

# **West Rutland School**

## **Student-Family Handbook**



# **2016-2017**

# Table of Contents

<b>School Information</b>	<b>Page 4</b>
Home School Compact	
Equal Educational Opportunities	
FERPA	
PPRA: Notification of Rights	
School and Supervisory Union Missions	
School Beliefs	
Learner-Centered Model	
Animal Dissection (Grades 7-12)	
Restraint and Seclusion in Schools	
English Language Learners (ELL)	
Residency	
Mandatory Reporting	
TITLE 1 Programs	
Problem Solving/Chain of Command	
Closed Campus	
Lost and Found	
Lockers	
Recess	
<b>School Operations</b>	<b>Page 13</b>
Hours of Operation	
Student Drop Off/Pick up	
Early Pick Up/Dismissal Procedure	
Parent Visitors/Volunteers	
Phone Calls	
Change in Routine	
Infinite Campus Messenger (snow day/emergency alerts)	
Bell Schedule	
Student Attendance Policy	
School Transportation	
<b>School Services</b>	<b>Page 19</b>
Academic Guidance Counselor	
Family/School Coordinator	
MTSS	
Health Services	
Optional School Insurance	
<b>Food Service</b>	<b>Page 21</b>
School Lunch and Breakfast	
Food and Drink	

<b>Library-Media Services</b>	<b>Page 23</b>
Electronic Resources and The Internet	
<b>Extra-Curricular Actives</b>	<b>Page 28</b>
Band	
7-12 Activities	
Athletics	
Fund Raising	
Parent Teacher Community	
Dances	
<b>Progress Reports and Reports Cards</b>	<b>Page 30</b>
Parent Conferences	
<b>Field/Class Trips</b>	<b>Page 31</b>
<b>Procedures</b>	<b>Page 32</b>
Fire Drills	
Student Visitors	
Hall Passes	
Supplies	
Student Placement Procedures	
Student Dress	
Device Policy	
Student Retention	
Supervisory Union Policy Manual	
<b>Grade Specific Information</b>	<b>Page 35</b>
5 <sup>th</sup> - 12 <sup>th</sup>	
7 <sup>th</sup> and 8 <sup>th</sup>	
9 <sup>th</sup> - 12 <sup>th</sup>	
<b>Discipline Plan</b>	<b>Page 44</b>
Student Behavior Referral	
Drugs and Alcohol	
Tobacco	
Fire Arms and Weapons	
Level of Consequences	
Harassment, Hazing and Bullying Prevention	
Off-Campus Misconduct	
Three level Discipline System	
<b>Faculty and Staff</b>	<b>Page 63</b>
<b>School Calendar</b>	<b>Page 65</b>

# **School Information**

## **West Rutland School Home-School Compact**

### **2016-2017**

#### **To help all children achieve high standards**

##### **Teachers will:**

- Provide evidence of individual achievement respectful of student need through on going assessment
- Provide regular communication with parents and students
- Report student successes and concerns to parents
- Provide suggestions for appropriate activities with children at home
- Offer a variety of learning opportunities
- Serve as a positive role model through behavior, work ethic, and respect

##### **Parents will:**

- Report student successes and concerns to teachers
- Provide specific time and space for homework completion
- Review and supervise schoolwork
- Attend to physical needs by assuring rest, proper nutrition, and necessary medical attention
- Assure regular and punctual school attendance to school

##### **Students will:**

- Prepare all assignments in an organized manner
- Strive to achieve best effort
- Report successes and concerns to parents and teachers
- Arrive on time and attend regularly
- Assume responsibility for their behavior

#### **Equal Education Opportunities**

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

#### **FERPA**

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. RCSU will assume that either

parent has the right to inspect, review, and release the student's records unless evidence is provided demonstrating there is a legally binding instrument or court order providing the basis for specifically excluding a parent from such access.

2. The right to request the amendment of the student's education records the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist) or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school will also release student records without prior consent or authorization under certain other exceptions including: government officials and authorities as requires by law, in health and safety emergencies, in connection with the application and receipt of financial aid; if required by state law, to accrediting organization carrying out their official functions and to comply with a judicial order or lawfully issued subpoena after having made a reasonable effort to notify the parent or eligible student of the order or subpoena. Student information is provide to the State of Vermont concerning certain incidences of discipline and student behavior including: bullying, harassment, physical restraint, suspension and long-term suspension.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office administrating FERPA is Family Policy Compliance Office; U.S. Department of education; 400 Maryland Avenue, SW; Washington, DC 20202-4605.
5. The district had determined that student directory information is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent of prior authorization. The purpose of releasing such information is to enable the district to publish newsletter, year books, directories and similar publications, and to release information to media outlets concerning student academic and athletic achievements. If a parent, guardian, person acting, as a student's parent/guardian, or the student (if 18 or older), does not want the district to release the directory information listed below, they must notify the district in writing within 10 days of receiving this document that they do not want directory information released. If no written request is received in a timely manner, the school will disclose directory information without prior consent.

The following directory information may be released, as stated above, without obtaining parental consent: student's name, parent's name, address, telephone number, email address, date and place of birth, grade level, field of study, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph (including videotape), photographs of regular school activities that do not disclose specific academic information about the student and/or would not be considered harmful or an invasion of privacy.

Lists of student names and other directory information will not be made available except to school-related organizations, including Stafford Technical Center and the PTC, at the discretion of the administration. Lists of such directory information are also provided to military recruiters and institutions of higher education.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h, requires the West Rutland School District to notify parents/guardians and obtain consent or allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one of more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's family;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships such as, with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than a required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings.

Parents who wish their students' directory information, such as names, addresses, telephone numbers, etc. to be given out for the purpose of marketing

information should notify the school in writing at the beginning of the school year. It is of note that it is not the usual practice of WRSD to release student directory information for the purpose of marketing activities.

If you wish to review any survey instrument or material used in connection with any protected information, please submit a written request to the administration and you will be notified of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

### **West Rutland School Mission Statement**

The mission of the West Rutland School as an innovative educational community is to graduate literate students who have a strong educational foundation, are self-motivated, curious and have a love of learning that will assist them in realizing their unique potential and self-worth by offering each individual a challenging curriculum and appropriate instruction delivered by a motivated, caring, competent staff in a safe and respectful environment.

### **Rutland Central Supervisory Union Mission Statement**

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

### **Beliefs**

1. Learning is life-long.
2. All individuals have intrinsic value.
3. A civilized society recognizes a need for common values while respecting individual differences.
4. Parental responsibility and involvement are crucial in fostering a child's development.
5. Shared knowledge and common experiences bind a community together.
6. All individuals need opportunity and encouragement to develop and grow to achieve their unique potential.
7. Expectations affect performance; accountability breeds quality.
8. Members of a caring community guide, support, and protect one another.
9. Effective communication and social skills are essential for success.
10. A positive and safe environment enhances learning.
11. Educational experiences need to reflect the demands of an ever changing world.
12. A democracy needs educated citizens to make it work.
13. Education increases economic and career opportunity.
14. Members of the community have a responsibility to seek accurate information before making decisions.

## **West Rutland School**

- **Provides a curriculum which promotes critical thinking, active learning, creativity and divergent thinking, and which is reflective of research on multiple intelligences and the needs of the individual learner. The curriculum emphasizes awareness and respect for individual, cultural, racial and religious differences within the framework of our democratic society.**
- **Offers students appropriate resources and technology which allows the opportunity to prepare for the work world and encourages participation in community service and extra-curricular activities through community service, volunteer, and internship possibilities.**
- **Implements programs which insure the physical safety, health, dignity, and self-esteem of students, faculty and staff, and which promote a healthy life style.**
- **Recognizes student, faculty, and school accomplishments.**
- **Facilitates parent and community involvement, communication, and support for the school and establish partnerships between area businesses and educational institutions.**
- **Encourages open communication and mutual respect between students and staff.**
- **Supports faculty and staff in their quest to keep abreast of new educational research and methods, and in the implementation of new programs, approaches, and innovations.**



## Learner-Centered Model



In response to current best practices and new state expectations regarding personalized learning, flexible pathways and proficiency-based graduation requirements, Rutland Central schools are transitioning to a Learner-Centered model of education designed to teach students to be self-directed learners.

**In a Learner-Centered model:**  
Students learn how to learn.

- There is less direct instruction and more self-directed learning. The teacher's role becomes less 'sage on the stage' and more 'guide on the side,' regularly checking in on learning and providing feedback so that students can make whatever adjustments they need to get from where they are to where they're going in their learning. Instead of teaching how to do something, a teacher will teach a student how to learn on their own through other resources.
- Students track their own progress and are aware of where they are in their learning, where they're going, and how to get there.

- **Much of learning is project/performance based. Students learn new skills and understandings in authentic contexts, such as creating a short film to share with the town select board to advocate for local adoption of sustainable forms of energy.**

**Students choose when, where, and how to learn.**

- **Students regularly reflect, learn about themselves as learners, and apply that knowledge by making choices around:**
  - **When to learn—students work at their own pace, focusing on identified areas of need. This doesn't mean always working on their own; collaboration and communication are key transferable skills that we teach and assess and expect students to practice.**
  - **Where to learn—students may work in a conventional classroom setting in addition to working outside of the classroom through extended learning opportunities and internships.**
  - **How to learn and demonstrate their learning—students have access to resources that best suit their learning styles, learning needs, and interests. Students make decisions around the types of evidence they will provide to demonstrate their learning.**

**This vision will take several years to implement. In order to enable students to take ownership of their learning by providing more accurate feedback to them around how they are progressing, next year our school will adopt a proficiency-based reporting model similar to our current elementary school model. Because a proficiency-based system provides more accurate feedback around student progress, students, teachers, and families will be able to work together to set meaningful goals for improvement and provide appropriate support for learning.**

### **Animal Dissection (Grades 7-12)**

**In compliance with 16 VSA, section 912 “Pupil Right to Refusal: Animal Dissection Law.” Any student has the right to be excused from participating in any lesson, exercise, or assessment requiring the student to dissect, vivisection, or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course or instruction. Any student and parent/guardian may exercise this right by making a written request to the principal. No student shall be discriminated against based on their decision to exercise the right to be excused afforded by the policy.**

### **Restraint & Seclusion in Schools**

**If restraint or seclusion is used in school the school is required to inform parents. For a complete list of definitions, usage, and regulations please visit:**

<http://education.vermont.gov/documents/4500.pdf> or ask for a copy from the main office.

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

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

### **Residency**

Under Vermont law, the school a child attends is determined by where parents or a court-appointed guardian reside. Verification of residency is required for enrollment. Misrepresentation of residency is a violation of state law. Notification is required if residency changes during the school year. All state non-resident families who wish to attend WRS are required to pay tuition.

### **Homelessness**

Parents and students within RCSU member districts should inform the RCSU Homeless Education Liaison (Student Service Director) at 802-775-4342 if their living situation becomes one defined as homeless. Homeless is defined as lacking a fixed, regular and adequate nighttime residence.

### **Mandatory Reporting**

We are committed to the safety and welfare of each student under our care. Under State law (Act 60) and RCSU policy, school personnel are mandatory reporters and are required to report suspected abuse or neglect to the Department of Children and Families (DCF) within 24 hours. Child Protection Teams meet routinely to review the safety and well-being of students.

### **TITLE 1 Programs**

Title 1 funds assist us in providing supportive high quality education in the key areas of reading and/or mathematics. Annual allocation of Title 1 funds is based on a school's annual Free and Reduced Lunch data.

### **Problem Solving/ Chain of Command**

We are committed to providing the highest level of support for your child. However, there are times when problems arise. Every effort will be made to solve the problem quickly so your child can go forward as a learner. These are the steps to follow in our process.

1. Talk to the teacher.
2. Talk with a counselor and the teacher together. (Family-School Coordinator for social/emotional concerns. Academic counselor for academic concerns.)
3. If the problem is still unresolved, schedule a meeting with an administrator and the teacher.
4. IF the administration cannot resolve the problem to your satisfaction, you will be referred to the superintendent.
5. The superintendent will bring necessary matters to the attention of the School Board. The School Board develops policies and oversees the operation of the facility and the budget. Student problems are handled by the staff at our school.

### **Closed Campus**

West Rutland School is a closed campus. No student may leave the building without following the dismissal procedure. There are no exceptions to the rule.

### **Lost and Found**

Return any property which you might find to the office. Lost and found can be open from 8:00 am until 3:00 pm; it is found at the bottom of the stairwell at the entry to the library.

### **Lockers**

Students in grades 9-12 will be assigned locker numbers by homeroom teachers. A limited number of locks are available in the main office for \$5.00. At the end of the school year, if the lock is returned in good working order \$2.00 will be returned. Lockers are the property of the school, loaned to the students and may be randomly searched at any time. West Rutland School is not responsible for any losses from lockers or items left on top of the lockers.

### **Recess**

Students in grades K-4 have a supervised recess each day. Students will participate in recess, weather permitting, and should come prepared with appropriate outdoor wear. It is recommended all outerwear have appropriate identification. In the winter, boots are required for outside recess. Shoes should still be used indoors during the winter months; students may leave a pair at school to make this more convenient.

## School Operations

### Hours of Operation

Pre-K	AM: 7:40 am - 11:00 am	PM: 11:30 am - 2:30 pm
Grades K-4	7:45 am – 2:32 pm	
Grades 5&6	7:45 am – 2:28 pm	
Grades 7-12	7:45 am – 2:40 pm	

**\*Tuesdays ONLY school ends at 2:00 pm.**

Our security system on the interior front doors will be activated at 8:00 am and will remain locked while students are in the building. Lobby doors will be unlocked at 2:20 for regular dismissal.

### Student Drop off/Pick-up

Students should be dropped off and picked up at the end of the school day at the drop off and pick up zone. Students should exit/enter car doors on side walk side only. Please pull your vehicle all the way up in the drop off lane. **Cars are not to be left unattended in front of the building. If a parent needs to enter the building they should find a visitor's parking space.**

**Children must be supervised and may not be dropped off prior to 7:00 am. This is for the safety of all students. Students must report to the cafeteria; until the first bell at 7:40. All students must be in class by 7:45; if they arrive after 7:45 students will be required to go to the main office for a pass and they will be marked tardy. If a parent/guardian knows their child will be tardy, absent, or in need of an early dismissal, please notify the main office; 802-438-2288.**

### Early Pick Up/Dismissal Procedure

It is important each child have the benefits of a full day of learning in school. If a student needs to leave the building before the end of the school day they must go to the office and be dismissed to their parent/ guardian by the office staff. We ask visitors to wait in the office until the child meets you. Please do not get out of the classroom as this disrupts learning. Written parental/guardian permission is required for all dismissals. Parents/guardians of students in grades PK-8 must come in to the building and sign their student out in the main office. **Students in grades PK-8 will not be dismissed unless a parent/guardian comes into the main office to sign them out.** If a student is sick and needs to go home dismissal must go through the school nurse.

### Parent Visitors/Volunteers

Parent visitors are welcome and are often invited for classroom activities. Please report directly to the main office to sign in and receive a Visitor's Pass.

We welcome volunteers in many capacities and appreciate your help. You may also join us for school wide assemblies. Please notify the cafeteria staff if you would like to join your child for lunch. If you would like to volunteer please be sure to complete the necessary background check information. Our main office staff had the form or it is located at the Rutland Central Supervisory Union Central Office.

### **Phone Calls to Teachers/Staff and Students**

Our goal is to ensure teachers can facilitate student learning without interruptions. Please contact teachers before the instructional day begins or at the end of the school day. Phone calls will not be put through to classrooms from 7:30 am until 3:00 pm. You will be directed to leave a voice mail message in the teacher's mailbox and all calls will be returned in a timely manner. In case of an emergency, our staff will make sure your child or teacher receives your message.

### **Change in Routine**

To insure the safety of your child, it is very important any change in routine is done in advance by written notice. This procedure includes changes in adult pick up. No student will be allowed to make a change in his or her routine unless a note or phone call has been received by the office.

### **Infinite Campus Messenger**

This service allows us to send a voice and/or email message to parents within minutes if an emergency occurs at school. Infinite campus messenger will also send information regarding weather delays, snow days, un-planned early dismissals, and special events. **In order to make this system work we need you to keep us up-to-date on any changes to your phone numbers or email addresses.**

### **Bell Schedule**

The bell schedule will only provide notification of the start of school, the end of the lunch period, and the end of the school day.

### **Student Attendance Policy**

By Vermont law a student is required to attend school for the full number of days school is in session.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the teaching/learning process. The regular contact between students in the classroom, and their participation in well-planned instructional activity, under the tutelage of a competent teacher are vital to the

process. The school cannot teach students who are not present. When students are absent the benefit of regular class room instruction is lost and cannot be entirely regained. Thus, schools have the consistent obligation to require their student be present in school. The responsibility for regular student attendance lies primarily with the student and the parent/guardian.

The Policy is designed to emphasize the School Board's position on absenteeism and to outline responsibility of students, parents, and the school relative to student attendance.

This school, through its administrative procedures, will outline the manner in which it will collect, record, and maintain attendance data. This will include verification of legitimate absences and follow-up procedures for excessive absences. Also, these procedures will indicate the manner in which the school and parents/guardian will work together to improve school attendance.

### **Student Attendance Policy**

When a student has a legitimate excused absence they may be required to make up all work. If a student has an unexcused absence they may receive a zero for class participation and work for the days missed. For excessive absences (legitimate or otherwise) the student will be subject to the following penalty:

#### **Students in grades K-8**

- Students who are absent more than 20 days in a full year shall be required to attend summer school. (The above number of days will be prorated for less than full year school membership). Failure to satisfactorily complete the summer school program will result in grade level retention.

#### **Students in grades 9 – 12:**

- Students who are absent more than 10 days in a half- year course shall be denied credit toward graduation and assigned a failing grade or a grade of incomplete for all such courses. The number of days will be prorated for less than half-year courses or less than full-year school membership.
- Students who are absent more than 20 days in a full- year course shall be denied credit toward graduation and assigned a failing grade or a grade of incomplete for all such courses. The number of days will be prorated for less than full-year school membership.
- To obtain course credit the student will have to retake the course.

All absences, excused and/or unexcused, will count toward the total number of absences per year except those days where a student is enrolled in a school sponsored activity. Excused and unexcused absences are defined below.

Notice of absences will be sent home on the 8<sup>th</sup>, 16<sup>th</sup>, and 21<sup>st</sup> absence.

### **Excused Absences**

The West Rutland School District Board of Education believes students must be present in order to learn. It recognizes students may be absent from time to time. The Board establishes the following reasons for student absences from school which are recognized as valid, and therefore excused absences:

- Student illness (the administration may request a doctor's certification if deemed necessary).
- A death in the student's family
- Unsafe travel conditions
- Religious observance
- Appointment by the student with a physician or other health care provider
- Medical quarantine of the student
- Required appearance by the student in court
- College visit with prior approval of administration
- Students' participation in cooperative work program
- School related activities
- Other reasons deemed appropriate with prior approval of the administration

### **Unexcused Absences**

A student's absences from school for any reason other than those listed above shall be considered unexcused. A student may be denied the opportunity to receive credit for makeup work when the absence is determined to be unexcused.

### **Appeals Procedure**

When loss of credit is imminent due to excessive absences the student and parent/guardian may request a hearing with an attendance committee comprised of a building administrator, guidance counselor, two (2) of their current teachers, and one (1) teacher who does not currently have the student in class.

This request must be completed within 30 days of an attendance notification.

The hearing procedure will include the following:

- Completion of a request for a hearing stating the recourse sought.
- Meeting with the appointed attendance committee to review the request.



- The attendance committee will make a determination in response to the evidence or testimony presented.
- If the student or parent/guardian is not satisfied with the attendance committee's decision, they may request a formal hearing with the Superintendent of Schools.
- If the student or parent/guardian is not satisfied with the Superintendent's decision, they may request a formal hearing with the School Board.
- The School Board will render the final decision.

## School Vacations

School vacations are planned to give student the opportunity to travel and visit relatives who live great distances away. We encourage you to plan any trips during those times. If you are unable to do so you must prepare a plan for your child's instruction while away. You will be responsible for providing for your child's education needs. *(Teachers are not required to provide work for your child.)* As work is presented in the classroom it can be set aside for your child to complete upon your return. You may need to help your child with any new tasks they missed while away. Your child will be given a reasonable amount of time to complete this work. **Please be aware of the attendance policy concerning excessive absences. Family trips are not excused absences.**

December Recess: December 22 – January 2

Winter Break: February 20 – February 24

Spring Break: April 17 – April 21

## Truancy Procedures

At three (3) days of unexcused absences the following procedures shall be initiated: Applicable school staff shall notify the designated District Truancy Attendant Officer that a student is truant under the RCSU policy. The school shall provide the designated Truant Officer with applicable documentation.

Youth has accumulated 3 days of unexcused absences deemed truant

- Parent/Guardian contacted by designated Truancy Officer
- Documentation of possible truancy situation by Truancy Officer

Youth has accumulated 5 days of unexcused absences deemed truant

- School intervention. Include notification (5 day letter) to: Parent/Guardian, Principal, Home School Coordinator, Guidance, applicable teachers, and the Sherriff's office.
- Home visit may be conducted by designated Truancy Officer.
- Continued documentation of truancy by the Truancy Officer.

**Youth has accumulated 7 days of unexcused absences deemed truant**

- **School sets up meeting with members of the Child Protection team. Parents/Guardian are notified of the meeting and are required to attend (7 day letter sent to Parent/Guardian, Principal, Home School Coordinator, Guidance, applicable teachers; and the Sherriff's office). At this meeting the team will develop a plan of action to keep the youth in school, make referrals to the appropriate services, and continue documentation. Representatives from DCF, the Department of Children and Families, and Vermont Family Network are invited to this meeting.**
- **The team will follow-up with the suggested strategies identified at the meeting.**
- **Continued documentation of truancy situation by the designated Truancy Officer.**

**Youth has accumulated 10 days of unexcused absences deemed truant**

- **Affidavit is prepared by the designated Truancy Officer and filed with the Rutland County State's Attorney's Office. The affidavit includes all attempted intervention techniques.**
- **10 day letter is sent to: Parent/Guardian, Principal, Home School Coordinator, Guidance, applicable teachers, the Sherriff's office, and the RCSU Superintendent.**

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

### **School Transportation**

**School transportation shall be provided in a manner conforming with stature and consistent with fiscal and material capabilities of the West Rutland School Board. Transportation to and from school will be provided to students residing one mile or more from the school. Routes and schedules will be announced in a parent information notice prior to the start of school.**

**Riding the bus is a privilege and student have a responsibility to cooperate with the driver by following all safety rules Should it become necessary seats will be assigned. The privilege will be removed from students who do not behave appropriately. If an infraction occurs discipline referrals will be submitted by the drivers to the administration. Serious infractions may result in immediate suspension from riding school transportation.**

## **Bus Rules**

- **Be courteous; use no profane language. \***
- **Do not eat or drink on the bus.**
- **Keep the bus clean.**
- **Cooperate with the bus driver. \***
- **Do not smoke. \***
- **Do not damage bus or equipment. \***
- **Stay in your seat.**
- **Keep head, hands, and feet inside the bus. \***
- **Do not fight, push, or shove. \***

**\*Serious infractions may result in immediate suspension from riding school transportation.**

<b>First Offense:</b>	<b>Student receives warning</b>
<b>Second Offense:</b>	<b>One day bus suspension</b>
<b>Third Offense:</b>	<b>Three day bus suspension</b>
<b>Fourth Offense:</b>	<b>Five day bus suspension</b>
<b>Fifth Offense:</b>	<b>One month bus suspension</b>

**If a student continues to be disruptive they will not be allowed to ride the bus for the remainder of the school year.**

**In an effort to help support appropriate student behavior and to help maintain an accurate record of events when questions arise a video/audio camera has been installed and is operating on a Betcha Transportation school bus used by our school.. The taped material will be considered confidential and will be available for viewing by school administration and authorized personnel only.**

## **School Services**

### **Academic Guidance Counselor**

**The guidance counselor works with all students in grade K-12. The counselor will meet with students individually and in groups to assist with education issues and career/college planning.**

### **Family/School Coordinator**

**Our family/school coordinator and counselor provides direct service to students by assisting in the teaching of social skills, peer acceptance, cooperative learning, and self-esteem activities. Secondly, they serve as an advocate to the students; someone to whom they can turn when personal problems or individual stress become difficult to manage. Finally, they serve families of the students by assisting parents in meeting the needs of their children.**

## **Multi Tiered Systems of Support (MTSS)**

To support all students in the pursuit of their educational success West Rutland School offers a comprehensive system of support. It is RCSU policy to comply with state and federal laws concerning Act 117, Section 504 of the Rehabilitation Act and Special Education. Act 117 requires all schools to maintain a comprehensive system of educational supports and services resulting, to the maximum extents possible, in all students succeeding in the regular classroom. Consistent with the policy out school will ensure a range of effective educational supports and services will be available to all students. This includes special education services to those students who meet the criteria established by the rules and regulations of the State of Vermont. A parent with concerns about thier development should consult with the child's teacher to initiate access to educational supports and services. For more information on related policies please refer to our web page: [www.RCSU.Org/support](http://www.RCSU.Org/support). Or contact the Director of Student Support Services at 802-775-4342

## **Health Services**

Parents/Guardians are responsible for the health and well-being of their children and should use family physicians for regular health care. We do have a nurse (RN) available throughout the school day but parents should consider keeping their children home and contacting the child's physician if they have any of the following symptoms:

- Fever
- Diarrhea
- Earache
- Skin rash
- Enlarged glands
- Inflamed Ear
- Nausea and/or Vomiting
- Discharging Ear
- Itching Scalp

Children who have had a fever, vomiting, or other signs of illness during the night often need a day of recovery before coming to school. Please look closely at your child to evaluate whether they should attend school. The nurse is available for consultation as needed. At school the student's teacher and the school nurse will keep an eye on them for symptoms of illness. Parents will be called if the student needs to be sent home.

## **Medications:**

If your child needs any kind of medication during school hours state law and/or school policy requires the following:

- A physician's order for prescription medications.
- Written permission from the parent/guardian for over-the-counter medication.
- All medications must be brought to school in their original pharmacy containers and appropriately labeled by the pharmacist.
- Over-the-counter medications must in their original containers.
- Medications must be given to the school nurse for dispensing.

### **Medical Services Available**

- Illness assessment including ear and throat examination.
- Vision and hearing testing grades Pre-K, K, 1,3,5,7, 9, 12
- First aid for injury
- Periodic screening for pediculosis (head lice)\*

\*Parents/Guardians must check regularly for head lice. A child may be asked to leave school if lice are discovered by the nurse. Any child sent home with head lice or nits must see the nurse before returning to class.

### **Accidents**

During the school day all accidents must be reported immediately to the nurse. During extra-curricular activities all accidents must be reported to the supervisor, coach, and Athletic Director. An accident report form will be completed by the appropriate person.

### **Optional School Insurance**

Parents can enroll online by the use of a dedicated secure enrollment website or by calling 1-877-44-5014. The website address is <http://markel.sevencorners.com>. It allows parents/guardians to view all of the coverage and premium options, review Frequently Asked Questions, and purchase the insurance. Such policies are optional and are not sponsored by the school system. Students participating in extra-curricular sports activities are required to show proof of medical insurance.

## **Food Service**

### **School Lunch and Breakfast**

Breakfast and lunch is available each day at West Rutland School. Our provider is Fitz Vogt and Associates. There are many options for healthy lunches. Please encourage your children to eat lunch here at school. Items are available from the A La Carte for accounts with a positive balances.

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

### **RCSU: Student and Adult Meal Charge Account Procedure**

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

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

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

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

## **Emergency Lunch Procedure**

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

### **Breakfast Price**

Student: \$1.50

Adult: \$1.50

### **Lunch Prices**

Student: \$2.65

Adult: \$3.50

## **Lunch**

Lunch will take place in the cafeteria ONLY unless students are supervised by a staff member.

## **Snack Time**

Students should bring healthy snacks for their morning break. Some snacks are available in the cafeteria at an additional cost. This is not part of the regular lunch program.

## **Food & Drink**

No food or drink will be allowed outside the cafeteria unless under supervised conditions. This includes gum and candy. Water will be allowed in classrooms and hallways as long as the privilege is not abused by students. Water, milk, and juice are permitted during break time.

## **Library-Media Service**

### **The Library-Media Center**

Students have access to the school library every day. The library is a resource for class work, research and recreational reading. Increased technology, internet access and multimedia equipment have expanded the learning opportunities for our students. Students and parents/guardians are welcome to borrow materials at any time, as long as they have no overdue materials; overdue books can result in loss of privileges.

## **School Property**

Students are responsible for all property loaned to them by the staff. This includes text books, library books and materials, athletic equipment, uniforms and any other school owned property. If a student loses or damages property, the student will be charged the replacement cost. Report cards will be held until property is returned or money received. If neither is returned, in a timely manner, it will be considered theft and the sheriff's office will be contacted.

## **Computer Lab Procedure**

Students will be given an agreement requiring their signature and parent/guardian signature stating they will adhere to the Internet and Other Telecommunication Access policy. Students will not be allowed to use the networked computers without this returned form.

## **Acceptable Use of Electronic Resources and the Internet**

### **Purpose**

The RCSU uses electronic resources including the internet to support and enrich the curriculum, to allow students to benefit from access to electronic information resources and opportunities for collaboration that are uniquely provided by certain electronic technologies, and to enhance staff professional development. This policy is intended to ensure compliance with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

### **Definitions**

As used in this policy, the following terms shall be defined in accord with federal and, where the context clearly allows, state law.

1. Child pornography means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produces by electronic, mechanical, or other means, of sexually explicit conduct, where:
  - a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
  - b. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
  - c. Such visual depiction had been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
2. Harmful to minors means any picture, image, graphic image file or other visual depiction that:



- a. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
  - c. Taken as a whole lacks serious literary, artistic, political or scientific value as minors.
3. Technology protection measure means a specific technology that blocks or filters internet access to visual depictions that are obscene, child pornography or harmful to minors
4. Minor means an individual who has not attained the age of 18.
5. Computer means any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.
6. Access to internet means a computer that is equipped with a modem or is connected to a computer network that has access to the internet.

## **Policy**

Access to district electronic resources including the internet will be available to students and staff who agree to abide by the requirements of this policy. User agreements, except as otherwise described in the policy, will be required prior to allowing an individual unsupervised access to district electronic resources. The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for the content of any information that is retrieved via the internet.

The use by students, staff or others of district electronic resources is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action for misuse of its electronic resources. The district shall cooperate to the extent legally required with local, state and federal officials in any investigation concerning or related to the misuse of the district's internet, computers or network.

The district shall work to ensure internet safety for minors by taking steps that include monitoring the online activities of minors and the operation of technology protection measures with respect to any of its computers with internet access that protect against access through such computers to visual depictions that are obscene, child pornography or harmful to minors.

The following materials, in addition to those stated in law and defined in this policy, are inappropriate for access by minors:

- Defamatory
- Lewd, vulgar, or profane
- Threatening
- Harassing or discriminatory
- Bullying
- Terroristic

The district shall operate technology protection measures during the use of any of its computers with internet access, including those computers not accessible to minors, which protect against access through such computers to material inappropriate for minors, including but not limited to, visual depictions that are obscene or child pornography.

### **User Responsibilities**

During school hours, users may access electronic resources including the internet for school related purposes only. The term “school related purpose” includes use of the system for classroom activities, which may involve email communication, career development, and curriculum driven research. It also includes use of the system for other school activities such as sports, other co-curricular activities and school sponsored fund raising activities.

The district may provide email access for students and staff. Students and staff may use real-time electronic communication, such as chat or instant messaging (only for specifically organized educational activities).

Students will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using electronic communications including the internet.

All users of district electronic resources are expected to act in a responsible, ethical and legal manner. Specifically, the following uses are prohibited:

- Commercial or for-profit users.
- Product advertisement or political lobbying.

- **Bullying or harassment.**
- **Offensive or inflammatory communication, including hate mail, discriminatory remarks or “sexting”.**
- **Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.**
- **Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.**
- **Inappropriate language or profanity.**
- **Impersonation of another user.**
- **Loading or using unauthorized games, programs, files or other electronic media.**
- **Disabling or bypassing the internet blocking/filtering software without authorization.**
- **Accessing, sending, receiving, transferring, viewing, sharing, or downloading confidential information without authorization.**
- **Plagiarism.**

**Students and staff may access the district’s electronic resources for limited personal use. Limited personal use of the district’s electronic resources including the internet shall be allowed if permission is granted by the superintendent of his or her designee in advance, and the use:**

- **Imposes no tangible cost to the district;**
- **Does not unduly burden the district’s electronic resources;**
- **Occurs during non-instructional time and does not impede other student or staff access for educational purposes; and**
- **Does not violate this policy.**

### **Parental Notification and Responsibility**

**Each school will provide written annual notice to parents/guardians about student use of district electronic resources including the internet, the policies and procedures governing their use, and the limitation of liability of the district. Parents/guardians must sign a document if they choose not to allow their child(ren) to access district electronic resources including the internet and return this agreement to the school before access will be granted. Students 18 years of age or older must sign their own agreement. A signed user agreement will not be required when students are using school computer for research as part of a course requirement and the use is supervised by a responsible adult. To see the full ELECTRONIC RESOURCES & THE INTERNET POLICY please visit [www.RCSU.org](http://www.RCSU.org).**

## **Extra-Curricular Activities**

Copies of the extra-curricular policy are available from the Associate Principal. The Athletic Director and/or coach/advisor will meet with each team/group at the beginning of the season to distribute the policy.

Extra-curricular activities such as athletics, field trips and clubs are an integral part of a school's operating environment. These activities often have an inherent risk of injury to students who choose to participate in them. Because of this risk, parents/guardians should be made aware that children who participate in these activities do so at their own risk. The district does not assume any financial responsibility for student medical or hospital expenses arising out of participation in such activities.

The financial responsibility for securing care for student injuries is a matter between parent(s)/guardian(s) and their health care provider. The multi-line program does not provide any direct coverage for such injuries.

The school district's coverage applies only in the unlikely event it is found to be negligent in its duties associated with a particular extra-curricular activity.

### **Band**

Students in grades 4-6 can join elementary band, which meets once a week. Instrumental music lessons are scheduled during academic times throughout the school day, and students are responsible for missed work.

### **Students in Grade 7-12**

Sports: Fall, Winter, and Spring

Student Council

Drama

Jazz Band

National Honor Society

Select Chorus

All State Parade and Districts

Jazz Band and Select Chorus (grades 6-12) ensembles meet before and after school. Students must be part of the curricular music program and may participate with permission from the instructors.

Chorus and band students must have band and/or chorus on their academic schedule. All students will receive a letter grade and are required to attend all performances. Grade 6-12 concert attire is black and white. There are no exceptions. Any student who is not properly attired will not be permitted to

perform, at the expense of their grade. Band and chorus members will need to sign the agreement page of the music department handbook. Instrumental music lessons are scheduled during academic times throughout the school day, and students are responsible for any missed work.

## **Athletics**

The West Rutland School program may have as many as 12 separate athletic teams playing at one time so scheduling space and time is a complicated process. Varsity athletic teams will be given precedence over practice times and game scheduling as required by the Vermont Principals' Association. All games and practices are held according to the rules and regulations of the Vermont Principals' Association and Marble Valley League. These regulations govern when games must be played, how many are played and the length of season.

Every effort is made to create a schedule of games and practices that allow all participants to benefit from our athletic program and to keep conflicts to the minimum.

## **Fund Raising**

All fund raising projects must be approved by the Associate Principal in advance of the activity. Every effort will be made to share available time and resources.

## **Parent Teacher Community**

### **West Rutland PTC**

The West Rutland PTC is designed to promote healthy activities to build community and foster positive relationships. Please contact the main office if you are interested in joining our Parent-Teacher community.

## **Dances**

- Dances must be sponsored by West Rutland School organizations.
- The sponsoring organization is responsible for chaperones, police, clean-up and any other expenses.
- Dances are scheduled from 7:00 p.m. to 10:00 p.m.
- No "open dances" are permitted.
- Not more than one dance per month will be scheduled.
- Dances must be scheduled through the Associate Principal.
- Guest passes will be issued.
  - Pass must be obtained one week in advance of the designated dance.
  - Only one guest per West Rutland student.
  - Guest must be approved by the administration.

- Guest must be under the age of 19. West Rutland student is fully responsible for the behavior of their guest.
- The administration reserves the right to issue or deny a guest pass.
- Once students enter the dance they are expected to remain until they leave for home. Once a student leaves a dance they are not permitted to re-enter.
- Students must be in attendance at school the entire day of the dance.
- Students are not permitted to bring food and/or beverages to the dance. However, the sponsor may sell food and/or beverages at the dance.
- Glow sticks and laser pointers have been determined to be hazardous and are not permitted at dances.
- Students must leave or be picked up promptly at the conclusion of the dance.
- Students must adhere to the school dress code.

## **Progress Reports and Report Cards**

Grades K - 2 will receive report cards on January 20 and the last day of school.  
 Grades 3 - 4 will receive report cards on November 4, January 20, April 7, and the last day of school.

Grades 5 - 12 will receive progress reports and report cards each quarter.

Please see the schedule below:

<b>Progress Reports Mailed</b>	<b>Marking Period Ends</b>	<b>Report Cards</b>
September 30 <sup>th</sup>	October 28 <sup>th</sup>	November 4 <sup>th</sup>
December 9 <sup>th</sup>	January 13 <sup>th</sup>	January 20 <sup>th</sup>
March 3 <sup>rd</sup>	March 31 <sup>st</sup>	April 7 <sup>th</sup>
May 12 <sup>th</sup>	Last Day (of School)	Last Day (of School)

### **Parent Conferences**

Parent-teacher conferences will be held on November 4 and April 6. All students will be dismissed early on parent-teacher conference days.

### **Special Events to Remember**

Open House – September 14	Holiday Concerts - TBA
Homecoming – September 17	National Honor Society Inductions - TBA
School Pictures – October 3	All State Parade - TBA
WRS Halloween Parade – TBA	Prom - TBA
Night of Shining Stars – March 21	Spring Concerts – TBA
Class Night – June 8	
Graduation – June 9	

## **Testing**

**PSAT:** All juniors are encouraged to sign up to take the PSAT in the Guidance Office.

**SAT:** Fall Dates available; register for a test at:  
<https://sat.collegeboard.org/register>

**ACT:** Fall Dates available; register for a test at:  
<http://www.actstudent.org/regist/dates.html>

If a student believes they qualify for a fee waiver for the SAT or ACT, or are interesting in learning more, please see Mrs. Louiselle in the Guidance Office.

## **Field/Class Trips**

Permission slips signed by parents/guardians are required for all field trips. Class trips may be planned throughout the year. (Class trips not tied to the curriculum are a privilege that can be revoked by the teacher with administration approval.) Students can maintain this privilege by being in good academic and behavioral standing, current with all work, and by following attendance/tardy procedures. Good behavioral standing is defined as having received no more than two behavioral referrals with consequences four weeks prior to a given trip and not receiving any suspension four weeks prior to a given trip. Suspensions throughout the school year that are a result of poor choices regarding safety can result in the revoking of trip privileges at the discretion of administration.

## **Chaperones / Volunteers**

In the event teachers need additional chaperones or classroom volunteers, and depending on whether the chaperone/volunteer will supervise students, they will be required to fill out a Volunteer Background Check Release Form and be approved by the Superintendent. All overnight field trip chaperones will automatically be required to fill out the Volunteer Background Check Release Form.

### **Chaperones/Volunteers:**

- **Must report chronic or severe disciplinary issues to the supervising staff members.**
- **Must report violations (or what they consider to be violations) of policies to the supervising staff members.**
- **Must use appropriate and acceptable language at all times.**

- **Must abstain from using alcohol, drugs or medications that might affect their ability to be responsible for students while on field trips. Please do not smoke in the car or around students.**
- **Are prohibited from verbally harassing students or making physical contact intended to discipline (Exception: a student may be physically restrained as a last resort only when they are endangering themselves or others. In all cases, such restraint shall be reported to the building administrator). Harassment of any kind is forbidden.**
- **Should report any information of a personal nature or information which relates to child safety to the supervising staff member, school counselor or building administrator.**

## **Procedures**

### **Fire Drills / Crisis Drills**

Fire drills will be held in accordance with Vermont law. The times and circumstances of the drills are varied to help children learn appropriate procedures. Crisis drills will be conducted periodically throughout the year.

### **Student Visitors**

- **Visitor/Guest forms must be filled out and signed by an administrator.**
- **Arrangements must be made with the administration 24-hours in advance.**
- **Visitors must register in the office and secure a pass.**
- **Visitors cannot be incurring an absence at another school.**
- **Students are not allowed to bring children under age 5 to school.**
- **The administration has the authority to NOT admit a visitor.**

### **Hall Passes**

Students must have a written, dated, time of issue and staff signed pass to be in the hallway during their regularly assigned class periods. Students can expect to be asked for passes. Misuse of a pass will result in loss of the pass privilege and possible disciplinary action.

### **Supplies**

The majority of supplies are provided by the school. Classroom teachers may ask parents to purchase specific items. The cost will be minimal.

### **Student Placement Procedures**

Classroom rosters are created using a roster building process. We engage in this process to develop balanced, heterogenous classrooms. Our classrooms



are balance based on gender, academic performance, behavior, learning and social-emotional needs. Our roster building team consists of classroom teachers, special educators, the family/school coordinator and administration.

### **Parent Request for Placement**

Parents may provide input into their child's placement by submitting a letter to the Principal by May 1. Placement requests will be shared with the roster building team members. All written placement requests must clearly state the educational reasons for making the request. The request must include two placement options. All written requests will be considered; however, there can be no guarantee all requests will be honored. Any requests made after the May 1 deadline, or do not include two placement options and state clearly the reasons for the request, will not be considered. For new summer enrollments, parents may request placement for their child following the Parent Request for Placement Procedure.

If you make a request and it is honored, a request for the subsequent year will not be considered.

Placement decisions with extraordinary circumstances will be reviewed on an individual basis. Administration reserves the right to make the final decision for all roster placements.

### **Student Dress**

Student apparel should be neat, clean, and suitable for school activities. Articles of clothing depicting messages contrary to a proper environment or climate of the school are inappropriate to wear. Inappropriate t-shirts, bare midriffs (no bellybuttons), mesh (see-through) tops, and spaghetti-strap shirts are not permitted. Any apparel that promotes or seems to promote the use of alcohol, tobacco, or illegal substances, or is vulgar or profane are not permitted. Students in grades PK-8 are not permitted to wear hats in school.

### **Hats**

Students in grades 9-12 may be asked to remove their hats:

- During assemblies
- During tests of any kind
- In classrooms; unless the teacher gives permission
- During the Pledge of Allegiance
- In meetings, in offices, and other places/times of respect

## **Public Displays of Affection**

Students show respect for themselves and their peers. Public displays of affection are not appropriate in school. Any conduct more intimate than hand holding will be considered inappropriate behavior in school.

## **Device Policy**

The Rutland Central Supervisory Union strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. To provide a learning environment free from distraction use of personal devices during class time is at the discretion of the classroom teacher. If such items are brought to school, the student is responsible for their safekeeping. The school is not liable for such items. Violation of this expectation, or the technology use policy, may result in a range of consequences including confiscation until a parent meeting occurs. All devices must be registered with Rutland Central Supervisory Union.

## **Student Retention**

Retention will be based on multiple assessments, social and emotional needs. Retention will be the decision of the school's educational team in collaboration with parents. Any student considered for retention must have a prior referral to the Educational Support Team.

## **Board Policy, Federal and State Law, RCSU Policy Manual**

RCSU develops and maintains policies followed in all of our schools. Students and parents are encouraged to consult the district's policy manual for a comprehensive listing of all district policies, many of which are not included in this handbook. The Policy manual can be accessed online at [www.RCSU.org](http://www.RCSU.org).

## **Grades and Course Information Grades 5-12**

### **FLEX Block**

WRS is looking to support our students in grades 5-12 with a daily Flex Block. The intent of our Flex Block is to provide students with opportunities to access their teachers, and vice versa, for support within the school day. This structure will allow students to have greater access to their teachers who will provide additional support in the development of skills and proficiencies. Our Flex Block is designed based on the individualized needs of our students. As we begin to implement the Learner-Centered Model, Flex Block will provide opportunities for assistance in enrichment and remediation, and offer students the ability to take ownership of their learning.

The Flex Block will be used to support student learning, improve academic achievement, assist with post-secondary school planning, promote student wellness, and develop a greater sense of school community. (Students may be engaged in academic support in small group and/or one-on-one instruction.)

### **Honor Roll**

**High Honors** – A student must have a 93 average with no grade below 90 in any subject.

**Honors** – A student must have an 85 average with no grade below 80 in any subject.

\*Students must be enrolled in a minimum of five classes to be eligible for honor roll.

### **Grading System**

<b>A+</b>	<b>=</b>	<b>97 – 100</b>
<b>A</b>	<b>=</b>	<b>93 – 96</b>
<b>A-</b>	<b>=</b>	<b>90 – 92</b>
<b>B+</b>	<b>=</b>	<b>87 – 89</b>
<b>B</b>	<b>=</b>	<b>83 – 86</b>
<b>B-</b>	<b>=</b>	<b>80 – 82</b>
<b>C+</b>	<b>=</b>	<b>77 – 79</b>
<b>C</b>	<b>=</b>	<b>73 – 76</b>
<b>C-</b>	<b>=</b>	<b>70 – 72</b>
<b>D</b>	<b>=</b>	<b>65 – 69</b>
<b>F</b>	<b>=</b>	<b>Below 65 (No Credit)</b>
<b>I</b>	<b>=</b>	<b>Incomplete – Must be made up within two weeks unless further extension is granted by administration.</b>

## **Make-Up Work**

A student will be allowed to make up work missed during an EXCUSED ABSENCE and receive credit for the work. It is the student's responsibility upon returning to school to immediately contact their teachers and set up a schedule to complete work missed during the absence. **The amount of time allowed for make-up work to be completed will be equal to the number of days the student was absent from school.** This amount of time will begin on the day the student first returns to school. Failure to meet the deadline for the completion of make-up work may result in the student receiving a zero for all missed assignments.

## **Grades 7 & 8 Information**

All rules in the School Handbook apply, and to clarify or extend:

- Students should use bathrooms and go to lockers between classes or during morning break time, except in cases of extreme emergency.
- Students will not be allowed to carry backpacks into classrooms.
- Students will sign in and out every time they leave class, and students will also obtain a written pass from a staff member for travel off the third floor.
- Students will use stairwells for travel only ~ not as a place to "hang out."
- Students who make a mess in the hallways, stairwells, bathrooms, or classrooms will be expected to clean it up either during break, lunch, elective period, or after school.
- Students who owe textbooks, have excessive numbers of outstanding assignments, or incomplete math or language arts portfolios, will not be allowed to participate in certain activities and trips sponsored by the middle school team. Also, a student's behavior throughout the year or prior to an activity may be cause for exclusion from the activity.
- If a student is caught cheating, plagiarizing, or forging any work, the students may receive a zero for the work and parents will be notified. Cheating includes letting others copy your work.
- 7th and 8th grade students are expected to bring their assignment book to every class.
- Students will be granted a morning break, during which time it is expected that they will use the lavatories, go to lockers, socialize, and eat snacks. This break may be revoked for individuals or groups as deemed necessary by the Middle School Team. During break, students will be able to purchase snacks, pens, and pencils from the "snack bar."

## **Classes (7/8)**

The following courses will meet daily for the entire year for all 7- 8 students:

- **Math: Brian Audet**
- **English/Language Arts: Wendi Dowst-McNaughton**
- **Social Studies: Dennis McLaughlin**
- **Science: Jennifer Jackson**
- **Physical Education: Scott Maxham**
- **7th and 8th grade students will also have the option to join Band (Ms. Catherine Ott) and/or Chorus (Mr. Phil Henry). These selections meet all year.**

The following classes for enrichment rotate on a quarterly basis. These exploratory classes include:

- **Technology: Dawn Charron**
- **Spanish: Mary Margaret de Oquendo**
- **Art: Jill Dutton, Meghan Doherty**
- **Music: Phil Henry**

## **Student Retention (7 & 8)**

Grade 7-8 students will be required to attend summer school at West Rutland if they fail one full year course during the school year. If students choose not to take advantage of this opportunity, they will be retained in the course they failed. Students must engage in 25 hours of summer school for every core course they fail. If the student fails all 4 core courses they will be retained.

## **Grades 9-12 Information**

### **COURSE SELECTION**

Students work with the Guidance Counselor on selecting appropriate classes for the upcoming school year to ensure the student achieves the necessary credits to stay on track for graduation. It is extremely important to use care in registration and course selections. Once the student and a parent/guardian have signed the course registration, they have contracted to participate in all listed courses and/or listed alternatives. Much attention, and effort, is given to student registration and to creating a master schedule that provides the greatest number of students with the best schedule possible. West Rutland School reserves the right to make changes to course offerings based on student enrollment. All students, unless otherwise advised or directed, are required to take at least five (5) courses each semester. Students taking less than 5 courses will be considered part-time students and will not be eligible for class rank, extracurricular activities, etc.

When schedules are constructed and distributed to students prior to the opening of school, changes are restricted to the following categories:

- The student has no schedule or an incomplete schedule.
- The course is needed for promotion, graduation, or post-high school plans.
- The student has already passed and received credit for the course.

If a schedule change meets one or more of the above categories, students will have the first five (5) days of the school year to ADD or DROP a course. This can be done by completing a blue form found in the guidance office. Courses dropped after the first five days of school will carry either a withdrawn pass (WP) or a withdrawn fail (WF) notation. A WF impacts negatively on a student's GPA in the same manner as a failing grade.

Adding or dropping a course is a serious decision, which requires a meeting with a counselor; as well as parent, teacher and administration approval.

## **CLASS PLACEMENT**

Minimum required credits for grade placement are:

6 credits	Sophomore Standing
12 credits	Junior Standing
18 credits	Senior Standing

## **Alternative Educational Options**

- On-Line Courses
- Independent Study (with administration approval)
- Alternative Educational Opportunities
- Dual Enrollment options
- Early College program
- Internships (For HS credit)/Work Study: Paid (a student cannot be paid and get credit for the same experience).

## **Flexible Pathways**

Flexible Pathways is an active component to Act 77. It is defined as “any combination of high-quality academic and experiential components leading to secondary school completion and postsecondary readiness, which may include assessments that allow the student to apply his or her knowledge and skills to tasks that are of interest to that student.” This does not refer to a finite menu of pre-selected pathways from which a student must choose. Rather, it implies that there may be as many unique pathways as there are students. Such flexibility in students' experiences will require that school personnel, students, and parents

are familiar with school-based course offerings, virtual learning opportunities, community work-based learning opportunities, and dual enrollment options.

### **Vermont Virtual Learning Cooperative**

The Vermont Virtual Learning Cooperative (VTVLC) coordinates the efforts of Vermont public schools to offer online classes using an online Learning Management System (LMS). Our membership enables us to offer courses to students that we would otherwise not be able to offer, including an SAT prep course and additional Advanced Placement level courses (Please visit <http://www.vtvlc.org> for a complete list of course offerings).

Every VTVLC course is created to meet national standards of instruction and is taught by a highly qualified, Vermont State certified educator. Educators and students interact regularly through email, voice mail, telephone conversations, and a variety of Web 2.0 tools. Students are encouraged to contact the instructor with any questions as they arise. Instructors will communicate via telephone with students and their parents at least once every month while the student is enrolled.

Participation in VTVLC courses requires students to be self-disciplined and responsible enough to work independently. It is the student's responsibility to log on, complete and submit all work, and communicate with the course instructor. Students may not choose to take a VTVLC course if the same course is offered and/or fits in their schedule at West Rutland School. Please contact the Guidance Office for more information.

### **Dual Enrollment**

Designed for high school students who are academically prepared to enroll in college-level courses and could benefit from that experience, dual enrollment programs enable high school students to earn college credit while still in high school, reducing the time it takes to get a college degree and reducing the costs associated with college. The Vermont Dual Enrollment Program allows students to take up to two college courses at any of the five Vermont State Colleges tuition free—Castleton State College, Community College of Vermont, Johnson State College, Lyndon State College, and Vermont Technical College. Students can use up to two dual enrollment vouchers during their junior and senior years of high school. Please contact the Guidance Office for more information.

### **Early College Program**

Students may choose to enroll in an 'early college' program at one of Vermont's State Colleges, enabling them to receive high school credit for their senior year

while completing their first year of college tuition free. Please contact the Guidance Office for more information.

### **School Choice**

By March 1st, high school students may apply to attend any other Vermont public high school. Each Vermont public high school sets a limit on both the number of students who may leave to attend other schools and the number of students it will allow in from other schools. Please contact the Guidance Office for more information.

### **Independent Study**

If a parent and a student request consideration for independent study, the school will consider this request. Request must go through Guidance with approval from administration. Referrals can be made by teachers, parents, or 18-year old students.

### **Stafford Technical Center**

The Stafford Technical Center offers a variety of courses for juniors and seniors. Students **MUST** ride the bus to and from the Center unless granted written permission from both Stafford and West Rutland administration.

Please be advised that West Rutland School will provide Stafford Technical Center the names and addresses of students so they may be contacted and notified of technical center offerings.

### **High School Completion Program**

High School Completion Program allows a person not enrolled in school between the ages of 16 and 22 the option of completing their high school diploma through an individualized graduation plan. School districts shall award a high school diploma to persons who successfully complete their approved graduation education plans.

### **Graduation Requirements**

All students in grades 9-12 must successfully complete 24 credits in order to graduate. As part of these 24 credits, all students must successfully complete:

4.0 credits of English	1.5 credits of Physical Education
3.0 credits of Math	.5 credit of Health
3.0 credits of Science	1.0 credit of Business
1.0 additional credit of Math or Science	1.0 credit of Arts
3.0 credits of History (including 1.0 U.S. History)	6.0 Electives



## **Grade Point Averages / Class Ranks**

Grade point cumulative averages are calculated at the end of each school year for students in grades 9 through 12. During senior year, GPA is recalculated after the completion of the 2<sup>nd</sup> marking period for the purpose of selecting Valedictorian and Salutatorian and for determining class rank. All graded courses are included in the averaging of GPA. Non-graded or pass/fail courses are not included in calculating GPA.

## **Valedictorian and Salutatorian Selection**

Valedictorian and Salutatorian are selected at the end of the 2<sup>nd</sup> marking period senior year. Criteria for the selection of Valedictorian and Salutatorian is awarded to the top two senior students with the highest GPAs (grade point averages).

A student must have matriculated in West Rutland School a minimum of four (4) consecutive semesters to be considered for the above mentioned recognition.

## **Graduation / Class Night Ceremony**

Graduation and Class Night are considered to be the most formal social occasions held at West Rutland School. Dress and student conduct during these occasions have been established through long standing traditions and are strictly enforced. Students may be denied participation for not following the established dress and/or conduct for graduation or class night. Students may also be denied participation in Graduation or Class Night for other disciplinary reasons. Copies of the conduct and dress code may be obtained from the administration.

## **Military Recruitment**

It is a federal requirement each public high school provide the military recruiters with student contact information. If you wish to opt out of this requirement, please make sure to note it on the annual registration form for your son/daughter.

## **National Honor Society**

The National Honor Society of Secondary Schools recognizes students who achieve and maintain high levels of scholarship, leadership, character and service. At West Rutland High School, the Robert F. Zimmerman Chapter of the National Honor Society is affiliated with, and is committed to, the goals of the National Honor Society. Thus, the Zimmerman Chapter follows national rules and guidelines with respect to NHS membership as outlined below:

**Selection** - In April of each year, the class ranks of all juniors, sophomores, and seniors are reviewed by the NHS adviser. Those sophomores with a cumulative average of 90 or above and those juniors and seniors with a cumulative average

of 88 or higher who are not already members of NHS are invited to submit an individual Student Activity Information Form. The form and supporting essay must be hand-delivered to the NHS adviser by a specified date and time. No late submissions are accepted. In addition, in order to be considered for membership, a student must have completed at least one full year of study at WRHS.

The Student Activity Information Form should include detailed information covering a student's co-curricular activities and leadership positions as well as evidence of at least 20 hours of volunteer work in community service projects done outside of school hours. The volunteer work must be in addition to any such service required as part of an academic course.

Student forms must include the signatures of adult supervisors or event organizers as verification of the number of hours of student participation. Since it is sometimes difficult to locate a supervisor or event organizer from a previous year, students are encouraged to ask for written verification of their participation in activities and events as they complete them. They may submit photocopies of these certificates, etc., along with their Student Activity Information Form in lieu of obtaining the signatures.

The final section of the form is an essay on why each candidate believes he or she is qualified for NHS membership based on his/her scholarship, leadership, character, and service. The submission of the essay and required information in no way implies automatic acceptance into the NHS. In short, selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership.

The local selection committee known as the Faculty Council consists of five members chosen by the Principal, with the NHS adviser acting ex-officio, as a non-voting sixth member. The Faculty Council first polls the entire high school faculty concerning their assessment of a student's scholarship, leadership, character, and service. The Council next reviews the Student Activity Information Form of each candidate with respect to the criteria for selection. Finally, the Faculty Council votes. Selection of each member to the chapter is by a majority vote of the Faculty Council.

Students elected to the National Honor Society are expected to maintain the highest standards of scholarship, leadership, character, and service throughout high school. If a member does not do so, the student faces probation or loss of NHS membership.

**Induction - Candidates are notified of the decision of the Faculty Council. An induction ceremony is held in April or May of each year. In accepting membership, students understand that they will be expected to continue to achieve the high levels of scholarship, leadership, character, and service for which they were elected.**

### **Membership and its Obligations**

**To be eligible for induction, students must have completed at least one semester at West Rutland High School. All members must maintain the GPA at which they were inducted or higher. They must continue to be involved in service activities, and to evidence good character and leadership. In addition, members must attend NHS meetings and participate in NHS fund raisers and service projects. A National Honor Society member who transfers to WRHS from another high school must bring a letter confirming his or her NHS membership from the former principal or chapter adviser. Once this letter is submitted to the WRHS adviser of NHS, the student shall be accepted automatically as a member of the Robert F. Zimmerman Chapter. Transfer members must meet the Zimmerman Chapter's standards within one semester in order to retain membership.**

### **Dismissal From NHS**

- **Members who fall below the standards which were the basis for their selection are promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, however, a member does not necessarily need to be warned.**
- **The Faculty Council determines when an individual has exceeded a reasonable number of warnings.**
- **In all cases of impending dismissal, a member has a right to a hearing before the Faculty Council.**
- **For purposes of dismissal, a majority vote of the Faculty Council is required.**
- **A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.**
- **Members may be placed on probation by the administration or the Faculty Council.**
- **The National Council and the NASSP hears no appeals in dismissal cases.**
- **Members who resign or are dismissed are never again eligible for membership or its benefits.**

# **Schoolwide Rules and Discipline Plan**

## **Respect Yourself Respect Others and Respect Your School**

At West Rutland School we believe all disciplinary practices and interactions must teach and promote responsibility and foster respect while maintaining the dignity of all. While holding true to the above beliefs, we believe a safe, positive learning environment is created for all students. We believe in the right of West Rutland students to be able to attend a safe and orderly school.

### **Respect Yourself**

**We take responsibility for our actions.**

**We resolve our conflicts.**

**We take responsibility for what we say or do.**

**We cooperate with others.**

**We use appropriate language in an appropriate tone.**

**We express feelings and needs with appropriate words.**

**We are on task, participate and complete activities.**

**We come to school.**

**We are on time for our activities.**

### **Respect Others**

**We respect others.**

**We listen to each other.**

**We don't use putdowns.**

**We don't bully others.**

**We don't tease others.**

**We don't harass others.**

**We keep our hands and bodies to ourselves.**

**We stay in our own space.**

**We are respectful to others belongings.**

**We are thoughtful of other students' rights to learn in a safe environment.**

### **Respect Your School**

**We help to keep our school clean.**

**We do not damage school property.**

**We use equipment appropriately.**

**We carry ourselves in a manner in and out of school that represents our school favorably.**

**West Rutland School is in the business of education. Sometimes students encounter difficulties, or make poor choices that require action by a teacher or an administrator. Students are advised to think before they act so the educational environment is not interrupted. Students are encouraged to avoid difficulties by thoughtful decision making through ongoing communication with peers and teachers.**

**In General:**

- **Any violation of local, state, or federal laws will be reported to the police.**
- **West Rutland Civil Tickets will be issued at the discretion of the administration and/or police.**
- **Students may be excluded from field, class, school, or team trips when students are felt to be unsafe to themselves or others.**
- **Consequences are at the discretion of the administration, and if aggravating circumstances exist, the disciplinary procedures printed in this handbook will be used merely as minimum penalties, and serious offenses may include long-term suspension or expulsions.**
- **The administration may also direct students to an alternative or additional consequence such as community service, restitution, or counseling.**
- **Students who are 504 or special education eligible will abide by the same school rules and consequences unless otherwise stated in the IEP or 504 plan. Consequences will be administered as governed by 504 or special education guidelines.**
- **Chronic or severe disciplinary or academic problems may cause a student to be referred to the Educational Support Team.**
- **Logical consequences may be added to listed consequences as appropriate. (Examples: Eating in the office after throwing food in the cafeteria, cleaning up a mess made by the violation, written report about violation by student.)**

**Aggravating circumstances can be any/or all of the following and may change or add to the consequence of the infraction:**

- **The existence of, and/or severity of, injury to persons(s), damage to property, and/or disturbance or significant disruption of the school or community.**
- **Situations which create safety risks, and/or participation in dangerous activity.**
- **Consideration of the vulnerability of the victim.**
- **Consideration of a student acting alone or in concert with others.**
- **Disciplinary offense which also includes unlawful conduct, such as sexual harassment.**
- **Consideration of the lapse of time (or interim progress) between offenses.**

- Situations in which upperclassmen have involved younger students in a violation; and/or whether multiple infractions occur within the same incident.

### **Classroom Expectations**

Violations such as talking out of turn, not having proper materials, throwing papers, inappropriate peer interactions, arguing, tardiness, etc. should be resolved at the classroom level between the teacher and student. Repeated violations will trigger a referral to the appropriate administrator. Expectations for students will be clearly communicated at the beginning of the school year to both students and parents/guardians. Any expectations beyond those appearing in the handbook will be in writing and sent home to parents/guardians by the classroom teacher.

### **Student Behavior Referral**

Referrals will be filled out for all disciplinary incidents. A copy will be mailed home.

### **Cheating, Plagiarism, and Forgery**

The acts of cheating, plagiarism, and forgery in connection with the academic endeavors or school processes or procedures are detrimental to the education process. Parents will be notified by the teacher.

### **Drugs & Alcohol**

Use or possession of drugs and alcohol will not be tolerated at West Rutland School. Students discovered to possess or be under the influence will be immediately suspended. Students will be released to parents or guardians. The length of the suspension will be determined by the administration. The police and the superintendent will also be notified immediately.

### **Tobacco & Tobacco Products**

West Rutland School enforces the state law that makes smoking on school property illegal. Smoking in a public building violates state law and offenders will be prosecuted. Smoking paraphernalia will be confiscated.

### **Fire Arms & Weapons**

Please see the West Rutland School Board policy which addresses fire arms complies with federal and state law.

## **Due Process**

Students have the right to due process including oral or written notice of charges that may be made against them. They must also have the opportunity to be given a hearing so they may present their versions of events. The U.S. Supreme Court has recognized that situations do not allow for students to have the same due process rights as adults unless a student is threatened with a long-term suspension when more elaborate safeguards may become necessary.

## **Rules for Specific School Areas**

### **Hallways & Lobby**

- A pass is needed except during passing times.
- Passes should have a written, dated, time of issue and be staff signed. Misuse of a pass will result in loss of the pass privilege and possible disciplinary action. Students should expect to be asked for a pass.
- Walk in hallways.
- Do not block walkways.
- Use appropriate language and contact.

### **Cafeteria**

- Students are expected to remain seated while eating.
- Students are expected to exhibit proper manners while eating.
- Students are expected to pick-up after themselves.
- Students are expected to eat lunch in the cafeteria only unless supervised by a staff member.

### **Playground / Recess**

- Use appropriate language
- Keep hands and feet to yourself
- Be kind with your actions

#### **Lining up**

- When the whistle blows, line up immediately.
- Once in line, hands are raised and there is no talking.
- No talking while walking into the building.

#### **Rules for Swings**

- You must sit in the swing – no lying down.
- You may not twist the chains when you are swinging.
- No jumping out of swings.

#### **Rules for the Slides**

- Go down the slide one at a time.
- Go down the slide feet first.

- You must sit when you slide.
- Do not walk up the slides.
- Stay off top of the tunnels.

### **Sliding**

- No more than two people to a sled.
- Please sit on the sleds.
- Slide down the center between the orange cones, walk up the hill on the sides.
- Must be wearing ski pants to slide without a sled.
- Sliding permitted only in marked areas.

### **Snowballs**

- No throwing snowballs. First offense – sit on bench. After that, name goes on clipboard.
- Kicking snow is not safe.

### **Winter Recess Guidelines**

- Be prepared! Wear boots, mittens, coats and ski pants.
- No boots; you will need to sit on the bench.
- Bring extra pants and socks to school. If you choose not to wear ski pants, no calls to home will be allowed.

### **When playground/recess rules are broken:**

- 1<sup>st</sup> time – Verbal warning
- 2<sup>nd</sup> time – Student will sit on the bench for five minutes
- 3<sup>rd</sup> time – Student will sit on the bench for the rest of that recess and loss of choice time. If a student needs to be sent inside for recess the following are the consequential steps:
  - 1<sup>st</sup> time – Verbal warning
  - 2<sup>nd</sup> time – No recess for one day
  - 3<sup>rd</sup> time – No recess for three days
  - 4<sup>th</sup> time – No recess for five days
  - 5<sup>th</sup> time – No recess for ten days/alternative to recess (during this period of time, the student will have to complete a social skills program with the family/school coordinator)
  - 6<sup>th</sup> time – No recess remainder of the school year/ or alternative activity

### **Alternative to Recess**

Eight social skills sessions committed to areas of need to help socialize with peers. This will be worked on during their traditional recess time.

- Accepting consequences
- Using self-control
- Making a complaint



- **Avoiding trouble**
- **Honesty**
- **Problem solving**
- **Negotiating**
- **Being a good sport**

## **Levels of Consequences**

### **Detentions**

Students may be required to stay after school for infractions in school. Detentions include teacher detentions and administrative detentions. If a student is asked to leave class because of disrespectful or disruptive behavior in class/study hall, he/she will be required to serve a 30-minute detention with that teacher either on that day or the following day. If the student fails to serve detention, the student will be required to serve an administrative detention for double the time. Students who do not show for administrative detention and have not made prior arrangements with the person assigning detention will automatically serve in-school suspension the following school day.

### **In School Suspensions**

Internal suspensions are for significant behaviors classified as serious infractions. Internal suspensions are also utilized when students fail to serve administrative detentions in the time allotted. Students are expected to complete their schoolwork and be on task during their suspension time. Internal suspensions do not count as an absence.

### **External Suspensions**

Students may be suspended for infractions that are serious in nature. External suspension refers to the temporary removal of the student from the school program. External suspensions are counted as an absence. Schoolwork is to be completed. Students have the same number of days as the suspension time to make up missed work. (Example: 2 days suspended, 2 days after the suspension to make up the work) It is the student's responsibility to check with each teacher on work missed. In the case of any external suspension, the student will only be readmitted to school after a reinstatement meeting with an administrator, the legal guardian and the student.

## **Alternative Learning Placement**

At times it is recognized a student is not able to be in a classroom setting for various reasons. When this is the case, the student may be required to serve a period of time in an alternative learning setting within the school, or out of school. While in this setting, the student will be required to complete the curriculum and instruction. If decided that a longer period of time is necessary, then the student's day and classes may be adjusted. It may have been decided that a student is not able to participate within the school building during regular operating times, they may be involved in a tutorial at a West Rutland municipal facility or utilize the school building after hours. The administrative team would manage the situation.

## **Accredited Alternative Education Programs**

The educational support team refers students to accredited programs within the district based on student need. Programs tend to be more hands-on; community based, and involves student interests and areas of strength.

## **Expulsion**

Expulsion is denial of school attendance by the West Rutland School District and may be for a period of up to one year. Expulsion may be recommended to the school board when a student's behavior is extremely disruptive. Upon the receipt of the principal's recommendation, the Superintendent shall schedule an administrative/board hearing. In the event expulsion is recommended, the custodial parent will be notified by registered mail prior to action by the Board of Education of the West Rutland School District.

## **Restitution**

May require one or more of the following:

- Restore to original condition
- Replace with an object of equal or greater value
- Return to rightful owner
- Respond for injury or insult (an apology in writing, community service, etc)
- Pay the financial value for the replacement cost of the damaged or stolen property

# **HARASSMENT, HAZING AND BULLYING PREVENTION**

## **I. Statement of Policy**

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

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

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

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

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

## **II. Implementation**

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under

this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)

2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.
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:
  - i. Is repeated over time;
  - ii. Is intended to ridicule, humiliate, or intimidate the student; and
  - iii. 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 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:

- i. 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:
  1. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
  2. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
  3. 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.
  4. 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.
  5. 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**

  - i. 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:**

    - ii. The goals are approved by the educational institution; and**
    - iii. 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.**
  - iv. With respect to Hazing, “Student” means any person who:**

    - 1. is registered in or in attendance at an educational institution;**
    - 2. has been accepted for admission at the educational institution where the hazing incident occurs; or**
    - 3. intends to attend an educational institution during any of its regular sessions after an official academic break.**
- i. “Notice” means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an**

employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

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

**Date Warned: West Rutland – August 3, 2015**  
**Date Adopted: West Rutland – September 21, 2015**



## **Designated Employees**

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

**Name: Joseph Harrington**

**Title: Associate Principal**

**Contact Information: Joseph.Harrington@RCSU.org or 802-438-2288**

**Name: Pamela Notte**

**Title: Family School Coordinator**

**Contact Information: Pamela.Notte@rcsu.org or 802-438-2288**

## **Off – Campus Misconduct**

Students may be disciplined for misconduct that occurs away from school when a sufficient connection between the misconduct and the legitimate interests of the school can be shown. School authorities may discipline a student for misconduct that does not occur on school property, on a school bus, or at a school sponsored activity where direct harm to the welfare of the school can be demonstrated. For the purpose of this plan, such misconduct will be referred to as “Off-Campus Misconduct.” When discipline for off-campus misconduct is necessary to protect the safety and well-being of other students, teachers or school property or the students own physical or emotional safety, or when the misconduct has a direct and immediate tendency to subvert the authority of the school by encouraging disorder or insubordination, discipline up to and including suspension or expulsion or an alternative learning placement for the remainder of the school year or up to 90 school days whichever is longer may be imposed.

Examples of off-campus conduct that impacts on the school and may result in disciplinary action include but are not limited to:

- possession, consumption or sale of illegal substances;
- harassment;
- hazing;
- cyber-bullying;
- criminal conduct; and
- violations of rules governing eligibility to participate in school sponsored activities.

When suspensions or expulsions are imposed for off-campus misconduct, the same procedural safeguards will be afforded students as are afforded students subjected to suspensions or expulsions for misconduct at school or school sponsored activities.

After consultation with administration, a faculty activity sponsor or coach may make rules, such as training rules, governing eligibility to participate in an activity. Students may be required to show that they have discussed the eligibility rules with their parents/guardians prior to participating in an activity. For example signing a form indicating that they are aware of the rules governing participation in the activity.

Participants in school sponsored activities, members of athletic teams or clubs and students planning to attend field trips may be barred or suspended from those activities or otherwise disciplined by school authorities for off-campus misconduct that violates the rules governing participation in those activities. Recurrent behaviors will result in an increase in school consequences. See Disciplinary Code listing.

### **Three Level Discipline System**

The three level discipline system recognizes that consistent adult responses to low-level challenging behaviors produces a positive school climate in which more serious infractions will be minimized.

Built on the prerequisite adult skills and system supports, the three level system is an explicit protocol to be used by adults when reacting to student misconduct. A range of student behavior is followed by appropriate adult responses with discretion based on the type of behavior. The three level system assigns responsibility for handling different levels of student behavior to specific adults.

School staff will respond to minor misconduct in settings in which they have supervisory responsibility such as classrooms, study halls or lunchrooms by following protocol within the system. Minor misconduct should not be referred to administration, unless efforts by the teacher to redirect the student result in non-compliance. Any serious infraction is immediately referred to administration followed by immediate behavior referral form.

Administration will inform teachers and other responsible adults of their responsibilities under the school discipline program. When staff is initially employed, they will receive copies of the staff and student handbooks and will be instructed by the Principal/Assoc. Principal on the protocols to follow when

encountering student misconduct. Prior to the start of each school year time will be devoted to the disciplinary responsibilities of adults.

The student handbook will include a complete statement of the discipline policies of the school. Each student will be given a handbook at the beginning of the school year, or if a student enrolls during the school year, upon enrollment. Students will be asked to take the handbook home and to review it with their parents. Parents will be asked to return signed statements to the school indicating that they have reviewed the discipline section with their children. The school's discipline plan will be available at the school office during normal business hours for review by any interested community member.

The school will provide information to all students on methods of conflict resolution, such as mediation and anger management. The administrative team will coordinate instructional and non-instructional activities of the school to ensure that where the curriculum does not address issues of student conduct, co-curricular and extra-curricular programs will prepare students to resolve conflict.

Not every incident of misconduct warrants parental contact, it is advised that teachers utilize the phones within their rooms to inform parents of student behavior, when deemed necessary. All referrals to the administration will result in parent contact by the utilization of behavior referral forms that will be mailed home in a timely manner. When a student is subject to short-term suspension out of school and it is necessary to send the student home before the end of the school day, the parent/parents will be contacted by telephone to pick that student up.

The following is a list of Consequences/Serious infractions and referrals that can be found within our three level discipline system.

### **Consequences:**

- Behavior referrals
- Teacher/student conference
- Teacher detention
- Parent notification
- Teacher/student/parent conference
- Mediation
- Sent to office / behavior referral
- Administrative detention
- Alternative learning placement
- In school suspension
- External suspension
- Expulsion
- Restitution
- Loss of privileges
- Law enforcement
- Work completed during free time
- In class time out
- Safe Schools Ordinance ticket

### **Serious Infractions:**

- Profane language/swearing
- Harassment toward staff/peer
- Refusal to comply
- Recurrent disrespectful behavior
- Vandalism
- Gross disrespect to staff
- Theft
- Cutting class
- Sale/distribution of drug, alcohol, tobacco
- Endangering school personnel
- Chronic violations of school or class rules
- Bullying
- Destruction of school property
- Possession or use of fireworks
- False accusation of harassment
- Making a bomb threat or hoax device
- Violation of Federal Weapons Law
- Assault & battery on staff member
- Arson
- On school grounds while externally suspended
- Threatening behavior towards staff
- Selling of contraband
- Physical aggression toward peer
- Passing inappropriate materials
- Forging note or signature
- Fighting
- Instigating a fight
- False alarm/911 call
- Disorderly conduct
- Sale of fireworks
- Assault & battery of peer
- Physical aggression to staff member
- Cheating
- Direct implied threat to school personnel
- Failure to serve administrative detention
- Leaving school grounds
- Lewd & lascivious conduct
- Possession of knife
- Possession of gun in school / property
- Possession of drug paraphernalia
- Possession of weapon
- Possession/use of alcohol
- Possession/use of drugs
- Refusing to follow directions
- Use and/or possession of tobacco and/or paraphernalia

### **Referrals:**

- Educational Support Team
- Family/School Coordinator
- Guidance
- Administration
- Crisis Team
- Law Enforcement

### **Safe School Ordinance**

Students and adults who pose an ongoing disruption to the learning process and who create an unsafe learning environment may be in violation of the Safe Schools Ordinance. Violation of the Safe Schools Ordinance is punishable by a civil penalty.

**Level 1  
Primary Responsibility  
(Teacher/Supervising Adult)**

<b>Student Behaviors</b>	<b>Teacher Behaviors</b>	<b>Consequences</b>	<b>Referrals</b>
<ul style="list-style-type: none"> <li>• Off task behaviors that can be redirected</li> <li>• Minor disruptions that can be redirected</li> <li>• Minor inappropriate verbal interactions that can be redirected</li> <li>• Unprepared for class</li> <li>• Inattentive to class work</li> <li>• Tardiness</li> </ul>	<ul style="list-style-type: none"> <li>• Supportive guidance back to task</li> <li>• Redirection</li> <li>• Planned ignoring</li> <li>• Interact (eye-contact/proximity)</li> <li>• Script               <ul style="list-style-type: none"> <li>- What are you doing?</li> <li>- What are you supposed to be doing?</li> <li>- What do you choose to do? (give two choices)</li> </ul> </li> <li>• Reflective/Emphatic Listening</li> <li>• "I" Statements</li> <li>• Supportive behavior to directive behaviors at appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher/student conference</li> <li>• Teacher detention</li> <li>• Parent notification (use your phones)</li> <li>• Teacher/student/parent conference</li> <li>• Mediation</li> <li>• Restitution</li> <li>• Time out in class</li> <li>• Work completed during free time</li> <li>• Loss of privileges</li> <li>• Logical consequences</li> </ul>	

**Level 2  
Primary Responsibility  
(Teacher/Supervising Staff/Administration)**

<b>Student Behaviors</b>	<b>Teacher Behaviors</b>	<b>Consequences</b>	<b>Referrals</b>
<ul style="list-style-type: none"> <li>• All Level 1 behaviors in which student unable to be redirected</li> <li>• Disruptions that interfere significantly with the learning of others</li> <li>• Dress code violations</li> </ul>	<ul style="list-style-type: none"> <li>• Student sent to office</li> <li>• Behavior referral</li> <li>• Directive behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher detention</li> <li>• Administrative detention</li> <li>• Behavior referral (mailed home)</li> <li>• In school suspension</li> <li>• Alternative learning placement</li> <li>• Restitution</li> <li>• Parent notification (use your phones)</li> <li>• Directed to change/cover up (Dress Code)</li> <li>• Confiscate/returned to parents</li> <li>• Loss of privileges</li> <li>• Work completed during free time.</li> <li>• Teacher/student/parent conference</li> <li>• Teacher/student conference</li> <li>• Mediation</li> <li>• Community service</li> <li>• Logical consequences</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Support Team (EST)</li> <li>• Guidance</li> <li>• Administration</li> <li>• Family/School Coordinator</li> </ul>

**Level 3  
Primary Responsibility  
(Administration)**

<b>Student Behaviors</b>	<b>Administrator/Teacher Behaviors</b>	<b>Consequences</b>	<b>Referrals</b>
<ul style="list-style-type: none"> <li>• All behaviors that are considered serious infractions</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate referral to administration</li> <li>• Immediate behavior referral</li> <li>• Participate in reinstatement meeting if student externally suspended</li> <li>• Provide work for student if internally suspended</li> <li>• Provide time for student to make up work for external suspensions</li> </ul>	<ul style="list-style-type: none"> <li>• In school suspension</li> <li>• External suspension</li> <li>• Expulsion</li> <li>• Law enforcement</li> <li>• Alternative learning placement</li> <li>• Restitution</li> <li>• Call home</li> <li>• Loss of privileges</li> <li>• Safe Schools Ordinance ticket</li> <li>• Long-term suspension</li> <li>• Counseling</li> <li>• Community service</li> <li>• Logical consequences</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Support Team (EST)</li> <li>• Administration</li> <li>• Law Enforcement</li> <li>• Family/School Coordinator (referred through administration/EST team)</li> <li>• Crisis Team</li> </ul>

It is important for parents and students to understand that any threat to the safety of any staff member or student, whether direct or implied, will be taken very seriously. The police may be involved and the student(s) may be temporarily or permanently removed from all school functions.

# West Rutland School Faculty & Staff

Ph. 802-438-2288 Fax. 802-438-5708

Sarah Merrill– Principal

Joseph Harrington - Associate Principal / Athletic Director

Tapestry Program - 802-779-7431

Email Addresses: first name . last name@rcsu.org

Lauren Louiselle –Guidance  
Pamela Notte – Family/School Coordinator  
Suzanne Brewster – School Nurse  
Dawn Charron – Media Center

Kathy Hogan - Receptionist  
Lynn Ackerman - Registrar/Adm. Assistant  
Meghann Dayton – Adm. Assist./Bookkeeper

## ELEMENTARY

Marie Coombs – Kindergarten  
Dawn Daley – Grade 1  
Meghan Doherty – Elementary Art  
Philip Henry – Elem. Music & Chorus  
Kelly Markowski– Grade 2  
Susannah Maxham – Grade 3  
Mary Ojala – Kindergarten  
Catherin Ott – Elem. Music & Band  
Christine Pawlusiak – Grade 4  
Kayla Poljacik – Grade 1  
Tosh Stickney – Elem. Physical Educ.  
Erin Therrien – Grade 2  
Jessica Thurston – Grade 4  
Kathy Turgeon – Grade 3  
Joy French – Early Essential Education  
Judith Lashof- Reading Specialist  
Heather Proctor – SLP  
Amy Roy – Reading/Math Specialist

## PARA EDUCATORS

Beverly Brookman  
Jenna Charron  
Gail Dorman  
Don Dunchus Jr.  
Jen Heath  
Jamie Hopp  
Kimberley Metcalfe  
Janine Nilsen  
Fred Plaisance  
Lois Vitagliano  
Linda Wedin

## GRADES 5 / 6

Karen Ames – Language Arts/ Social Studies  
Nancy Burke-Bruno – Lang Arts/Social Studies  
Carisa Chadburn – Math/ Science  
Deanna Rodolfy – Math/ Science

## GRADES 7-12

Jenna Abatielle – Science  
Brian Audet – Math  
Jessica Audette - English  
Wendi Dowst-McNaughton – Language Arts  
Jill Dutton - Art  
Zach Eastman – English  
Jennifer Jackson – Science  
Scott Maxham – Physical Education  
Dennis McLaughlin – Social Studies  
Matthew Olewnik - History  
Mary Margaret de Oquendo – Spanish/ AP Eng  
Julia Pipeling – Math  
Mikayla Taylor – Math

## SPECIAL EDUCATORS

Kyri Cimonette  
Joy Hart  
Wanda Spatzer – Integration Specialist  
Robin Turner  
Suzanne Buck

## CUSTODIANS

Elmer Jones – Head Custodian  
George Mills  
Alice Parker  
Carl Serrani

## CROSSING GUARD

Adires Swan

## **Administrative Directory**

**Superintendent's Office**

**16 Evelyn Street**

**Rutland, VT 05701**

**Phone 775-4342 Fax 775-7319**

**Visit our schools online: [www.rcsu.org](http://www.rcsu.org)**

**Superintendent  
Dr. Debra Taylor  
Ext. 103**

**Director of Technology  
Gregory Connors  
Ext. 110**

**Director of Student Services  
Christine Kamm  
Ext. 105**

**Business Manager  
Brittany Gilman  
Ext. 106**

**Curriculum Coordinator  
Adam Rosenberg  
Ext. 104**

**Administrative Assistant to  
the Superintendent  
Donna Tucker  
Ext. 101**

**School Board Directory  
Blake Cushing, Chairperson  
Francesca Girardi  
Tom Callahan  
Lisa Garcia  
Kristy Cardi**

**All citizens are welcome to attend School Board meetings. The School Board meets on the first and third Mondays of the month. School Board agendas are posted in several locations: school, library, municipal offices, and the RCSU Central Office. Agendas and minutes are posted on the school and RCSU websites.**



AUGUST - 2016				
M	T	W	TH	F
22	23	24	25	26
<u>29</u>	<u>30</u>	<u>31</u>		

STUDENT DAYS 1  
TEACHER DAYS 4

SEPTEMBER - 2016				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

STUDENT DAYS 21  
TEACHER DAYS 21

OCTOBER - 2016				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

STUDENT DAYS 20  
TEACHER DAYS 21

NOVEMBER - 2016				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

STUDENT DAYS 18  
TEACHER DAYS 18

DECEMBER - 2016				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

STUDENT DAYS 15  
TEACHER DAYS 15

JANUARY - 2017				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
<u>30</u>	31			

STUDENT DAYS 19  
TEACHER DAYS 20

## West Rutland School 2016-2017 School Calendar

Teacher Flex Day  
8/29 RCSU In-Service  
8/30 WRS In-Service  
8/31 School Begins

9/5 Labor Day, No School  
9/14 Orientation/Open House

10/21 RCSU In-Service, No School  
10/28 End of First Quarter

11/4 Report Cards Issued  
11/4 Parent Conferences, Early Release K-12  
11/11 Veterans Day, No School  
11/23-11/25 Thanksgiving Break

12/22-1/2 December Recess

1/16 Martin Luther King, Jr. Day, No School  
1/15 End of Second Quarter  
1/30 RCSU In-Service, No School

2/20-2/24 Winter Break

3/17 RCSU In-Service, No School  
3/21 Night of Shining Stars  
3/31 End of Third Quarter

4/6 Parent Conferences, Early Release K-12  
4/17-4/21 Spring Break

5/29 Memorial Day, No School

6/9 Graduation  
6/16 Last Day of School

*Bold = Early Release*  
*Shaded = Holiday/Vacation*  
*Underlined = In-service Days, No School*

Total Number of Student Days - 180  
Total Number of Teacher Days - 186

FEBRUARY - 2017				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

STUDENT DAYS 15  
TEACHER DAYS 15

MARCH - 2017				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

STUDENT DAYS 22  
TEACHER DAYS 23

APRIL - 2017				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

STUDENT DAYS 15  
TEACHER DAYS 15

MAY - 2017				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

STUDENT DAYS 22  
TEACHER DAYS 22

JUNE - 2017				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21		

STUDENT DAYS 12  
TEACHER DAYS 12

*\*Please be aware that school days may be scheduled during these days to make up for cancellation of scheduled school days.*