

**WEST RUTLAND SCHOOL**

**Student Parent  
Handbook  
Grades Pre K - 6**

**2015 – 2016**



***HOME OF THE***

***GOLDEN HORDE***

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# **School Information**

## **WEST RUTLAND SCHOOL** **HOME-SCHOOL COMPACT 2015 / 2016**

### **TO HELP ALL CHILDREN ACHIEVE HIGH STANDARDS**

#### **Teachers will:**

- provide evidence of individual achievement respectful of student need through ongoing 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 work
- attend to physical needs by assuring rest, proper nutrition and necessary medical attention
- assure regular and punctual 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 his/her behavior

### **INTRODUCTION**

It is our hope that by providing all families with a copy of this document, communication between home and school will improve.

### **EQUAL EDUCATIONAL 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, sex, sexual orientation, disability, age, marital status, or any other legally protected status under federal or state law. Appropriate measures will be taken within the context of Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973 guidelines and regulations to insure such compliance.

### **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 and law enforcement unit personnel); a person serving on the School Board; a person or company with

whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist) or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school will also release student records without prior consent or authorization under certain other exceptions including: government officials and authorities as required by law, in health and safety emergencies, in connection with the application and receipt of financial aid; if required by state law, to accrediting organizations carrying out their official functions and to comply with a judicial order or lawfully issued subpoena after having made a reasonable effort to notify the parent or eligible student of the order or subpoena. Student information is provided to the State of Vermont concerning certain incidences of discipline and student behavior including: bullying, harassment, physical restraint, suspension and long-term suspension.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office administering FERPA is Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that student directory information is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent or prior authorization. The purpose of releasing such information is to enable the district to publish newsletters, yearbooks, directories and similar publications, and to release information to media outlets concerning student academic and athletic achievements. If a parent, guardian, person acting as a student's parent/guardian, or the student (if 18 or older), does not want the district to release the directory information listed below, they must notify the district in writing within 10 days of receiving this document that they don't want directory information released. If no written request is received in a timely manner, the school will disclose directory information without prior consent.

#### **DIRECTORY INFORMATION**

The following directory information may be released, as stated above, without obtaining parental consent: student's name, parent's name, address, telephone number, electronic mail 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, such as the PTC, at the discretion of the principal. 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 participation in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent.
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 as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marking 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 PSD 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 PHS and the Principal or his designee will notify you 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.

### **TITLE I PROGRAMS**

Title I funds assist us in providing a high quality education for all students through supplemental learning experiences for students who may need extra support in meeting key standards in reading and/or math. Annual allocation of Title I funds is based on a school's annual Free and Reduced Lunch data.

### **HIGHLY QUALIFIED TEACHERS (HQT)**

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

- Certification(s)
- College major/graduate certification or degree held by the teacher;  
and/or
- Qualifications of the paraprofessional (if paraprofessional services are provided)

Families seeking information concerning their child's teacher's qualifications should contact the school principal.

### **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.

### **RCSU 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.

### **NO CHILD LEFT BEHIND**

Notification per NCLB law: The No Child Left Behind law requires notification to parents that they may request information on the professional qualifications of their child's teachers. Please regard this as a statement of such notification for the purpose of meeting the requirement of the law. If any parent wishes to exercise this option, please contact the building principal for further information on how to proceed.

### **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 court-appointed guardians reside. Verification of residency is required. Misrepresentation of residency is a violation of State law. Notification is required if residency changes during the school year. Any non-residents are required to pay tuition.

### **HOMELESSNESS**

Parents and students within RCSU member districts should inform the RCSU Homeless Education Liaison (Student Services Director) at 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.

### **PROBLEM SOLVING/CHAIN OF COMMAND**

We are committed to providing the highest level of support for your child. However, there are times when problems do 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 with the Teacher.
  2. Talk with the Counselor and the Teacher together.
  3. If the problem is still unresolved, schedule a meeting with an administrator.
  4. You will be referred to the Superintendent if the administration cannot resolve the problem to your satisfaction.
  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 will be open from 8:00 a.m. until 3:00 p.m. to check on any misplaced property.

### LOCKERS

Lockers are available to students in grades 3 & 4. Students in grades 5 & 6 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. West Rutland School is not responsible for any losses from unlocked lockers or items left on top of lockers.

### RECESS

Students in grades K-4 have a supervised recess. Students will participate in recess each day; weather permitting, and should come prepared with appropriate outerwear. It is recommended that all outerwear have suitable identification. In the winter, boots are required for outside recess. It is suggested students have shoes with them each day or they may choose to leave a pair of shoes at school.

## SCHOOL OPERATIONS

### WHAT TIME IS SCHOOL?

**GRADES K- 4 7:45 A.M. - 2:32 P.M.**

**GRADES 5 & 6 7:45 A.M. - 2:28 P.M.**

**Children must be supervised and may not be dropped off prior to 7:00 a.m. This is for the safety of all students.** Students must report to the cafeteria; until class begins at 7:45 a.m. For the safety of the children, the front doors will be locked again by 8:00 a.m. **The school day concludes at 2:45 with the exception of Tuesday. We will have early dismissal every Tuesday at 2:00 p.m.**

### STUDENT DROP OFF/PICK-UP

Students should be dropped off and picked up at the sidewalk at the drop off and pick up zone. Students should exit/enter car doors on side walk side only. Please pull you 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 an available parking space.**

**TARDY** – Students are required to be in their class at 7:45 a.m. Attendance will be taken. After 7:45 a.m., students will be required to go to the main office for a pass. If a parent/ guardian knows their child will be tardy, absent or in need of an early dismissal, the office staff requests notification. Please call the school at 438-2288.

### LATE DROP OFF/PARENTAL VISITS

Our security system on the interior front door will be activated at 8:00 a.m. and will remain locked while students are in the building. We appreciate your cooperation as we increase security for our students and staff. Students should check in at the office and proceed to the classroom after receiving a pass.

It is important each child have the benefits of a full day of learning in school. If you must pick your child up early please go directly to the main office. We ask visitors to wait in the office until the child meets you. All children must be signed out in the office by an adult.

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 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



3. Notification to Parents – To keep parents informed, notices will be sent on the 8<sup>th</sup>, 16<sup>th</sup> and 21<sup>st</sup> absences.
4. 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 his/her current teachers, and (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:

- A. Completion of a request for a hearing stating the recourse sought.
- B. Meeting with the appointed attendance committee to review the request.
- C. The attendance committee will make a determination in response to the evidence or testimony presented.
- D. If the student or parent/guardian is not satisfied with the attendance committee's decision, he/she may request a formal hearing with the Superintendent of Schools.
- E. If the student or parent/guardian is not satisfied with the Superintendent's decision, he/she may request a formal hearing with the School Board.
- F. The School Board will render the final decision.

### **HOW CAN I GO HOME DURING THE DAY?**

### **DISMISSAL PROCEDURE**

If a student needs to leave the building he/she must go to the office and be dismissed by the office staff. Written parental/guardian permission is required for all dismissals. Dismissal for reasons of illness must go through the school nurse.

### **WHAT IF WE HAVE A FAMILY TRIP?**

### **SCHOOL VACATIONS**

School vacations are planned to give students the opportunity to travel and visit relatives who live great distances. We encourage you to plan any trips during 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 will not be required to provide work for your child. As work is presented in the classroom, it can be set aside for your child to complete upon your return. You may need to help your child with any new tasks he/she 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. December Recess: Dec. 21-Jan 3. Winter Break: Feb 15-Feb 21. Spring Break: April 18- April 24.**

### **RUTLAND CENTRAL SUPERVISORY UNION: TRUANCY PROCEDURES**

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

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

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

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

- School intervention. Includes notification (5 day letter) to: Parent/Guardian, Principal, Home School Coordinator, Guidance, applicable teachers; School Resource Deputy (if necessary from other school).
- Home visit conducted by designated Truancy Attendant of School Resource Officer from District.
- Continued documentation of truancy by Truancy Attendant of Truancy Officer.

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

- School sets up meeting with members of the Child Protection Team. Parents are notified of the meeting, and are required to attend (7 day letter sent to: Parent/Guardian, Principal, Home School

Coordinator, Guidance, applicable teachers; School Resource Deputy) At this meeting, the team will develop a plan of action to keep the your in school, make referrals to the appropriate services, and continue documentation. Representatives from DCF, 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 School Resource Deputy of designated Truancy Officer.

**Youth had accumulated 10 days of unexcused absences:**

- Affidavit is prepared by the School Resource Deputy or 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, School Resource Deputy, and RCSU Superintendent.

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

**HOW CAN I GET TO SCHOOL?**

**SCHOOL TRANSPORTATION**

School transportation shall be provided in a manner conforming with statute and consistent with the 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 students 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**

1. Be courteous, use no profane language.\*
2. Do not eat or drink on the bus.
3. Keep the bus clean.
4. Cooperate with the bus driver.\*
5. Do not smoke.\*
6. Do not damage bus or equipment.\*
7. Stay in your seat.
8. Keep head, hands and feet inside the bus.\*
9. Do not fight, push or shove.\*

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

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

If a child continues to be disruptive, they will not be allowed to ride the bus for the remainder of the 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

## WHAT IF I NEED SOME HELP?

## STUDENT SERVICES

### Academic School Counselor

The guidance counselor works with all students in grades 5/6. The counselor will meet with students individually and in groups to assist with education issues and career planning.

### Family/School Coordinator & School Counselor

Our family/school coordinator and counselor provide direct service to children by assisting in the teaching of social skills, peer acceptance, cooperative learning and self-esteem activities. Secondly, they serve as “special friends” to the children, people to whom they can turn when personal problems or individual stress become difficult to manage. Finally, they serve families of the children 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 this policy, our schools will ensure a range of effective educational supports and services will be available to all students. This includes special education services to those children who meet the criteria established by the rules and regulations of the State of Vermont. A parent with concerns about his or her child’s 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.RCSUvt.org/support](http://www.RCSUvt.org/support)), or contact the Director of Student Support Services at 775-4342.

## WHAT IF I AM SICK?

## HEALTH SERVICES

Parents 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 children home and contacting the child’s physician if they have any of the following symptoms:

Fever	Skin Rash	Nausea and/or Vomiting
Diarrhea	Enlarged Glands	Discharging Ear
Earache	Inflamed Ear	

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 he/she should attend. The nurse is available for consultation as needed. At school, your child’s teacher and the school nurse will keep an eye on him/her for symptoms of illness. Parents will be called if the child 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:

1. A physician’s order for prescription medications (not required for over-the-counter medication).
2. Written permission from the parent or guardian requesting that the school comply with the physician’s order or requesting that the over-the-counter medication be administered.
3. All medications must be brought to school in original pharmacy containers and appropriately labeled by the pharmacist or physician. Over-the-counter medications must be in original containers.
4. Medications must be given to the school nurse for dispensing.

**SERVICES AVAILABLE:**

1. Pre-kindergarten screenings
2. Vision and hearing testing grades K, 1, 3, 5 & 7
3. First aid for illnesses and injury
4. Periodic screenings for pediculosis (head lice)\*
5. Otoscopic exams to detect ear infections

\*Parents must check regularly for head lice, particularly in the winter months. A child with untreated nits or live lice may not be in school and will be sent home by the nurse if discovered. Any child sent home with head lice or untreated nits must see the nurse before returning to class.

**10 Steps To Help Keep Head Lice & Their Eggs Out Of Your Child's Hair**  
***Helpful Information About Head Lice from the National Pediculosis Association***

1. Watch for signs of head lice, such as frequent head scratching. Anyone can get lice...mainly by head-to-head contact but also from sharing hats, brushes and headrests.
2. Check all family members for lice and nits (lice eggs) at least once a week. Lice are reddish-brown wingless insects; nits are grayish white, always oval shaped, and are glued at an angle to the side of the hair shaft.
3. Be sure not to confuse nits with hair debris such as bright white irregularly-shaped clumps of dandruff stuck to the hair shaft or elongated segments of dandruff encircling the hair shaft and easily dislodged. Head lice treatment is not appropriate for hair debris.
4. Consult your pharmacist or physician before applying or using pesticides when the person involved is pregnant, nursing, has allergies, asthma, or has lice or nits in the eyebrows or eyelashes. Never use a pesticide on or near the eyes.
5. Purchase an over-the-counter product for head lice. The NPA discourages the use of lindane products - such as Kwell - or its generic versions. Remember, all lice-killing products are pesticides and must be used with caution.
6. Follow package directions carefully. Use the product over the sink, not in the tub or shower. Always keep the eyes covered.
7. Remove all nits. This assures total lice treatment. Separate hair sections and remove attached nits with a lice comb, baby safety scissors, or your fingernails.
8. Wash bedding and recently worn clothing in hot water and dry in hot dryer. Combs and brushes may be soaked in hot water (not boiling) for 10 minutes.
9. Avoid lice sprays! Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from upholstered furniture, rugs, stuffed animals and car seats.
10. Notify your child's school, camp, child care provider and neighborhood parents. Check for lice on a regular basis. This is the best way to protect your family and community.

**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.

**WHY IS THERE A POLICE OFFICER AT SCHOOL?****RESOURCE OFFICER**

Our school resource officer program will focus on developing a rapport with the students, presenting information to students on various crime prevention subjects, and providing law enforcement assistance to school personnel, parents, and students. Our school resource officer will be active in and about school.

**WHAT IS OPTIONAL SCHOOL INSURANCE?**

Parents can enroll online by the use of a dedicated secure enrollment website or by calling 877-444-5014. The website address is <http://market.sevencorners.com/>. It allows parents to view all of the coverage and premium options, review Frequently Asked Questions section, and purchase the insurance. Such policies are optional and are not sponsored by the school system. Students participating in extra-curricular sports activities will be required to show proof of medical insurance.

# FOOD SERVICE

## WHAT ABOUT BREAKFAST, SNACK AND LUNCH?

## SCHOOL LUNCH & BREAKFAST

A breakfast and lunch is available each day at West Rutland School and is provided by the Fitz, Vogt and Associates. There are many options for health lunches. Please encourage your students to eat lunch here at school. Items are available from the A La Carte for accounts with a positive balance.

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

## **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 the online payment system. Information on how to access and use the online payment will be sent out and posted on your school's website as soon as it becomes available.

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

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

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

## **EMERGENCY LUNCH PROCEDURE**

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

### **Breakfast Price**

Student: 1.50

### **Lunch Prices**

Student: Paid \$2.55

### **Adult Prices**

Adult Lunch: \$3.50

Adult Breakfast: \$1.50

We will not serve lunch when there is an early dismissal.

### **SNACK TIME**

Children 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.

## **LIBRARY-MEDIA SERVICE**

### **THE LIBRARY-MEDIA CENTER**

Children 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 children. Children and parents are welcome to borrow materials at any time, as long as they have no overdue materials. Overdue books can result in loss of privileges.

### **WHAT HAPPENS IF WE LOSE A BOOK?**

### **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 our school resource officer will be contacted.

### **WHO CAN USE THE COMPUTERS?**

### **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 & THE INTERNET**

#### **PURPOSE**

The RCSU, including Proctor Rutland Town and West Rutland School Districts, 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 e-mail 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 e-mail 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:

1. Commercial or for-profit users.
2. Product advertisement or political lobbying.
3. Bullying or harassment.
4. Offensive or inflammatory communication, including hate mail, discriminatory remarks or "sexting".
5. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
6. Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd or other wise illegal materials, images or photographs.
7. Inappropriate language or profanity.
8. Impersonation of another user.
9. Loading or using unauthorized games, programs, files or other electronic media.
10. Disabling or bypassing the internet blocking/filtering software without authorization.
11. Accessing, sending, receiving, transferring, viewing, sharing, or downloading confidential information without authorization.
12. 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 of 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**

#### **CAN I PLAY AN INSTRUMENT?**

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.

### **FUND RAISING**

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

### **PARENT SPONSORED GROUPS**

West Rutland PTC – Parent Teacher Community

The WR 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.

## **IMPORTANT DATES/ STUDENT ASSESSMENTS**

Grades K, 1 and 2 will receive report cards mid-year and at year end. Report cards are sent home four times per year in nine week intervals for grades 3 & 4. All students in grades 5 & 6 will receive progress reports and grades each quarter. The cards should be signed by the parents and sent back to the classroom teacher. The final card does not need to be returned.

### **Progress Reports Mailed**

October 2  
December 11  
March 4  
May 13

### **Marking Period Ends**

October 30  
January 22  
April 1  
June 10

### **PARENT CONFERENCES**

November 6 (K-12 - Early Release)

March 10 (K-12 - Early Release)

### **SPECIAL EVENTS TO REMEMBER**

Open House - **September 16**

Homecoming –**September 19**

School Pictures - **October 5**

West Rutland School Halloween Parade - **October 30**

Holiday Concerts - **TBA**

Night of Shining Stars - **March 15**

National Honor Society Inductions - **TBA**

All State Parade - **TBA**

Prom - **TBA**

Spring Concerts - **TBA**

Class Night - **June 2**

Graduation - **June 4**

## **FIELD / CLASS TRIPS**

### **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 that are not tied to the curriculum are a privilege that can be revoked at the teacher's discretion. **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 that teachers use 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. If you have questions concerning if they should or not, please see the administration. 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 children while on field trips. Please do not smoke in the car or around children on this trip.
- Harassment of any kind is forbidden.
- 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 he/she is endangering himself/herself or others. In all cases, such restraint shall be reported to the building administrator).
- 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.

## **POLICIES**

### **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.

### **VISITORS**

- Visitor/Guest form must be filled out and signed by an administrator.
- Prior 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 young children 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.

### **CLASSROOM PLACEMENT**

In Order to create a balance of gender, ability, academic performance, behavior, special needs, and learning styles. Parents are welcome to give input into their child's placement. This input must be in writing and received by the principal by April 1<sup>st</sup>. Requests for specific teachers must be for academic reasons. However, the principal reserves the right to make the final decision on all placements.

### **WHAT IS THE STUDENT CONDUCT CODE?**

### **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 are not permitted to wear hats in school. We should realize that any aspect of a person's appearance which constitutes a real hazard to the health and safety of himself, others, or is otherwise distracting is unacceptable as an expression of personal taste.

### **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 multiple assessments, social and emotional needs. Retention will be the decision of the school's educational team. Any student considered for advancement/retention will have had to have gone through the Educational Support Team.

### **POLICIES**

All policies are available for review by contacting the school's office; Prevention of Harassment of Students, Hazing, Student Surveys, Drug & Alcohol, and Violence Prevention policies.

### **BOARD POLICY, FEDERAL AND STATE LAW**

Parents are encouraged to consult the district's policy manual for a comprehensive listing of all district policies found electronically on the school's website, or found at the school.

### **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).

## **UPPER CLASSMEN INFORMATION ~ GRADES 5 AND 6**

### **ANIMAL DISSECTION**

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, vivisect, 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 his/her decision to exercise the right to be excused afforded by this policy.

### **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.

### **GRADING SYSTEM**

A+	97 - 100	C+	77 - 79
A	94 - 96	C	74 - 76
A-	90 - 93	C-	70 - 73
B+	87 - 89	D	65 - 69
B	84 - 86	F	Below 65 - No Credit
B-	80 - 83	I	Incomplete - Must be made up within two weeks to receive grade

### **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 his/her 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 will result in the student receiving a zero for all missed assignments.

### **EXTRA-CURRICULAR ACTIVITIES**

Jazz Band ( Grades 6, 7 & 8)

Select Chorus (Grades 6, 7 & 8)

Elementary Band (Grade 5)

Sports: Fall - Soccer

Winter - Basketball

Spring - Baseball & Softball

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

Jazz Band & 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.

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 a 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 that it is found to be negligent in its duties associated with a particular extra-curricular activity.

### **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 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 the 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.

### **DANCES**

1. Dances must be sponsored by West Rutland School organizations.
2. The sponsoring organization is responsible for chaperones, police, clean-up, and any other expenses.
3. Dances are scheduled from 7:00 p.m. – 10:00 p.m.
4. No "open dances" are permitted.
5. Not more than one dance per month will be scheduled.
6. Dances must be approved and scheduled with the administration.
7. No guest passes will be issued with the exception of the prom and other designated dances. If the dance has been designated as a guest dance, the following applies:

- a. Pass must be obtained one week in advance of the designated dance.
- b. Only one guest per West Rutland student.
- c. Guest must be approved by the administration.
- d. Guest must be under the age of 19.
- e. West Rutland student is fully responsible for the behavior of their guest.
- f. The administration reserves the right to issue or deny a guest pass.
8. Once students enter the dance they are expected to remain until they leave for home. Once leaving a dance a student is not permitted to re-enter.
9. Students must be in attendance at school the entire day of the dance.
10. 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.
11. Glow sticks and laser pointers are not permitted.
12. Students must leave or be picked up promptly at the conclusion of the dance.
13. Students must adhere to the school dress code.

# **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.

### **School Wide Rules**

#### **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 that the educational environment is not interrupted. Students are encouraged to avoid difficulties by thoughtful decision making through ongoing communication with peers and teachers.



## **DISCIPLINE POLICY**

In General:

1. Any violation of local, state, or federal laws will be reported to the police.
2. West Rutland Civil Tickets will be issued at the discretion of the administration and/or police.
3. Students may be excluded from field, class, school, or team trips when students are felt to be unsafe to themselves or others.
4. 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 that serious offenses may include long-term suspension or expulsions.
5. The administration may also direct students to an alternative or additional consequence such as community service, restitution, or counseling.
6. 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.
7. Chronic or severe disciplinary or academic problems may cause a student to be referred to the Educational Support Team.
8. 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:

1. 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.
2. Situations which create safety risks, and/or participation in dangerous activity.
3. Consideration of the vulnerability of the victim.
4. Consideration of a student acting alone or in concert with others.
5. Disciplinary offense which also includes unlawful conduct, such as sexual harassment.
6. Consideration of the lapse of time (or interim progress) between offenses.
7. 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 building 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 federal law and offenders will be prosecuted. Smoking paraphernalia will be confiscated.

## **FIRE ARMS & WEAPONS**

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 \* Cafeteria \* Playground \* School Bus**

#### **HALLWAYS & LOBBY**

- A pass is needed except during passing times.
- Passes should be written, dated, with time of issue noted 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.
- Outside picnic tables may be utilized under discretion of administration.
- Food should be eaten in the cafeteria unless in a scheduled meeting or eating with a teacher.

### **RECESS/ PLAYGROUND ~ RECESS RULES – GRADES K-4**

1. Use appropriate language.
2. Keep hands and feet to yourself.
3. Be kind with your actions.

When one of these rules is broken:

1<sup>st</sup> time – Verbal Warning

2<sup>nd</sup> time – You sit on the bench for five minutes and your name goes on the clipboard.

3<sup>rd</sup> time – You sit on the bench for the rest of that recess and loss of choice. If a student needs to be sent inside for recess, the following are the consequential steps:

1. Verbal warning
2. No recess one day
3. No recess three days
4. No recess five days
5. No recess ten days/alternative to recess (during this period of time, student will have to complete a social skills program with family/school coordinator)
6. No recess remainder of 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

### **LINING UP**

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

### **CHOICES – GRADES 1-2**

1. You must sign up for your choice of activity in the morning.
2. Once you make your choice, you may not change activities for the rest of that recess.
3. Children who have trouble following the rules will no longer be given a choice at recess. They will be assigned an activity.

### **RULES FOR SWINGS**

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

### **RULES FOR SLIDES**

1. Go down the slide one at a time.
2. Go down the slide feet first.
3. You must sit when you slide.
4. Do not walk up the slides.
5. Stay off top of the tunnels.

### **WINTER RECESS GUIDELINES**

#### **CLOTHING**

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

#### **SLIDING**

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

#### **SNOWBALLS**

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

## **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 that 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 will 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.

## **HARASSMENT, HAZING AND BULLYING PREVENTION**

**CODE F22**

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

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

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the

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

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:

- a. Is repeated over time;
- b. Is intended to ridicule, humiliate, or intimidate the student; and
- c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or  
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.

C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.

D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.

E. **"Employee"** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.

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

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

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

(1) Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:

- (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
- (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

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

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

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

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

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

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

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

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

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

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

J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

K. **“Pledging”** means any action or activity related to becoming a member of an organization.

L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.

M. **“School administrator”** means a superintendent, principal or his/her designee assistant principal/technical center director or his/her designee and/or the District’s Equity Coordinator.

N. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

Date Warned: West Rutland – August 3, 2015  
Date Adopted: West Rutland -



## **DESIGNATED EMPLOYEES:**

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

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:

1. possession, consumption or sale of illegal substances;
2. harassment;
3. hazing;
4. cyber-bullying;
5. criminal conduct; and
6. 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
- Violation of Federal Weapons Law

**Referrals:**

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

**SAFE SCHOOLS 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.

## INFRACTION LIST: Alphabetically By Description

<u>DESCRIPTION</u>	<u>CODE</u>	<u>ACT1</u>	<u>ACT2</u>	<u>ACT3</u>	<u>ACT4</u>	<u>ACT5</u>	<u>ACT6</u>	<u>R #</u>
Arson	ARSO	ES10	EXP	EXP	EXP	EXP	EXP	2
Assault and battery on a staff member	BATS	ES10	EXP	EXP	EXP	EXP	EXP	6
Assault and battery on another student	BAT	ES10	EXP	EXP	EXP	EXP	EXP	3
Bringing food to class	BFTC	VW	DT.5	DT.5	DT1	DT2	IS1	31
Bullying	BUL	ES1	ES3	ES5	ES10	EXP	EXP	47
Bus Incident	BUS							72
Cafeteria neglect	CFNG	VW	NCAF	NCAF	NCAF	NCAF	NCAF	51
Cheating	CHEA	IS1	IS2	ES1	ES2	ES3	EXP	1
Cutting classes	CUT	IS1	IS2	IS3	IS4	IS5	IS6	15
Destruction of Personal Property	DSPP	DT1	DT2	IS1	IS2	IS3	ES3	64
Destruction of school property	DSP	IS3	ES3	ES5	ES10	EXP	EXP	29
Direct/Implied threats to school/person.	TBSC	ES5	ES10	EXP	EXP	EXP	EXP	56
Disorderly Conduct	DC	ES3	ES5	ES10	EXP	EXP	EXP	57
Disrespect of a staff member	DISS	DT.5	DT.5	DT1	IS1	IS2	IS3	7
Disrespect of school property	DISP	DT.5	DT.5	DT1	DT2	IS1	IS2	43
Disrupting a class	DISR	DT.5	DT.5	DT1	IS1	IS2	IS3	5
Dress code violations	DRES	VW	DT1	DT2	IS1	IS3	IS3	4
Driving Violation	DRIV	VW	DT1	DT2	IS1	IS2	IS3	62
Failure to serve admin. detention	FSAD	IS1	IS1	IS1	IS1	IS1	IS1	27
Failure to serve teacher detention	FSTD	DT1	DT1	DT1	DT1	DT1	DT1	22
False Accusation of Harrassment	FAH	ES1	ES3	ES5	ES10	EXP	EXP	65
False Alarm/911	FA	ES5	ES10	EXP	EXP	EXP	EXP	67
Fighting	FITE	ES3	ES5	ES10	EXP	EXP	EXP	9
Forgery	FRGN	DT1	DT2	IS1	IS2	IS3	ES3	63
Graffiti on school property	GRAF	DT1	DT2	IS1	IS2	ES2	ES5	16
Gross disrespect to staff member	GDS	ES3	ES5	ES10	ES10	EXP	EXP	48
Harrasment toward staff/peers	HARR	ES1	ES3	ES5	ES10	EXP	EXP	26
Inappropriate Behavior	IB							74
Inappropriate comments	IC	DT.5	DT.5	DT1	DT2	IS1	IS2	42
Inappropriate computer use	ICU	NCP	NCP	NCP	NCP	NCP	NCP	38
Inappropriate language	LANG	DT.5	DT.5	DT1	DT2	DT3	IS1	21
Instigating a fight	INST	ES3	ES5	ES5	ES10	ES10	EXP	49
Late for class	LFC	VW	DT.5	DT.5	DT1	DT2	IS1	30
Leaving school grounds	LEAV	IS1	IS2	IS3	IS4	IS5	IS6	18
Lewd/Lascivious conduct	LEWD	ES3	ES5	ES10	EXP	EXP	EXP	53
Making a bomb threat or hoax device	BOMB	EXP	EXP	EXP	EXP	EXP	EXP	58
Not following directions	NFD	DT.5	DT.5	DT1	DT2	IS1	IS3	52
Not prepared for class	NPFC	DT.5	DT.5	DT1	DT2	IS1	IS2	32
Obscene gestures	OBGE	DT2	IS1	IS3	ES3	ES5	ES10	33
Parking Violation	PRKV	VW	DT1	DT2	IS1	IS3	IS3	61
Passing of inappropriate material	POIM	IS1	IS2	IS3	ES1	ES2	ES3	40
Perpetual tardiness to class	TARD	DT.5	DT.5	DT1	DT2	DT3	IS1	12
Physical aggression towards peers	PATP	IS1	IS2	ES1	ES3	ES5	ES10	46
Physical aggression towards staff member	PATS	ES5	ES10	EXP	EXP	EXP	EXP	45
Playground Incident	PLAY							59
Possession of Knife	POKN	ES5	ES10	EXP	EXP	EXP	EXP	60
Possession of a gun in the school	GUN	EXP	EXP	EXP	EXP	EXP	EXP	11
Possession of contraband	POCB	DT.5	DT.5	DT1	DT2	IS1	IS3	36
Possession of drug paraphernalia	PARA	ES10	ES10	EXP	EXP	EXP	EXP	44
Possession of weapon	POW	EXP	EXP	EXP	EXP	EXP	EXP	37
Possession/Use of alcohol	ALCO	ES10	ES10	EXP	EXP	EXP	EXP	10
Possession/Use of drugs	DRUG	ES10	ES10	EXP	EXP	EXP	EXP	8
Possession/Use of fireworks	PFW	ES1	ES3	ES5	ES10	EXP	EXP	54
Pre Bullying Behavior	PBB							73
Recess Violation	RCV	VW	NR	NR	NR	NR	NR	69
Refusal to comply	RTC	ES2	ES3	ES5	ES10	EXP	EXP	23
Refusing to follow directions	INSB	IS1	IS2	IS3	ES3	ES5	ES10	20
Sale Distribution of Alcohol/Drugs	SDAD	ES10	EXP	EXP	EXP	EXP	EXP	70
Sale of fireworks	SFW	ES3	ES5	ES10	EXP	EXP	EXP	55
Sale/Distribution Tobacco	SDT	ES5	ES7	ES10	EXP	EXP	EXP	71

## INFRACTION LIST: Alphabetically By Description

Page # 2

<u>DESCRIPTION</u>	<u>CODE</u>	<u>ACT1</u>	<u>ACT2</u>	<u>ACT3</u>	<u>ACT4</u>	<u>ACT5</u>	<u>ACT6</u>	<u>R #</u>
School Grounds During EX Suspension	SGES	ES5	ES10	EXP	EXP	EXP	EXP	66
Selling of contraband	SOC	IS1	IS3	ES1	ES3	ES5	ES10	41
Swearing/Profane Language	SWER	DT2	IS1	IS2	IS3	ES1	ES3	19
Theft	THEF	ES2	ES3	ES5	ES10	EXP	EXP	13
Threatening behavior toward peers	TBP	DT1	DT2	DT3	IS1	IS3	IS5	25
Threatening behavior toward staff	TBS	IS1	IS2	IS3	ES3	ES5	ES10	24
Throwing food and/or beverage	THFD	VW	NCAF	NCAF	NCAF	NCAF	NCAF	50
Unsafe behavior	UNBE	DT.5	DT.5	DT1	DT2	IS1	IS3	35
Use or possession of tobacco and/or paraph	SMOK	ES2	ES3	ES5	ES10	EXP	EXP	17
Vandalism	VAND	ES2	ES3	ES5	ES10	EXP	EXP	14
Verbally fighting with peers	VFWP	DT.5	DT.5	DT1	DT2	IS1	IS3	39
Verbally abusive	VA	DT.5	DT.5	DT1	DT2	IS1	IS3	34
Violation of Federal Weapons Law	VWL	EXP	EXP	EXP	EXP	EXP	EXP	68
Walking out of class	WOC	DT.5	DT.5	DT1	DT2	IS1	IS2	28

**Key:**

ES=	External Suspension
EXP=	Expulsion
VW=	Verbal Warning
DT=	Detention
IS=	Internal Suspension
NCP=	No Computer Use
NR=	No Recess
NCAF=	No Cafeteria

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

Student Behaviors	Teacher Behaviors	Consequences	Referrals
<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 re-directed</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</li> <li>• 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)**

Student Behaviors	Teacher Behaviors	Consequences	Referrals
<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/E ST 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 – 2015/ 2016**

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

**Sarah Merrill– Principal~ext. 203**

**Joseph Harrington - Associate Principal / Athletic Director~ext.206**

Lauren Louiselle –Guidance ~ ext. 214  
Pamela Notte – Family/School Coordinator~ext.215  
Suzanne Brewster – School Nurse~ext.211  
Dawn Charron – Media Center~ext.234  
Nicholas Corey –Technology Assistant~ext.220

Kathy Hogan - Receptionist  
Lynn Ackerman - Registrar/Administrative Assistant  
Meghann Ambrose – Administrative Assistant  
Lt. J.J. Bixby – School Resource Officer~ ext. 223  
Tapestry Program ~ ext. 290

**ELEMENTARY**

Marie Coombs – Kindergarten~ext.237  
Dawn Daley – Grade 2~ext.233  
Meghan Doherty – Elementary Art~ext.210  
Philip Henry – Elem. Music & Chorus~ext.242  
Kelly Markowski– Grade 1~ext.250  
Susannah Maxham – Grade 3~ext.254  
Mary Ojala – Kindergarten~ext.241  
Catherin Ott – Elem. Music & Band~ext.239  
Christine Pawlusiak – Grade 4~ext.252  
Kayla Poljacik – Grade 2~ext.271  
Tosh Stickney – Elem. Physical Educ.~ext.291  
Erin Therrien – Grade 1~ext.235  
Jessica Thurston – Grade 4~ext.244  
Kathy Turgeon – Grade 3~ext.253

Joy French – Early Essential Education~ext.245  
Judith Lashof- Reading Specialist~ext.204  
Heather Proctor – SLP~ext.269  
Amy Roy – Reading/Math Specialist~ext.255  
Elizabeth Moser – Reading Teacher~ext.222

**PARA EDUCATORS**

Beverly Brookman  
Meghan Doherty  
Gail Dorman  
Don Dunchus Jr.  
Jen Heath  
Kimberley Metcalfe  
Janine Nilsen  
Fred Plaisance  
Christina Sybiak  
Lori Towne  
Lois Vitagliano  
Jonathan Wallace  
Linda Wedin

**FOSTER GRANDMOTHERS**

Marge Eaton  
Edna Donahue

**GRADES 5 / 6**

Karen Ames– Language Arts~ext.251  
Nancy Burke-Bruno – Science/ S. S.~ext.257  
Carisa Chadburn – Math~ext.258

**GRADES 7 / 8**

Brian Audet – Math~ext.247  
Wendi Dowst-McNaughton–Language Arts~ext.246  
Samantha Gilmore – Physical Education~ext.221  
Jennifer Jackson – Science~ext.249  
Dennis McLaughlin – Social Studies~ext.265

**GRADES 9-12**

Jenna Abatielle – Science~ext.248  
Jessica Audette – English~ext.263  
Jill Dutton – Art~ext.238  
Zach Eastman – English~ext.264  
Keleigh LeBlanc – Math~ext.260  
Scott Maxham – Physical Education~ext.266  
Matthew Olewnik – History~ext.261  
Mary de Oquendo – Spanish / AP English~Ext.256  
Julia Pipeling – Math~ext.262

**SPECIAL EDUCATORS**

Kyri Cimonette~ext. 217  
Joy Hart~ext.212  
Wanda Spatzer – Integration Specialist~ext.236  
Robin Turner~ext.205

**CUSTODIANS**

Elmer Jones – Head Custodian  
George Mills  
Alice Parker  
Carl Serrani

**CROSSING GUARD**

Adires Swan

*Note - Email Addresses: first name . last name@rcsu.org*

## ADMINISTRATIVE DIRECTORY

Superintendent's Office 16 Evelyn Street Rutland, VT 05701 Phone 775-4342 Fax 775-7319 Visit our schools online: <a href="http://www.rcsu.org">www.rcsu.org</a>		
Superintendent Dr. Debra Taylor Ext. 103	Director of Student Services Christine Kamm Ext. 105	Curriculum Coordinator Adam Rosenberg Ext. 104
Director of Technology Gregory Connors Ext. 110	Business Manager Cheryl Scarzello Ext. 106	Administrative Assistant to the Superintendent Donna Tucker Ext. 101

## SCHOOL BOARD DIRECTORY

James Mumford, Chairperson  
Francesca Coombs  
Lisa Garcia  
Blake Cushing  
Tom Callahan

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.

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

Dear Parent/Guardian,

In order to establish communication between home and school, your child's teacher has read and discussed the Home and School Partnership Handbook. You will notice your child and teacher have both signed this compact agreement. Please take some time to review this handbook and add your signature. It is critical we understand the contents of this handbook and work together to provide your child a positive school experience.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

**West Rutland School**  
**Computer Use Agreement**

I have read the **ACCEPTABLE USE OF ELECTRONIC RESOURCES AND THE INTERNET POLICY** (Code G11).

I agree to follow the user responsibilities pertaining to the use of the computers, related equipment and resources. I understand failure to follow these rules may result in the loss of computer use and/or other action as deemed appropriate by the school administration.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please return this form, along with your child's registration form,  
to school by September 5, 2014.**

West Rutland School  
2015-2016 School Calendar

AUGUST - 2015				
M	T	W	TH	F
				<u>21</u>
<u>24</u>	<u>25</u>	26	27	28
31				

MTD  
STUDENT DAYS 4  
TEACHER DAYS 7

SEPTEMBER - 2015				
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		

MTD    YTD  
STUDENT DAYS 21    25  
TEACHER DAYS 21    28

OCTOBER - 2015				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	<u>16</u>
19	20	21	22	23
26	27	28	29	30

MTD    YTD  
STUDENT DAYS 21    46  
TEACHER DAYS 22    50

NOVEMBER - 2015				
M	T	W	TH	F
1	2	4	5	<u>6</u>
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MTD    YTD  
STUDENT DAYS 17    63  
TEACHER DAYS 17    67

DECEMBER - 2015				
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	31	

MTD    YTD  
STUDENT DAYS 14    77  
TEACHER DAYS 14    81

JANUARY - 2016				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<u>25</u>	26	27	28	29

MTD    YTD  
STUDENT DAYS 18    95  
TEACHER DAYS 19    100

FEBRUARY - 2016				
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				

MTD    YTD  
STUDENT DAYS 16    111  
TEACHER DAYS 16    116

MARCH - 2016				
M	T	W	TH	F
	1	2	3	4
7	8	9	<u>10</u>	<u>11</u>
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MTD    YTD  
STUDENT DAYS 22    133  
TEACHER DAYS 23    139

APRIL - 2016				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MTD    YTD  
STUDENT DAYS 16    149  
TEACHER DAYS 16    155

MAY - 2016				
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
30	31			

MTD    YTD  
STUDENT DAYS 21    170  
TEACHER DAYS 21    176

JUNE - 2016				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13*	14*	15*	16*	17*

MTD    YTD  
STUDENT DAYS 8    178  
TEACHER DAYS 8    184

8/21 WRS In-Service  
8/24 RCSU In-Service  
8/25 WRS In-Service  
8/26 School Begins

9/7 Labor Day, No School  
9/16 Open House

10/16 RCSU In-Service, No School  
10/30 End of First Quarter

11/6 Parent Conferences, Early Release K-12  
11/11 Veterans Day, No School  
11/25-11/27 Thanksgiving Break

12/21-1/1 December Recess

1/18 Martin Luther King, Jr. Day, No School  
1/22 End of Second Quarter  
1/25 RCSU In-Service, No School

2/15-2/19 Winter Break

3/10 Parent Conferences, Early Release K-12  
3/11 RCSU In-Service, No School  
3/15 Night of Shining Stars

4/1 End of Third Quarter  
4/18-4/22 Spring Break

5/30 Memorial Day, No School

6/3 Graduation  
6/10 Last Day of School

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

Total Number of Student Days - 178  
Total Number of Teacher Days - 184

Board Review: March 16, 2015  
*\*Please be aware that school days may be scheduled during these days to make up for cancellation of scheduled school days.*