turn into the circle from Church Street coming from Library Avenue.*

**\*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. These students are headed towards North Church Street and Lincoln Avenue. Another group will be walked to Grove Street through the Keefe Gym Entrance (*Walkers West*). Those students needing to cross Grove Street will be walked to the corner by RIS staff to meet the crossing guards. Issues that occur when walking home from school, once students are off school property, should be referred to the Rutland City Police Department. Meeting your child at the crosswalk is the best way to ensure s/he will make it home safely. Please remind your child(ren) to obey crossing guards and to use the sidewalk. Failure to follow these rules will result in a referral to the School Resource Officer (SRO).

**Students riding bicycles** will be dismissed from the playground exit. While escorted by staff, students will walk their bicycles off school property. **Please remind your child to lock his/her bicycle every day and wear a helmet!** RCPS is not responsible for stolen bicycles.

**Changes in homebound transportation** (buses, car riders, walkers)

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 to send a note to the child's teacher providing this information. **Last minute switches will not be allowed, whether it has to do with a bus, a ride home, or walking with a friend for a "play date," even with a last minute note.** Safety first! Thank you for understanding.

#### **PARENT REQUESTED DISMISSAL**

Students who need to be dismissed early must have **written consent** from 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 the 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 children to move 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 immediately with information that is 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. **This is required.**

#### **SCHOOL PHONE**

The phone number for the Intermediate School is 773-1932. Parents may leave messages for teachers in their voice mailbox, and messages regarding attendance should be left 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 this does not teach the child to be responsible for his/her own belongings.

#### **PARENT TEACHER COLLABORATIVE or PTC**

RIS has a Parent Teacher Collaborative (PTC), which meets quarterly to plan family activities, organize fundraisers to support school programs, and listen to guest speakers on topics of choice. The PTC meets from 6:30 - 8:00 p.m. in the Conference Room. Please refer to the Principal's Wall or school website for exact dates of our PTC meetings.

#### **PARENT INVOLVEMENT**

-RCPS Policy for Parent Involvement (number 3142)

-The Rutland City Board of School commissioners and schools shall seek to involve parents in the education of their children by employing the strategies outlined in school handbooks and administrative procedure. Coordination and integration of Rutland Public Schools' strategies for parental involvement are coordinated with other Rutland City programs, such as Head Start and other federally funded or state run programs, and will be accomplished through the collaborative agreement in place at the primary schools

\*We invite all parents to present the school administration with any ideas or thoughts on services that would support all of our students within our school-wide plan.

## SECTION 2 – ACADEMIC INFORMATION

### AFTERSCHOOL PROGRAMS

RIS has many afterschool programs that allow a student to gain more academic instruction. To enroll in one of these programs please call 773-1935 and ask for Deb Hathaway, Executive Director of the Program.

1. **Tapestry** is an afterschool program that provides daily childcare until 5:30 p.m. each day, with a school bus drop off back to the child's home bus stop.
2. **The Academy Program** provides remedial math and reading instruction three times a week to students who need additional support. Again, the school bus drops off your child at home at approximately 4:30 p.m.

### ASSEMBLIES/CONCERTS

A variety of educational experiences are presented best in an assembly or concert. 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 assemblies are reviewed at the start of the year. Behavioral guidelines remain in place for evening events.. *Students wishing to attend performances outside of the school day must be accompanied by an adult over the age of 18.* All those attending must respect 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 and 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 are included in 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 RIS curricula will have a clear scope and sequence, defining what children will learn in all subject areas. The school district recognizes that revisions will be an ongoing process as we fully implement the Common Core State Standards.

**PROBLEM SOLVING TEAM (PST)** (*Formally known as EST*) The Vermont Agency of Education requires every Vermont public school to offer Educational Support Team services to children at risk of failure. *Rutland City Public Schools refers to this as a Problem Solving Team or PST.* Responding to this requirement, schools have developed a procedure to provide teachers, specialists, parents and the school community access to a multi-disciplinary team. The team uses problem solving techniques to assess needs, identify resources, and follow the Multi-Tier Systems of Supports (MTSS) model. This is sometimes known as a Response to Intervention or RTI model. 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, modifications, supports, and additional resources.

### **ENGLISH LANGUAGE LEARNING (ELL) SERVICES**

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

### **FIELD TRIPS**

Field trips, both 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 field trips, and the school will make other arrangements for your child. *Parents will receive notification of each trip shortly before the actual date.* If you do not want your child to attend a particular trip, RIS will make arrangements for your child to remain with another class at school. A student who does not attend a field trip is still required to attend school that day. Parents may be asked to chaperone some of these trips.

*\* It is the intent of the school that **all** students will depart and return to RIS on the school bus and not be dismissed to a parent/guardian at the field trip location unless it is an **emergency and/or pre- approved** by school administration.*

*\*The school retains the right to exempt students from field trips when they have demonstrated an inability to control personal behavior and the behavior would interfere with the learning experience or jeopardize the safety of themselves, students or other community members.*

### **HOMEWORK POLICY**

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

#### **Homework Purpose:**

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

#### Responsibilities of Teachers:

- Assign meaningful tasks, requiring a reasonable amount of time.
- Clearly announce assignments and post on the board.
- Provide students with a homework folder and assignment sheets
- Give advance notice for long-term assignments.
- Give feedback to students through corrected or reviewed homework.
- Work in conjunction with the student and parent/guardian to make-up work missed due to student absence.

#### Responsibilities of Students:

- Students will act responsibly by knowing what is expected and noting assignment in the Student Planner provided by RIS;  
replacement cost of \$5.00 per Student Planner.
- Students will assemble and 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 Student Planner with them throughout school day, take home nightly, and return prepared the next school day.
- If absent from school, students will request make-up work from the classroom teacher, complete it, and turn it in within a reasonable amount of time.

#### 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.
- Communicate with classroom teacher to help with work missed due to student absences.

#### Consequences for 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 check-in of work completion.
- Notify parent that above steps have not solved the problem, if applicable.
- 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 duration is as follows:

Grade 3: 30-40 minutes

Grade 4: 40-50 minutes

Grade 5: 50-60 minutes

Grade 6: 60-90 minutes

-If a student is struggling with a particular homework problem/assignment, the parent/guardian may write a letter to the teacher stating that after 30 minutes of working on a particular problem that you as a parent made the decision to stop working because student frustration. A plan must be made with the teacher so the student can understand the task at hand and then complete the assignment. The intent of this practice is for the student to understand the material/concept. Students are still responsible for all homework assignments.

## 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. The contract is available on the RCPS website if further information is needed.

*\*Failure to comply with the Acceptable Use Contract can and may result in termination of a student's ability to use any technology in RCPS for the remainder of the school year.*

## 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 directly before or 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 please plan to agree upon 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.

## 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 those students in need of such an update*. Not every student will receive a Mid-Semester Progress Report. Parents are asked to sign and return these reports to verify their receipt.

Report Cards are based on Year End Standards. Specifically, the report card will indicate how a student is progressing toward end of school year standards. *Starting the Fall of 2016, this will be based on a 0-4 scale for all K-6 Rutland City Public Schools*. The majority of students will earn a "3" on their report card until the last trimester. Report cards 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 ( 3<sup>rd</sup> and 4<sup>th</sup> grades will receive reports in the second and third trimester; 5<sup>th</sup> and 6<sup>th</sup> grades will receive reports in the first and third trimester. While report cards are a good measure of how your child is doing in school, there is no substitute for a conversation with your child's teacher about how your son/daughter is doing in school.

## STANDARDIZED TESTING

**New England Comprehensive Assessment Program (NECAP)** - Grade 4 students take the Science NECAP each spring as directed by the Agency of Education.

**Smarter Balanced Assessment Collaboration (SBAC)** - All grade 3 - 6 students will take the Smarter Balanced Assessment in March, April, or May. Exact dates will be published in the Principal's Wall and posted to our website.

## SCHOOL RECORDS

The Principal is the legal custodian of all student records. Each 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. **Parents/guardians will not be granted a copy of records "on the spot" without prior notification.** If a student transfers to another school, the new school will request the student's records, and 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:**

RIS has fully adopted **Positive Behavioral Interventions and Supports** (PBIS) in conjunction with the Responsive Classroom model. Students know their expectations as the **3Rs**: “Respect, Responsibility, Reach for your Best and Safety First!” This program emphasizes positive choices and positive reinforcement over consequences for negative behaviors.

Rules and procedures are developed and modeled with students the first few weeks of school and reinforced positively throughout the year. *In our classrooms, all students have the right to learn and 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.

RIS uses “**Time-out**” and “**Partner Time-out**” when a student has not responded to clear signals that he/she is disturbing learning. Both “**Time-out**” and “**Partner Time-out**” give students opportunities to reflect on behavior and time to consider how to change those behaviors that negatively impact 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 whether class activities or the pace of learning needs modification.

**Planning Room:** Deliberate failure to respond to school expectations will result in a student referral to the Planning Room. The student will be helped by an adult to look at nonproductive behaviors and develop a contract for change. *The sending teacher is required by School Administration to call the parent that day and explain why the child was in the Planning Room.* This phone call serves to open the line of communication with the parents/guardians and the teacher. If a pattern of misbehavior is identified, parents, teachers and administration will together develop an appropriate behavior plan.

*\*Administration reserves the right to withhold field trips or end of the year activities from a student with a history of misbehavior and repeated trips to the Planning Room.*

#### **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: “No touch & stay in your own private space.” **Rough and physical types of games that easily become aggressive are not allowed; such as tackle football, two-hand touch football, tag, king of the hill, and other activities.** Pushing and shoving on playground equipment and throwing snowballs can cause serious injury and are prohibited. This behavior will result in disciplinary action.

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

**Entire School / Safety in School:**

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, speak to others with courtesy, and follow adults' directions. **Harassment, bullying, threats, and physical aggression are not acceptable and will necessitate a meeting with parents and corrective action per school district policies.**

In addition, showing a 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 classroom or cafeteria) are not acceptable and are prohibited. We ask that students join adults in reporting any unsafe condition or the presence of strangers in the building immediately. **“Safety Box”** is located outside of the Auditorium for students to leave notes reporting unsafe situations.

Respect is expected for school property and others' belongings. 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. If physical damage occurs to the school, restitution made be recommend. In addition, the School Resource Officer (SRO) may give a student a “Disorderly Conduct” ticket that results in a court appearance. 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. *A student with multiple suspensions will not be allowed to attend end of the year activities such as Fun Day, Field Day, band trips, and more.*

**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**

When student conduct warrants it, RIS students may be assigned to a classroom detention by a teacher or to a Planning Room detention by a school administrator. The classroom teacher will contact the parent/guardian to indicate the reason for and duration of the detention. If possible, notification will be made within a 24-hour period of the infraction. *A recess detention may be given for blatant disrespect to staff, failure to follow school rules, or excessive tardiness.*

### **GUM CHEWING**

Our custodial staff makes every effort to keep our school clean. To help them, students must refrain from chewing gum while at school. *Note: There are special circumstances that warrant gum chewing for specific students, with school permission.*

### **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 parent or designated adult 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, a parent meeting, 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, 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.* Tank tops must have **shoulder straps** that are at least 1 inch wide. No hats or headgear may be worn except for on specially announced occasions. Bandanas can be worn to pull hair back from a student's face. No undergarments may be showing at any time. Student midribs must be completely covered at all times. Administration or a teacher 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 consider 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, 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. A pattern of theft or vandalism will result in a meeting with the Superintendent or Assistant Superintendent. Further action, including financial restitution, may be taken as a result of that meeting.

### **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 or online through the RCPS website.

### **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 and referral to the SRO. 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 do not 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**

Breakfast is available every morning in the cafeteria at 7:50 a.m. Students will have only a short time to eat breakfast and must be in 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. This can include fruit, granola bars, and yogurt. **Please keep the cookies at home!** The consumption of sugar-based

drinks, such as soda and energy drinks, is prohibited by school administration. We ask that students bring drinks that are not colored/dyed, because they stain the carpets when spilled. Water is always best! For the past several years, RPCS has participated in a USDA food grant supplying fresh fruit and vegetables for our snack two days per week. At the time of publishing, we have applied for this grant once again for the 2016-2017 school year.

### **LUNCH**

The cafeteria provides a choice of menu for lunch. At the time of publishing this handbook, lunch is free for all students regardless of income. Students will soon become familiar with the "stations" where they will find a suitable lunch item.

If your child has a specific allergy, such as peanuts or milk, please notify the classroom teacher, who will then 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.

Each student has a 20-minute lunch period. This is an adequate time to go through the lunch line and eat a lunch, as long as talking does not distract the child.

	<b><u>Recess</u></b>	<b><u>Lunch Period</u></b>
Grade 3	12:45-1:05	12:20-12:40
Grade 4	1:25-1:45	1:00-1:20
Grade 5	11:55-12:15	11:30-11:50
Grade 6	11:30-11:50	11:55-12:15

### **BUILDING AND GROUNDS**

We are fortunate to have a fine custodial staff, all of whom work hard to prepare the building and grounds for our students each day. Please encourage children to do their part to help them. 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/guardians will be required to pay for damage to the building or grounds, if the damage is a result of vandalism due to inappropriate behavior.**

### **TRANSPORTATION/BUSING**

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 school 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.*

RCPS buses are outfitted with cameras and microphones. These are used by Administration and our SRO for bus incidents. Administration does allow parents/guardians to see the videotape of a particular incident, but RCPS retains the rights to these videotapes and will not provide a copy to the parent/guardian.

### **BUS CONSEQUENCES**

While on the bus, students must obey all rules. In case of the first misbehavior, the driver or 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 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. No cell phone use.
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. Vandalism will be referred to the SRO.
8. Stay in your seat
9. Keep head, hands and feet inside the bus & out of aisles.
10. **The bus driver is authorized to assign seats** to students who have trouble following the rules.
11. No physical or verbal aggression / abuse toward others will be tolerated.

**SWITCHING BUSES OR BUS STOPS:** Students may not get off the bus anywhere 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 allow students to change buses to visit another child even with a parent/guardian note.** 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; RIS staff members do not supervise these areas.** We kindly ask those parents who walk students to the bus stop to remain there until the bus arrives. The school will take disciplinary action for behaviors that are not appropriate.

## **CHANGE OF ADDRESS or PHONE NUMBER**

Please inform the main office of any address or phone number changes. This will help us maintain good communication and contact you if the need arises.

## **ELECTRONIC DEVICES INCLUDING CELL PHONES**

The following are **not** allowed on a person or in the classroom during any point of the school day: beepers, cellular phones, personally owned IPADS, laser pen lights, tape recorders, electronic games, cameras and personal CD players. *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 by school personnel. Teachers may allow Nooks and Kindles to be used if they are not distracting to the learning environment.

**Note: We encourage these devices to be left at home to avoid any problems. The school is not responsible for lost or stolen items. For reoccurring violations, disciplinary action and a parent meeting with the student and a school administrator will occur.**

## **FIRE/EVACUATION DRILL**

Law requires regularly scheduled fire drills. Teachers will review these procedures with their class. When the evacuation occurs, students and staff leave the building immediately in a quiet and orderly manner. Teachers take attendance once students have arrived at their safe location. Students are to remain at "No Voices" for the duration of the fire drill or evacuation drill.

## **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 to 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 relayed to the school nurse by the student's parent or guardian. Information such as allergies, current medications, fractures, and head injuries, 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, whether prescription or nonprescription, parents 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 an aspirin without written permission.* Forms are available in the nurse's office or from a secretary. **At no time is a student to have prescription medication on their possession unless directed by the nurse.**

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, 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:** Rutland Intermediate School follows the *RCPS Policy #7692* for all cases of Head Lice.

1. Staff members concerned that a student is carrying head lice shall refer the student to the nurse's office.
2. Any student with actual identifiable lice or untreated nits shall be removed from the classroom. The school nurse shall contact the parent/guardian and request that the student be taken home for treatment.
3. All siblings and close contacts of the child within the school shall be examined and appropriately handled.
4. Verbal contacts, as well as written instructions for treatment, will be made with the family of each case by the school nurse.
5. *All students shall be readmitted to school accompanied by parent/guardian at the nurse's discretion, after the first treatment.*
6. *Each re-entering student shall be examined by appropriate health personnel to look for evidence that the treatment was performed. Students will not be allowed back in school until they are free of live lice and untreated nits.*
7. If the number of cases is considered to be an outbreak, appropriate administrative personnel may temporarily suspend activities conducive to close person contact, as recommended by the school nurse.
8. The school nurse shall provide inservice education for staff with emphasis on diagnosis, treatment and control plans.
9. The school nurse will initiate educational programs for students, as necessary.
10. Absences due to head lice count for the total absences a student accumulates.

**MEDICAL EXCUSES FROM PHYSICAL EDUCATION AND RECESS:** 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 be prepared with sneakers and take an active role.

**INJURIES AT SCHOOL**

Students must report **any** injury that occurs during the school day to the nurse as soon as possible. We cannot be responsible for the proper care of an injury unless it is 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. The parent or guardian will be contacted if the nurse deems this to be necessary.

### **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 hallway by room 112. Near the end of the year, unclaimed items will be given to a community service agency.

### **PLAYGROUND/RECESS**

All students will have recess, unless it is their music lesson; or they have been asked to stay in for an academic/disciplinary reason; or their doctor has written a note concerning a health issue. Students should be prepared for outdoor play, with appropriate clothing, such as sweater, winter parka, hats, mittens and appropriate winter footwear. Students not appropriately dressed for the weather can acquire clothing by the recess door entrance. 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.*

*- Cell phones and other electronic devices are not allowed on the playground and are subject to being confiscated by school personnel until a parent/guardian can come pick up the device.*

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 that necessitates s/he remain indoors, we require a doctor's written and signed order with reasons and expected duration. In this occurrence, the student will most likely be placed in the library with a peer for the recess period.

### **RESTROOMS**

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

### **SCHOOL CANCELLATION**

Rutland City Public Schools uses an automated 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.

It has been the policy of the Rutland Schools that 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 2:48 P.M.

### **SCHOOL NOTICES**

The school makes every effort to publish a newsletter, known as the "Principal's Wall," every two weeks and post it to the school's website. Parents can expect their children to deliver these notices on Fridays. We will print school communications on blue copier paper. Please look for the "Wall!"

### **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.

### **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.

### **VOLUNTEERS**

We welcome volunteers to participate in before, during, and after school activities. Please call the school and ask to speak to the Volunteer Coordinator at 786-1851.

**Everybody Wins**, is a nationally recognized reading program in which community members read to students on a weekly basis. For more information, please log onto the **Everybody Wins** website. Contact number is 786-4317.

## **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. IEPs 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.
- 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.
- 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.
- 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.

### **HARASSMENT/HAZING/BULLYING**

<b>POLICY</b> <b>Rutland City Public Schools</b>	<b>Policy Number</b> <b>7400</b>
	<b>Student</b>

**Policy on the Prevention of  
Harassment, Hazing and Bullying of Students**

**I. Statement of Policy**

The Rutland City Public School District (hereinafter “District”) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

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

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

**II. Implementation**

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or

bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

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

### III. Constitutionally Protected Speech

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

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

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
  - a. Is repeated over time;
  - b. Is intended to ridicule, humiliate, or intimidate the student; and
  - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or  
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **"Employee"** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.

F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.

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

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

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

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

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

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

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

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

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

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

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

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

- I. “**Notice**” means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.
- J. “**Organization**” means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. “**Pledging**” means any action or activity related to becoming a member of an organization.
- L. “**Retaliation**” is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- M. “**School administrator**” means a superintendent, principal or his/her designee assistant principal//technical center director or his/her designee and/or the District’s Equity Coordinator.
- N. “**Student Conduct Form**” is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

*This policy replaces the following policies upon its adoption by the Board of School Commissioners:*

*Policy 7400: "Prevention of Harassment of Students"*

*Policy 7401: "Policy on the Prevention of Bullying of Students"*

*Policy 7493: "Hazing"*

First Reading: February 23, 2016

Second Reading:

Adoption: February 23, 2016

## **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.

## **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

