

## NON-DISCRIMINATION POLICY

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Americans with Disabilities Act, and the rules and regulations promulgated by the Secretary of Health, Education and Welfare, it is the policy of Rutland High School that no person, upon the basis of race, color, national origin, creed or faith, gender or age, handicapping condition and/or disability, shall be excluded from participation in any educational program or activity at the school

## POLICIES STATEMENT

The policies and procedures outlined in this handbook are subject to the comprehensive policies adopted by the Rutland City School Board, set out in the Rutland City School District Policy Manual. Therefore, the policies and procedures in this handbook are subject to change, revision or amendment by the Rutland City School Board, with or without direct notice to students. Please refer to the Policy Manual for the most current version. It is available for inspection at the Office of the Superintendent of the Rutland Public Schools.

## DUE PROCESS

Student discipline shall be consistent with due process of the law. The parent/guardian will be notified as soon as possible by an administrator of an offense and course of disciplinary action to be taken. The administrator or parent/guardian may request a meeting between parties involved in the incident and may subsequently request a following meeting with the building principal. Discipline, suspension or dismissal of students and recommended procedures for education, and for referral for treatment and rehabilitation shall be in accordance with state law. [VT Law: Title 3, Chapter 25 VSA]

## Daily Bell Schedule

Time	Block
7:55 - 9:10	A
9:15 - 10:40	B (Including Announcements)
10:45 - 12:00	C
12:05 - 1:45	D / Lunch
1:50 - 3:05	E

## Cafeteria Schedule

Stafford Technical Center

Lunch 11:35 - 11:55 p.m.

Rutland High School

Lunch 12:00 - 1:05 p.m.

## Message to Students from Your Principal

We welcome our incoming freshmen and transfer students. We also welcome back to our upper classmen.

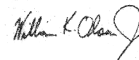
Within the pages of this handbook/planner you have another resource to assist you with your education.

Inside are the basic practices and expectations of our school community. We developed this over time in order to help you reach your potential. Please read through and become familiar with it. In summary, please remember:

- When it comes to education, the effort you put into it gets multiplied to produce the skills and character you receive back. Take advantage of the many opportunities and the excellent staff that Rutland High offers you. From the foundation you build here, you will be well-prepared to enter life after high school.
- Our basic guideline is that we work together to better ourselves and our community. Please respect and appreciate what each of us has to offer. Our collaboration will allow us to achieve great things.

We hope you have a productive and rewarding experience at Rutland High School. We need your contribution as we continue to build a great academic institution.

Have a great year,



Bill Olsen, Principal

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**SECTION 1**  
**GENERAL INFORMATION**

*RUTLAND CITY*  
*BOARD OF SCHOOL COMMISSIONERS*  
6 Church Street  
Rutland, Vermont 05701

<b>PRESIDENT:</b>	Mr. Peter Mello	3 Rachel Drive	
<b>CLERK:</b>	Mr. Dick Courcelle	38 Giorgetti Blvd.	
	<b>COMMISSIONERS</b>		
<b>NAME</b>	<b>HOME</b>	<b>WORK</b>	<b>TERM EXPIRES</b>
Mr. Christopher Book <a href="mailto:cmchbook@aol.com">cmchbook@aol.com</a>	165 Grove St. 775-5383	773-6252	2013
Mr. Wayne T. Cooke <a href="mailto:wcooke@arsu.org">wcooke@arsu.org</a>	5 Lamontagne Lane 747-4958	747-4958	2011
Mr. Dick Courcelle <a href="mailto:dsdi@myfairpoint.net">dsdi@myfairpoint.net</a>	38 Giorgetti Blvd. 775-2167	775-2167	2012
Mrs. Roberta Dress <a href="mailto:rmdress@comcast.net">rmdress@comcast.net</a>	1 Callie Way 773-1274	773-1274	2011
Mr. Peter Fagan <a href="mailto:peterfagan.vt@gmail.com">peterfagan.vt@gmail.com</a>	17 Clinton Ave. 773-7446	773-7446	2011
Mr. Collin Fingon <a href="mailto:fingoncr@hotmail.com">fingoncr@hotmail.com</a>	111 Crescent St. 345-8621	345-8621	2013
Mr. Peter Forshay <a href="mailto:vt4shay@sover.net">vt4shay@sover.net</a>	21 Birchwood Avenue 773-1592	786-6844	2011
Mr. Hurley Cavacas, Jr. <a href="mailto:hrcjr@aol.com">hrcjr@aol.com</a>	375 West Street 773-2337	773-2337	2013
Mr. Rob Towle <a href="mailto:towlechfsfn1@aol.com">towlechfsfn1@aol.com</a>	2 Spellman Terrace 775-1475	775-1475	2012
Ms. Erin Shimp <a href="mailto:erinshimpvt@gmail.com">erinshimpvt@gmail.com</a>	114 Jackson Avenue 345-3913	345-3913	2013
Mr. Peter Mello <a href="mailto:peter.mello@castleton.edu">peter.mello@castleton.edu</a>	3 Rachel Drive 773-6556	468-1234	2012
Ms. Blake Bohlig Student Representative <a href="mailto:blakebohlig@gmail.com">blakebohlig@gmail.com</a>	335 Tamarack Lane Rutland, VT 05701 770-8995	770-8995	2010-11

**Rutland High School**

**Telephone Directory of Departments**

	<b>Direct Dial Numbers</b>
<b>Absences/Attendance Office</b> .....	<b>770-1096</b>
Associate Principal, Administration .....	770-1073
Associate Principal, Curriculum & Instruction .....	770-1188
Associate Principal, Support Services .....	770-1146
Athletics .....	770-1062
Athletic Director .....	770-1081
Athletic Office .....	770-1080
Band .....	770-1131
Buses .....	770-1197
Cafeteria.....	770-1077
Career Center .....	770-1099
Coaches.....	773-1962
Fine Arts Director .....	770-1130
Guidance Office .....	770-1093
Howe Campus / AEP .....	773-1928
Information Center (Library) .....	770-1010
Nurse.....	770-1086, 1087
Principal.....	770-1071
Registrar.....	770-1075
Rutland High School Switchboard.....	773-1955
RHS .....	Option #1
STC .....	Option #2
School Closing Announcement.....	770-1000
Sports Information Line .....	773-1962
<b>Stafford Technical Center (STC)</b> .....	<b>770-1033</b>
Adult Education Office .....	770-1178
Doll House Restaurant .....	770-1041
Guidance Office .....	770-1037
SUCCESS. ....	773-1906

## MISSION STATEMENT

In partnership with students, parents and community, Rutland High School offers diverse learning opportunities and strives to meet the academic, social, physical and emotional needs of all its students. We provide a safe, orderly, healthy environment that is conducive to teaching and learning and a school climate that values mutual respect and dignity. Rutland High School graduates will possess the skills and knowledge necessary to be lifelong learners and productive citizens.

## ACADEMIC EXPECTATIONS

- The RHS student will write effectively.
- The RHS student will read with understanding.
- The RHS student will listen actively and speak effectively.
- The RHS student will think analytically and critically.
- The RHS student will conduct research using a variety of sources and technologies.
- The RHS student will explore the creative process.

## SOCIAL AND CIVIC EXPECTATIONS

- The RHS student will demonstrate knowledge of his or her civic rights, duties and responsibilities within the democratic process.
- The RHS student will engage in good citizenship, cooperative work and a commitment to the community.
- The RHS student will practice behaviors to promote wellness.

## SECTION 2 Student Life

### ATTENDANCE

#### INTRODUCTION

Overall student achievement is directly related to consistent school attendance. One great expectation of Rutland High School is that all students will attend school on a regular basis maximizing the opportunities for students to take full advantage of all that is available to them. Developing good habits regarding attendance and punctuality will prepare the student for meeting career and job expectations. **If a student is absent or going to be late, we recommend a parent call the Attendance Office (770-1096) and let us know. If this is not possible, please don't forget to send in a note with your child upon his/her return to school explaining the absence. If the school is not notified of the student's absence, the Attendance Officer will attempt to speak with a parent/guardian by phone.**

## ATTENDANCE PROCEDURES

Accordingly, the administration will implement our student attendance procedure which authorizes loss of credit for absences **in excess** of six (6) classes for quarter courses; **in excess** of twelve (12) classes for semester courses meeting daily and full year courses meeting every other day; **in excess** of sixteen (16) classes for full year courses meeting daily. This means that credit for an individual course may be lost if the student cuts or misses the course but is present in school for the balance of the school day. Parents will be notified by mail after the fourth (4th) absence for quarter course, the seventh (7th) absence for the semester course and ninth (9th) absence for the yearly course. It is important to remember that these absences are for general illnesses.

### **A. Quarter Course**

On the fourth absence, the attendance office will contact the parent/guardian by mail. When the student exceeds six (6) absences\*, he/she will lose credit for the course regardless of the student's grade.

### **B. Semester Course (daily) and Full Year Course (every other day)**

On the seventh absence the office will contact the parent/guardian by mail. When the student exceeds twelve (12) absences\*, he/she will lose credit for the course regardless of the student's grade.

### **C. Full Year Course (daily)**

On the ninth absence the office will contact the parent/guardian by mail. When the student exceeds sixteen (16) absences\*, he/she will lose credit for the course regardless of the student's grade.

\*He/she must:

1. Remain in the course and do their best to improve their attendance and may appeal for credit reinstatement at the end of the term. Official documentation (doctor, court, DMV notes) will be considered.

Students attending Stafford Technical Center will adhere to the attendance policy of the center. The same hearing procedure will be in effect in this case. (See J in the procedure)

### **D. Waived Absences**

The following qualify as waived absences, and do not count toward the limit:

1. School sponsored trips.
2. Representation of Rutland High School in a school related activity.
3. Observance of Religious Holidays (with parental contact).
4. In the case of a death in the family, the Attendance Committee may grant up to five days of waived absence.
5. Appointments are excused but not waived.

### **E. Extended Leave**

1. Medical/Illness: Absences due to illness although "excused", count toward the total. These types of absences are what the 6, 12 and 16 days are designed to cover. **Serious** illness resulting in **extended** medical leave/hospitalization **must** be accompanied by a physician's note and **may** be waived toward the total. This will be done by the Attendance Officer or the Administration.

2. Students **may apply for a waiver** to have days waived by completing a form detailing the educational benefits of the trip i.e. national competitions, student conferences, awards presentations and submitting it to an administrator **at least ten (10) school days before the trip**. This request will be acted on by the Associate Principal and will be returned to the parents within five (5) school days. **If no request** is made before the trip, **no days will be waived**. Extensions of school vacation times and family vacations will not be waived, although they may be considered excused.

### **F. Tardiness**

1. Promptness to both school and class is very important. In the event a student arrives late to school, he/she must report directly to the Attendance Office. **Students must bring a note to explain the reason for their tardiness or be able to contact a parent by phone at that time.** A 75-minute detention **may** be issued for being tardy to school and **will** be issued for all tardiness between classes. Students will be allowed (6) excused tardies per semester to school. After the (6<sup>th</sup>) excused tardy, students will incur a 75 minute detention for each tardy unless documentation from a doctor, court, etc is provided. Students must be in attendance by 8:30 a.m. in order to be eligible for any co-curricular activities on that day unless excused by an administrator.

2. If a student is late for more than half a class (40 minutes), misses the class as a result of being tardy or is late 3 times to the same class, he/she will be considered absent.

### **G. Dismissals**

Students are expected to be in school during their scheduled time. Therefore, **students may not leave the building without receiving a dismissal slip from the Attendance Office.** A written note or phone call from a parent or guardian giving date, time, and reason for dismissal is required. **Leaving school property without permission is grounds for suspension.** Students who have reached the age of 18 must have Administrative approval to leave the building or grounds as well.

### **H. Cutting Classes**

Cutting classes will count as an unexcused absence and will also result in a 75 minute detention and zeros for work missed for that class. Classes missed **will**

also count toward loss of credit. If a student cuts his/her last block of the day it is presumed that they left school grounds and therefore will be given a Saturday Suspension.

### **I. Reporting to Parents**

It is the shared responsibility of school and home to promote good habits of punctuality and attendance. Cooperation is requested of parents whose children are in need of attention regarding punctuality and attendance.

Pursuant to the general statute, "each parent/guardian having control of a child between the ages of seven and sixteen shall cause the child to attend an approved public or an approved or reporting private school for the full number of days for which that school is held..."

Parents will receive report cards, which state the attendance status of pupils as well as letters and telephone calls as outlined previously.

Students who exhibit irregular attendance at school shall be referred to the school's Attendance Officer.

### **J. Hearing Procedure**

1. The student and parent will be provided an opportunity for a hearing after seven (7) absences. This must be in writing.
2. The Attendance Review Committee consists of a building administrator, student's guidance counselor, and the Attendance Officer.
3. The student and his/her parents will have the opportunity to present all corroborating information in support of their appeal.
4. At this hearing, if the committee feels that the student should be permitted to make up a specified day or days of absence, the student may report to school for school work sessions. Failure to make up this designated time or do the work satisfactorily will result in loss of credit.

### **MAKE-UP WORK**

Homework, which was missed due to absence, must be made up immediately. Students will have the same number of days they were absent, providing it was an excused absence. Students returning to school following an absence have the responsibility to seek out instructors for missed assignments.

### **SCHEDULE CHANGES**

When students sign up for a class, we expect that this is a firm decision, as students should not make hasty decisions on their choice of courses. Requests

for changes may be made through the appropriate Guidance Counselor until the close of school in the spring after registration. Also, there is a time before school begins in the fall, where justified changes may be made. Student-initiated schedule change requests will be considered during the first two (2) weeks of a course. Changes in schedules will be accommodated only if the master schedule permits. Students wishing to withdraw from a course must obtain written parental permission, consent of the instructor and the appropriate Guidance Counselor. **Students must remain in the class until all paperwork has been completed and the change form is returned to the Guidance Office.**

**DROPPING CLASSES**

Students who withdraw from courses during the first two (2) weeks will not have the name of the course entered on their transcripts. No penalty will be attached to dropping during this time. Courses dropped after the first two weeks, however, will carry either a "Withdrawn Pass" (WP) or a "Withdrawn Fail" (WF) notation.

**GRADING SYSTEM**

Students are graded on a percent system and grades are recorded numerically for each quarter and for exams. For **quarter courses** the final grade is the grade earned for the quarter. For all **semester courses (that have a final exam)** each quarter grade equals 40% and the final exam is 20%. If there is **no final exam**, each quarter grade equals 50%. For all **full year courses with a midterm and final exam** each semester average is found by each quarter equaling 40% and each exam grade equaling 20% and then both semesters are averaged. For those **full year courses without a mid year or final exam** all four quarters are 25% each and both semesters are averaged.

**Grading System:**

97-100	A+	83-86	B	70-72	C-
93-96	A	80-82	B-	67-69	D+
90-92	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	60-62	D-
				59 & Below	F

Y.E.S. Plan: Courses will be graded on an "Honors, Pass, Fail" system.

**Class Rank & G.P.A.**

Class rank is determined solely on the basis of a student's grade point average (GPA). G.P.A. is a numerical average weighted with ten points added for Honors and A.P. courses; computed at semesters 6, 7 and 8. The ten points is computed for G.P.A. purposes only.

**Y.E.S. Plan Remedial Classes for seniors**

Seniors failing courses that they need to graduate may opt to take a remedial. Math, Science, Social Studies and English will be offered. A senior must have a grade of at least 50 in order to take a remedial.

All remedial grades will be averaged with the final grade resulting in a higher or lower grade depending upon student performance during the Year End Studies. The remedial grade will be averaged based on a four (4) to one (1) weight.

$$\frac{\text{Final Grade} \times 4 + \text{Remedial Grade}}{5} = \text{FINAL GRADE AVERAGE}$$

Example: 56(Final Grade) x 4 + 76(Remedial Grade) = 60.0 (Final Grade Average)

**Options for Students Who Fail Year End Studies**

1. Take a summer course for credit; must be approved by the Rutland High School Principal.
2. Take a summer academic camp course for credit; must be approved by the Rutland High School Principal.
3. Perform community service for forty (40) hours; a journal is required; must be approved by the Career Center and the Rutland High School Principal. (Each course failed is forty hours; an all day program equals eighty (80) hours of community service.)
5. Take a night course at STC, CCV, or other educational facility; must be approved by the RHS Principal.

**PROMOTIONAL REQUIREMENTS**

Students must accumulate the following number of credits by the end of the preceding year to be promoted to the next grade level:

- Sophomore – 4
- Junior – 9
- Senior – 16

**VALEDICTORIAN/SALUTATORIAN DETERMINATION**

The valedictorian and salutatorian of the graduating class are determined at the end of 7 ½ semesters (after the third quarter of the senior year).

**HONOR GRADUATES DETERMINATION**

Honor graduates must have a grade point average of 95 or above at the end of 7 ½ semesters (after the third quarter of the senior year).

## **HONOR ROLL REQUIREMENTS**

**High Honors** - Students may have no grade lower than a 90 with no incomplete grades. All students must carry a minimum of three (3) courses per semester and 7 credits for the year.

**Honors** - Students must have a grade average of 87 or better with no incomplete grades or grades below 80, and must carry a minimum of three (3) courses per semester and 7 credits for the year.

## **GRADUATION REQUIREMENTS**

All students must attain twenty-six (26) academic units to graduate.

English	4.0
Mathematics	3.0 (including Algebra 1)
Science	3.0 (Bio, Chem & E. Science)
Social Studies	3.0 (including World History, U.S. History & Civics/ Economics)
Fine Arts	1.0 (in two disciplines)
Family Consumer Studies	1.0 (including Healthy Living)
Info. Technology	1.0
Physical Ed.	1.5 (including .5 P.E. required)
Electives	8.5
Y.E.S. Plan	4 Years (including Career Paths)

**In addition to the academic units above, students must complete all consequences related to activities/athletics incurred during the school year in order to be awarded their diploma.**

## **ACT 176 – HIGH SCHOOL COMPLETION PROGRAM**

Established through 16 V.S.A. 1049, the High School Completion Program allows a person not enrolled in school and between the ages of 16 and 21 to be eligible to request an individual graduation plan in order to obtain a high school diploma. Educational services may be provided by a public/independent high school, an approved provider, or a combination of these. School districts shall award a high school diploma to persons who successfully complete their approved graduation education plans. Call 775-0617.

## **NATIONAL HONOR SOCIETY**

Rutland High School has been inducting students into the National Honor Society for over 75 years. It not only recognizes a student's scholarship, but the qualities of leadership, service and character.

## **Criteria for Selection**

### **Scholarship:**

To be eligible for election to the National Honor Society, a junior or senior must have earned an unweighted grade point average of 3.5 (93%) or higher. No D's or E's may appear on the student's transcript as a final grade in previous years or for quarterly grades during the year of selection. Seniors will be selected on the basis of their qualifications through the first marking term of their senior year. Selection will be made during the second marking term. Seniors will not be eligible to apply with the juniors.

**Leadership:** Consideration is given to the positions of leadership a student has held in school and community organizations or athletics. Leaders exert a wholesome influence on school and community by taking the initiative in activities. A leader has self-confidence and a willingness to yield personal interests for the interests of others.

**Service:** Proven willingness to work without recognition for benefit of school or community indicates a student's commitment to service.

**Character:** Demonstrating qualities of reliability, honesty, sincerity, and making the right choices proves by example that a student values character. Chronic discipline problems are not the characteristics expected from a National Honor Society member.

There are very definitive National Honor Society guidelines for selecting and dismissing students that the committee uses. Once a student is dismissed, that student will never be eligible again.

## **STUDENT GOVERNMENT**

Each graduating class elects six officers for every school year: President, Vice President, Secretary, Treasurer and two Senators. Class officers meet frequently to organize class fundraisers and events.

The Student Executive Board consists of eight students who apply and are selected by a student/faculty committee. The student representative to the School Board, who is elected by the entire student body, chairs this board. The Executive Board is responsible for representing student interests to the school administration and on district-wide policy-making committees.

The Student Senate will meet periodically throughout the year as a forum for discussion of school issues and events. Student Executive Board members, class senators, representatives from clubs, athletic teams (in season) and musical groups are given voting rights at meetings. However, all students are encouraged to attend and participate in discussion.

### SUMMER SCHOOL POLICY

Rutland High School students are eligible to take summer school courses **for credit** if:

1. Their yearly average in the failed course after four complete marking periods is 50 or higher, and
2. They have adhered to the school attendance policy (by not exceeding six (6) absences for a semester course, twelve (12) or sixteen (16) absences for a full year course).

Any Summer School course taken to replace a failed course must be an equivalent course as determined by the Guidance Department.

Students who attend Summer School with at least 85 percent attendance and receive at least a C- (70) will receive credit as follows:

1. The failing grade from the original course remains on the student's transcript with no credit assigned.
2. The Summer School grade is recorded on the transcript as "Summer School" for 1 credit.

Rutland High School students are eligible to take a new course or enrichment course during Summer School and will receive one-half credit if they have attained at least a C- (70) average with at least 85 percent attendance. The grade will be recorded on the transcript as "Summer School" for .5 credits.

### INFORMATION CENTER/LIBRARY (IC)

The Information Center is dedicated to serving you. "Respect" sums up the conduct rule in the RHS Information Center. "Respect" the rights of others to study quietly or conduct research. Failure to do so could lead to the restriction of IC privileges.

#### **Information Center Hours:**

Monday-Thursday	7:30 a.m. to 6:00 p.m.
Friday	7:30 a.m. to 3:30 p.m.

Students may borrow materials for a two (2) week period. Information Center materials may be renewed at any time. Current issues of magazines do not circulate outside of the IC. Reference work and books placed on reserve may only be checked out of the IC with permission of the supervisor.

### STUDENTS WITH A OR E BLOCK OFF

If you have A Block off, you have several options:

- Stay home until B Block begins.

- Get your books and materials quietly and stay in either the cafeteria or the Information Center (these are the only places that you may be during this time period—the Information Center is available only if there is room during that block).

**Special Note:** Students will not be allowed to go to upstairs lockers in the ten minutes prior to B Block (9:00-9:10) as this causes much commotion and can disturb A Block classes that are in session.

If you have E Block off, you have several options:

- Go home because in many cases this is the end of your school day.
- If you cannot go home because of transportation issues or extracurricular activities, you may sit quietly in the front lobby or utilize the Information Center if you have legitimate study to do and there is room available. You should not be in any other areas of the building. No wandering!

## SECTION 3 **Code of Conduct**

### ACADEMIC POLICY

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

**Academic Dishonesty:** There are several ways in which academic integrity can be violated. The College Board has developed these categories of types of violations: Cheating, Plagiarism, Unauthorized Collaboration, Alteration of Data, Stealing Examinations, Forging Grade Reports, Selling, Loaning or Distributing Materials for the purpose of cheating. Furthermore, students are required to adhere to the school-wide standardized writing format distributed by the English department.

**Consequences:** When any of the above violations occur, the student or students will be given a zero (0) for the work which will be averaged in with the other grades and a day of In-school suspension. Violations will be called to the attention of the Administration and parents will be notified. A second violation of this policy at any point in the student's time at RHS will result in a "0" for the quarter and further disciplinary action.

### ASSEMBLIES

We will have assemblies periodically. Students are required to attend assemblies. Students are expected to conduct themselves in an acceptable manner.

### DRESS CODE

Student apparel should be neat, clean, and suitable for school activities. Pants that are torn or have holes cannot be worn. Articles of clothing depicting messages contrary to a proper environment or the climate of the school are inappropriate to wear such as “Hooters” and “Co-Ed Naked” T-shirts. Apparel that promotes the use of alcohol, tobacco, or illegal substances, or is vulgar or profane is not permitted. Students are permitted to wear hats (hoodies are considered hats) in the hallways and cafeteria only. Doo-rags, bandannas, headbands, spiked items and chains may not be worn or displayed in school. A **thin** hair band is allowable to hold a student’s hair out of their eyes. Students may not wear pajamas (except for special school related occasions). Any aspect of a person's appearance, which constitutes a hazard to the health and safety of self, others, or is otherwise distracting, is unacceptable as an expression of personal taste. Coats, jackets and backpacks must be left in student’s locker during the school day. In order to be comfortable in warmer weather, students may wear lighter weight clothing, but the students are still expected to dress appropriately. Articles of clothing must cover the body properly and be in good taste. Specific types or styles of dress that are not acceptable but are not limited to:

- No tank tops, halter tops or “spaghetti” straps are allowed
- Shirts that expose the chest or midriff
- Skirts must fall **just** above the knee
- Shorts must fall **just** above the knee
- **No** exposure of undergarments at any time
- **No** tight fitting or revealing clothes
- Pants must be worn at waist level, so as to not expose undergarments. Wearing a long shirt to circumvent this is **not** permissible
- Tights and leggings are allowed when the dress/skirt worn with them is of appropriate length as outlined above

A student will only be warned once before being sent home for infraction of the rules.

### PUBLIC DISPLAY OF AFFECTION (PDA)

Students should not be engaged in inappropriate physical contact. Such action could result in disciplinary action.

### DANCES

Only high school students will be allowed to attend RHS dances. Certain exceptions may be made for the Junior Prom and Senior Ball.

### TELEPHONE USAGE

School **telephones** are for **emergency use only**. There is one (1) pay phone in the main lobby, which is for **urgent purposes only**. It is not for casual use. Note: Students are not allowed to leave class to make phone calls.

### ELECTRONIC DEVICE POLICY

Electronic Devices: Cell phones, iPods, MP3 players, CD players, etc. are to be used appropriately. Students are to put all devices away when in class or in the Information Center unless the teacher specifically authorizes their use. However when class is not in session, devices are allowed to be used in common areas, such as the lobby, hallways and cafeteria. We do ask that headphones are used if listening to music to respect the rights of others and cell phones should be placed on vibrate at **all** times. Students may not leave class in order to use a cell phone unless specifically authorized by a staff member. If a student is inappropriately using an electronic device during class time, a teacher will confiscate the device and send it to the office and a parent/guardian must pick it up. On the second and subsequent offences, the student will be given a Saturday Suspension as well. You may not use the fact that you were on your phone for **ANY** reason to be late to class at any time of the day.

### STUDENT BEHAVIOR GUIDELINES AND PROCEDURE

1. **Introduction:** Adults and students interact through courtesy, reasonable rules, mutual respect and good humor in a safe, orderly, disciplined environment. **It is important to note that not all infractions or consequences can be listed; therefore, the administration will exercise discretion in determining inappropriate behavior and determining appropriate consequences, which may not be specifically outlined in this handbook, as necessary.**

**It is important to state, as clearly as we possibly can, 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 possibly permanently removed from any and all school settings. RHS Policy 7492**

2. **Inappropriate Behavior:** Violations such as talking out of turn, not having proper materials, throwing papers, leaving class before the bell, inappropriate peer interactions, argumentativeness, persistent tardiness, etc. should be resolved at the classroom level between the student and teacher. Repeated violations will trigger a referral to the appropriate Associate Principal.

Students who cut a class will be given a 90-minute detention for each class cut. Failure to serve this detention will result in a one-day suspension.

### **SMOKING**

No one (adult or student) is permitted to smoke or use tobacco products of any kind on the Rutland High School Campus or on school buses at any time. Students who violate this rule will be subject to suspension. All school-sponsored trips are included in this policy. [VT Law: Title 18, Chapter 37 VSA]

In addition, it is a civil violation for a person under the age of 18 to possess or purchase tobacco products. It is also a civil violation to furnish tobacco products to a person under the age of 18. Violations of the statute can result in fines and loss of driving license as well as suspension from school.

### **DISCIPLINARY PROCEDURES**

1. **Intervention Options Prior to Referral:** In any confrontation, either in class or throughout the building, the student will be given an opportunity to work out the problem with the teacher through the following options:

- a. Conference to discuss the rules
- b. In-class time out
- c. Verbal plan
- d. Informal written plan
- e. Parental contact
- f. Parental conference

2. **Detention:** Students may be required to remain after school for infractions which include but are not limited to: tardiness to school, disrespectful behavior, cutting class, disruptive behavior in class, study hall, or the Information Center.

3. **Detentions begin at 3:15 daily.** Students missing detention who have not made a prior arrangement with the person assigning the detention will be **suspended**. It is important to remember that a suspension in or out of school is an absence and counts toward the attendance limits. Refer to page 11. Parents will be notified by phone if this is necessary.

**Detentions take precedence over ALL other school related functions.**

4. **Planning Room:** The student and Planning Room Supervisor will work out a formal written plan.

Specifically, the teacher delivers a student referral sheet to the Planning Room supervisor who develops the plan (including logical consequences) with the student. Copies of all planning room referrals will be mailed home and will be kept on file by the Planning Room supervisor and classroom teacher. "Follow up" telephone calls are to be part of this process as well. Note: A student will not be allowed to reenter the class until he/she submits a reasonable behavior plan approved by the Planning Room supervisor and/or appropriate administrator.

5. **Repeaters:** Repeat referrals to the Planning Room (more than twice from any one class or more than twice in any one day) will constitute a Major Rule Violation and may lead to suspension and the process outlined below.

6. **Major Rule Violations:** A student who violates one or more of the major rules is directly referred to an Administrator. Such violations include violence, vandalism, gross disrespect to staff, smoking, substance abuse, truancy, leaving school grounds without permission, failure to report to assigned office detention, possession of firearms, explosives, or weapons, or other major offenses. The Rutland City Police will be notified and involved when appropriate.

The administrator will determine appropriate sanctions for student misconduct. Normally, the student will be suspended from school for up to five days.

The student will be readmitted to school only after a meeting with student, parent/guardian, and an administrator.

A second major offense of any school rule will result in another suspension of up to nine days. Further violations may result in an indefinite suspension pending a decision regarding expulsion, following a hearing with the Superintendent and School Board.

### **SUSPENSIONS**

#### **Out of School:**

Students may be suspended for infractions which are serious and which would not be adequately addressed by detention. Suspension refers to the temporary removal of the student from the regular school program. The administrator in accordance with the policies of Rutland Public Schools will determine the length of time of a suspension. Suspensions may result in loss of all privileges during suspensions, e.g. extra-curricular activities like sports, etc. and loss of privileges may extend beyond period of suspension. Suspension in or out of school count toward the total absences one can accumulate before losing credit, and essentially making it necessary to take the course over.

### **In-School:**

Students are expected to be on time. In-School Suspension begins at 7:55 a.m. and ends at 3:05 p.m. The students will be given the work of the classes they are missing for that day. The student should be prepared to work and have all material they may need to get their work done. The student is expected to work quietly, without exception.

Rules will be posted in the Planning Room and students will be given guidelines for expected behavior while they are in ISS. If a student violates a rule, he/she will be warned (once), if a student again violates that rule, he/she will be sent out to the appropriate administrator where action will be taken depending on the severity of the behavior.

Students will be given a 20 minute break for lunch, 11:20-11:40. Students are expected to remain in the cafeteria during lunch break. If they do not remain in the cafeteria during lunch break, they will be required to stay an additional 20 minutes at the end of that day.

The In-School supervisor is available to assist with work, to discuss with students why they are there, and how it can be prevented from happening again.

### **Saturday:**

In an attempt to minimize the number of days a student misses due to suspension, Rutland High School has implemented a Saturday suspension program. Students who receive In-School suspension or out of school suspension for lesser offenses (such as a no show for detention or leaving school grounds without permission) may have the **option** of serving their suspension on Saturday. This allows a student to serve a suspension without missing valuable classroom time. In addition, missing valuable free time on a Saturday will hopefully have the desired long-term effect of improving student behavior.

**Note: A Saturday School Suspension option will not be granted for those who engage in more serious offenses (fighting, major disruption, drugs, sexual harassment – to name a few).**

When a Saturday suspension is offered as an option to a student, the student's parent will be the person who decides whether or not that option is accepted. If the Saturday Suspension is declined, the normal consequences for that offense will be utilized. In addition, if a student is assigned to Saturday suspension and does not attend, the normal consequence will be immediately invoked on the Monday immediately following the missed Saturday Suspension

Saturday School Suspension will take place most Saturdays. Suspension time is 8:00a.m.-12:00p.m. at RHS and will involve supervised academic and behavioral activities.

### **EXPULSION**

Occasionally, the school will exhaust all of its resources and procedures in dealing with a student. The school is also occasionally faced with an infraction, which is so serious that it cannot be dealt with effectively using detention or suspension. Vermont State law provides that a student may be expelled for the remainder of the academic year for misconduct on school property, on a school bus, or at a school-sponsored activity. In addition, the Superintendent or Principal may immediately remove from school a pupil who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school, or a pupil who brings a weapon to school. [16V.S.A. 1162] A student may also be expelled in accordance with procedures adopted by the Rutland City School Board.

### **APPEAL**

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

## **SECTION 4** **School Services**

### **HEALTH SERVICES**

The Health Office is staffed by two registered nurses. Our nurses provide health counseling, illness evaluation, health education, and first aid/emergency care as needed. A nurse is always available from 7:45 a.m. to 3:15 p.m., but special appointments can usually be made if requested by a student, parent, or guardian. Parents/guardians are urged to notify the Health Office (770-1087) if there are any particular health concerns which may impact on their child's schooling; please do not ever hesitate to call if you have any questions or if we can be of help in any way. In case of an emergency, the parent/guardian is always notified. Students in need of immediate medical care may be transported to the Rutland Regional Medical Center via ambulance; every attempt will be made to contact a parent/guardian before this is done.

### **Dismissal due to Illness:**

Students needing dismissal because of illness must be assessed by one of the school nurses, who will contact the parent/guardian or an emergency contact designated by the parent/guardian. **No student will be dismissed without appropriate permission and must take a pass to the Attendance Office when leaving.**

### **Medications during school hours:**

Students needing **prescription medication** during school hours must follow the school policy [#7611]. Forms are available from the school nurse, main office or from most physicians. A signed statement from the physician and signed permission from the parent must be presented to the school nurse. Any medication must be brought to the health office in a container appropriately labeled by the pharmacist and will be dispensed by the school nurse or her designee.

Students who need to **carry prescription medication to self administer** (such as inhalers), must comply with the prescription medication policy as well and the physician can indicate the need to carry this medication. **Non-prescription medication** may be administered by the school nurse after health assessment. Unless we are notified by the parent/guardian, it is assumed that permission is given for the student to be given acetaminophen (Tylenol) or ibuprofen in recommended dosages as necessary for minor discomfort. No other medication will be administered to a student without parent permission.

### **Health Screening:**

All ninth and twelfth grade students will be screened for possible vision difficulties. You will be notified if we feel your child needs further evaluation. Students in other grades can be assessed at parent, student, or teacher request.

### **LOCKERS**

Students will be assigned a locker at the beginning of the school year. Students are reminded that lockers remain school property at all times and are simply on loan to you. The School will not be held responsible for any losses incurred. Nothing shall be posted or displayed in or on lockers. Pursuant to Federal Law, the administration reserves the right to inspect lockers at any time, without prior notification. Lockers are allocated to students for their convenience only. Lockers are provided to cut down on pilferage, not to insure student privacy, and no such privacy is implied or should be inferred. **Students should lock their locker at all times.**

### **SCHOOL CANCELLATION**

In the event it is necessary to close school for the day, due to inclement weather or other emergency reasons, listen to radio stations, WSYB/Z97, WJJR, WJEN, television Channel 15 or call 770-1000 for the School Closing Announcement.

### **SCHOOL DELAY – TWO HOURS**

In those instances when it is possible to merely delay the opening of school, we will begin at 10:00a.m. The first day we will begin with B-Block. If we have multiple delays through the winter we will make everyone aware of the schedule.

### **BUILDING AND GROUNDS**

We are fortunate that our community has provided us with some of the best facilities available. We owe it to them take the best possible care of the building and grounds. For any flagrant misuse or abuse, students and their parents will be required to pay for damages resulting from vandalism or inappropriate behavior.

### **STUDENT INSURANCE**

Each student is eligible to purchase insurance coverage for accidents and mishaps that may occur during the school year. Insurance forms are distributed at orientation. If parents wish to subscribe to this insurance, they must completely fill out the forms provided, and send them (along with payment) directly to the insurance carrier.

All students participating in athletics must submit proof of insurance before they may participate, as the school does not pay for athletic insurance.

### **FOOD SERVICE**

1. The cafeteria provides an area for students to have a pleasant lunch with friends. The dedicated staff works very hard to provide nutritious and tempting fare. Food is available to students and personnel from 7:00 a.m. (breakfast) until 1:05 p.m. (lunch/snacks) daily.
2. Students should eat only during their assigned lunch period. Food is not allowed out of the cafeteria.
3. Students are not to leave the cafeteria until dismissed by the supervisor.
4. School rules regarding appropriate behavior apply to the cafeteria environment.
5. Students may not have food from outside restaurants delivered during the school day without permission from school personnel.
6. To take advantage of our free/reduced food service program call Joan Ferris at 770-1227.

### **TRANSPORTATION**

1. Students walking to school are reminded about the need to adhere to all safety concerns for pedestrians and to use the sidewalks on Woodstock Avenue and Stratton Road. Drivers dropping students off are to do so in the turn around area around the back of the school by the cafeteria.

**Dropping students off on Woodstock Avenue, Stratton Road or one of the nearby local businesses is prohibited.**

2. Students wishing to drive a car to school must go through the parking permit/sticker application process and will need to comply with all requirements of that process in order to be issued a parking permit. **Only juniors and seniors** will be issued permits to drive to school. Students who are not on a regular bus route will be given preference. **Only one permit per family will be issued.** Parking for students is restricted to the student parking lot or Gleason Road. The number of spaces is limited and the cooperation of student drivers is requested in order to maximize the number of student vehicles, which can be accommodated.

3. A limited number of bus routes will be established from the western side of the city, in addition to service provided by Marble Valley Transit.

Location and times of Rutland City school bus routes will be disseminated to students at their orientation in the fall and published in the local newspaper.

## **SECTION 5** **ATHLETIC/ACTIVITIES DIGEST**

We are very pleased that you have expressed a desire to become a part of our Athletic/Activities Program. To obtain the desired educational benefits the following responsibility must be adhered to by the participant:

- A need for a physical examination for athletes.
- A need for all athletes to be covered by some form of health insurance.
- A need for parents and students to sign the activity permission form and activity contract.
- A need to fulfill all eligibility requirements as outlined by R.H.S. and the Vermont Principals Association.
- A need to adhere to all behavioral policies and certain prescribed training rules as outlined by R.H.S.

All of these items among others will be discussed in detail in this brochure. We ask that you read and discuss these items and feel free to respond with any questions or concerns. We hope that your involvement with a R.H.S. activity will be a rewarding experience for the whole family.

\*Apply to Athletic Activities Only

## **PHILOSOPHY**

We believe that the opportunity for participation in a wide variety of student-selected activities should be a vital part of all students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education and create a desire to succeed and excel.

## **PHYSICALS\***

It is the policy of R.H.S. to require a physical examination every two years for students engaged in interscholastic athletics. These physicals are at the expense of each individual. Proof of physical must be on file with the Athletic Director prior to the athletes' participation in practice and/or games.

The Athletic Department has a form for this purpose. If you have had an injury/illness that has lasted longer than a week in the last six months, you will need a statement from your physician as to your ability to participate.

## **INSURANCE\***

Pursuant to Vermont Principals regulations: No student may participate in any VPA-sanctioned activity without providing evidence to the student's school administration or designee prior to participation in an activity showing that the participant is covered under some private or public health insurance program for the medical care for injuries that may be suffered on account of participation in an activity. Member institutions are encouraged to work with their student participants and parents to help make available individual insurance policies at affordable cost to students who wish to participate in VPA-sanctioned activities.

## **FORM/CONTRACT**

The activity permission form and participation contract must be completed and signed by the candidate and his/her parents or guardians prior to eligibility for practice and/or play. Separate forms must be completed for each activity in which the student is a candidate.

## **ACADEMIC ELIGIBILITY**

1. This procedure will apply to all students at Rutland High School Grades 9-12.
2. Quarterly marking period grades will determine eligibility. YES Plan may also cause a student to become ineligible.
3. A student who passes all of his/her courses in a given marking period and who is considered a full time student (3 credits per semester and 7 per year) is eligible for participation for the following marking period.

4. A student who fails two or more courses will be ineligible for participation for the next quarterly marking period. An ineligible student may practice provided he/she is getting tutorial assistance each week for each class failed, but cannot participate in any game, event, or performance at any level. Ineligible athletes who continue to be involved in their respective sports program will be eligible for letters, certifications, bars, jacket points, etc., if they have completed the requirements for those team awards prior to becoming ineligible.

5. The failure of one YES Plan will also render a student ineligible for the fall (this is in addition to the possibility of losing eligibility through two or more 4<sup>th</sup> quarter failures). Students may regain their YES Plan eligibility by completing 40 hours of community service prior to August 1 of that school year.

6. A student who is ineligible may regain his/her eligibility at progress report time of the following quarter provided the student earns no grade below 70 in any class. A student may regain eligibility for 1<sup>st</sup> quarter by taking either a remedial, summer school or approved program and passing with a 70 or better.

7. A student who fails one course may retain his/her eligibility by attending three sessions of a tutorial assistance program per week. These programs may be in the form of supervised study hall, after school help, peer tutoring, or any other such program approved by the Principal and/or Athletic/Activities Director, teacher and parents. Failure to attend tutorial programs will immediately result in forfeiture of eligibility.

8. If a student withdraws/failing from a course and, at the same time, transfers to a new course, the failing grade will not count, provided the student passes the new course that marking period. If a student withdraws/failing and a course is not substituted, the failing grade will be considered a failing for that quarter.

9. The eligibility of a student transferring to Rutland High School will be determined by the same regulation as a student already enrolled at R.H.S.

10. Eligibility will be determined five school days after the close of each marking period.

#### **CITIZENSHIP RULE**

Participation in a school activity is a privilege. Participants must earn and maintain the privilege to represent Rutland High School or Rutland Middle School by conducting themselves in a positive, safe and respectful manner, one that does not tarnish the image and reputation of the school in any way.

Any participant whose conduct is determined to have brought discredit to her/himself, the team, club, activity or school in any way will be subject to loss

of the privilege to take part. This will apply to actions before, during and after school hours, year round, both on and off campus.

#### **PROCEDURE**

An Associate Principal, and the School Resource Officer when appropriate, will conduct an investigation into the matter.

Upon determination that a student has violated this rule, a discipline committee will convene to determine the consequences. The discipline committee will be made up of:

Associate Principal/Activities Director/Athletic Director  
Coach/Advisor  
Teacher

#### **SUBSTANCE USE-ABUSE**

With the support of the findings of the Vermont State Medical Society, the Athletic Department at R.H.S. firmly believes that the use of chemical substances is detrimental to an individual's health. Therefore, the use, sale or possession of tobacco, alcohol, or illegal drugs is prohibited! The Substance Abuse Rules begin at preseason in the fall and lasts until the last event in June. Consequences for non-athletic activities will be of comparable length of those listed below. These rules and consequences will apply to students in grades 9-12.

First Offense . . . For the first incident, a suspension from one-fourth of the games during that season (if less than 1/4 season is remaining, the time will be continued during the next season of participation). The student must complete an initial substance abuse referral with an outside substance abuse counseling agency (at the family's expense) and follow through on said agency's recommendations. The student will also perform 20 hours of community service (and may be released from practice to do so), which must be approved by an administrator. If a student is not "in-season" at the time of the violation, counseling and community service shall take place immediately. The suspension will be during the next season of participation. ***If the student admits to the violation on his/her own, the consequences will be reduced to 1/8 of the games.***

Second Offense. . . For the second incident, the student will be suspended from competition for the current season and from competition during a second season. During the second season the student may (and must) participate on a team for the full season, except for competing in any contests. This participation must be agreed upon in writing from the student, a parent/guardian, the coach and the Athletic/Activities Director prior to the start of the season. The student must complete an initial substance abuse referral with an outside substance abuse counseling agency (at the family's expense) and follow through on said agency's

recommendations. The student must also complete 40 hours of community service. *If the student admits to the violation on his/her own, the consequences will be reduced to the first offense consequences.*

**OR**

Any student who violates the school's substance abuse rules for a second time may opt to participate in a random drug-testing procedure in place of the appropriate suspension. This drug testing may take place periodically from the date the student and parent agree to this option up to one calendar year. The testing will be at the expense of the family. A positive test would result in a reinstatement of the corresponding suspension from the date of the positive test.

**PROCEDURE**

- At the time of a meeting with the student of a second offense, the student will be notified of the option for the random drug-testing program as an alternative to the co-curricular activity suspension (the community service and counseling will still be required). This information will be included in the follow-up letter to the parents/guardians.
- Over the next 12 months, the student will be asked to randomly submit to a drug test on up to 4 occasions.
- When a test is requested, the student will be expected to report to the Rutland Regional Medical Center within a timeframe agreed upon in writing between the parents/guardians and the RHS Associate Principal. Failure to meet this timeline will be considered a "failed" test. This request will be made from the Associate Principal in charge of activities.
- The student and a parent/guardian will be required to sign a release form allowing the lab to share their findings with the Associate Principal.

Third Offense . . . . For the third incident, a student will be suspended from participation of activities for the remainder of their school years.

Any infraction will mean the automatic loss of any award in that sport for that season.

If you are ineligible in one activity you are ineligible for all activities during that particular season.

At each incident the Athletic/Activities Director, following a meeting of the student, administrator, and the coach/advisor will notify the student's parent/guardians of the situation. A written report of this meeting will be filed in the office of the Athletic/Activities Director, and a copy will be sent to the student's parents/guardians. Any appeal must be made to the building Principal.

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

Anyone committing the act of hazing may be suspended indefinitely from all school activities and will be referred to the local police for charges of harassment.

**ATTENDANCE**

The following policies will govern athletic/activity participation:

1. A student absent from school may not participate in practice or play in any game or activity scheduled for that day unless given approval by the Athletic/Activities Director and/or Associate Principal.
2. A student who is absent the day before an event scheduled for a non-school day shall not be eligible to participate in that event unless the absence was due to sickness or other extenuating circumstances. In such cases, approval to participate must come from the Athletic/Activities Director and/or Associate Principal. It is the responsibility of the student and coach/advisor to secure such approval (note or call from parent).
3. A student shall be considered absent and unexcused if not in attendance by 8:30 A.M. and remaining for their entire school schedule.
4. When a student anticipates an absence from school on the day of a scheduled event, the coach or advisor should be notified by the student, the student must also seek approval to participate from the Athletic/Activities Director and/or Associate Principal. Funerals and college interviews are some reasons an athlete may be absent.
5. It is the responsibility of the coach, advisor, or a designee to check the attendance list every day. No student listed as absent shall participate in a practice, game, or event that day unless approved by the Athletic/Activities Director and/or Associate Principal.

NOTE: Rule #3 shall serve as the directive for all decisions in regard to student absenteeism on the same day as an event. The only exceptions to this shall be dental or physical appointments verified by the doctor's signature.

### **INJURIES\***

All injuries, which occur while participating in athletics, must be reported to the student's coach and/or athletic trainer. Once a physician treats an athlete, he/she must obtain the doctor's permission in order to return to the activity.

### **TRYOUTS**

It is the school's desire to see that as many student athletes as possible are involved in the program during the athletic season. Unfortunately, due to facility space, time constraints, and additional factors, limitations are placed on sizes of teams for each individual sport. The athletic department recognizes these concerns and is striving to maximize the options available for student athletes in the athletic arena as participants or supporters of the program.

### **Tryout Policy Procedures**

1. Choosing the members of the various athletic teams is the responsibility of the coach.
2. Before tryouts begin, coaches will provide team information to all candidates and parents of the team at a preseason meeting. Such information shall include:
  - Length of tryout period – a minimum of five days
  - Objectives used to select the members of the team
  - Approximate number of team members that will be selected and criteria involved in selection – positions needed, etc.
  - Distribution of practice and game schedule. The coach will explain the commitment necessary to join the team.
  - Clear notification that tryouts are based on performance during the selection period. Tryouts are not based on summer participation or coaching camps the athletes participated in previous to selections.
3. Sub-varsity coaches will follow the criteria for selection that have been established for the particular sport. Head coaches will be involved in sub-varsity selections to aid these coaches.
4. When lowering the numbers on teams becomes a necessity, a coach will provide the following opportunities for each player:
  - Lists or rosters of team membership will not be posted. Each coach will meet with each candidate individually to discuss strengths, weaknesses, and squad membership or reason for non-membership.
  - Coach will discuss options or alternatives for those individuals who do not make the team. Such alternatives could include participation in a team support position.

- Each athlete must have had an opportunity to perform in at least one intra-squad competition (unless weather prohibits).

### **CUT POLICY\***

Middle School and freshmen – all efforts will be made to retain a reasonable number of players, however, cuts may occur if absolutely necessary. Junior Varsity - all efforts will be made to retain a reasonable number of players, however, cuts may occur. Varsity - cuts are more likely in some sports.

### **PLAYING TIME\***

The individual's ability, attitude, and the team situation determine playing time at the Varsity level. At the freshman, Junior Varsity and Middle School level, every effort will be made to ensure each athlete participates in every event. It is expected that members of the freshman and JV level teams will see action in each game as long as they fulfill all of their team responsibilities and expectations, and that their participation does not constitute a potential danger to their physical well being as determined by the coaching staff.

### **UNIFORMS AND EQUIPMENT**

Students are responsible for all uniforms and equipment issued to them. They are responsible for keeping them clean and in good repair and for returning them at the end of the respective season. They will be liable for lost and damaged items and will be charged as determined by the respective coach/advisor and administration. For all students, future participation in co-curricular (athletic, non-athletic, dances, etc...) will be denied, and seniors will not be allowed to participate in any senior activities (Graduation, Sr. Ball, etc...), if uniforms, equipment, or its face value are not returned or reimbursed.

### **AWARDS CRITERIA**

The recognition for successful participation in an activity is important to the participants, the school, and the community.

1. All sub-varsity and varsity participants will receive a certificate of participation.
2. A participant who is a member of a varsity level activity for the entire duration of the respective season may be awarded the appropriate letter or medal insert award. The award will be based upon the recommendation of the Head Coach.

### **PERSONAL PROPERTY**

There is a strong emphasis to secure all those items considered valuable. All lockers should be locked at all times. If necessary, all large amounts of money should be secured with the individual coaches.

## **TRAVEL**

Participants are to travel to and from all events in school designated transportation. In certain circumstances, special permission to ride home with parents may be obtained from an administrator. **IN NO CASE SHALL PARTICIPANTS BE ALLOWED TO RIDE WITH OTHER STUDENTS OR TO DRIVE THEIR OWN VEHICLES.**

## **CHANGE OF SPORT POLICY\***

No athlete may quit or be suspended from a sport and turn out for another after the season (first practice to last game) has begun, without the mutual consent of both coaches, and the approval of the Athletic Director.

## **MISSED CLASSES**

Students who miss class as a result of extra-curricular events or excused absences are expected to make up work as soon as possible. This may include after school sessions. Participants, coaches, and advisors should understand that practice is not an acceptable excuse for failing to attend after school help sessions.

## **ELIGIBILITY-VPA ( Vermont Principals' Association)**

Eligibility rules and activities policies apply to all students, both boys and girls, in grades 7-12. Eligibility rules and activities policies apply to all activities, both athletic and non-athletic, sanctioned or sponsored by VPA Waiver requests regarding undue hardships must be submitted through the Principal. These waiver requests will not apply in matter of age.

1. In activity season, players who have participated in practice or competition as a member of a school group shall not practice or compete as members of a non-school organized group in the same activity. Students may participate in an event as individuals, but not as members of another team. Violation of this rule will be handled as follows:

-for the first infraction, a warning to students will be given that the choice of participation on one or the other group must be followed.

-for the second infraction, students will be dropped from the school group.

2. A student who competes in any VPA sanctioned activity must be under nineteen years of age, except that a student whose nineteenth birthday occurs on or after August 1 is eligible for all activities in the ensuing school year. Students who have attained the age of nineteen prior to August 1 shall be ineligible for all VPA sanctioned activities.

3. Students are ineligible if they have attended high school for eight semesters. Attendance of thirty days of any semester shall be regarded as a semester.

4. Students are ineligible if they have lost their amateur standing, i.e. they have accepted remuneration, gifts or donations directly or indirectly for participation in an activity. High school students should be advised to exercise great caution in participating in any activity where there are cash prizes. Students who lost amateur status in one activity do not lose it in other activities.

5. Any athlete ejected from a game will not be allowed to compete in the next two contests, as a minimum

Students who have violated one of the eligibility rules listed above become immediately ineligible.

## **NCAA AND COLLEGIATE ELIGIBILITY\***

Students may wish to participate in intercollegiate athletic activities upon completion of high school. In order to be academically eligible the NCAA requires certain minimums on high school core courses, grades, and SAT/ACT standardized test scores. It is the responsibility of the student to monitor his/her status with regard to meeting NCAA requirements. Any questions in this area may be directed to the Guidance Department. Students must also be aware that at no time any they accept anything.

## **PROFESSIONALISM**

Do not endanger your college eligibility by becoming a professional. You are a "professional" if you:

- Are paid (in any form) or accept the promise of pay for participating in an athletics contest;
- Sign a contract or verbally commit with an agent or a professional sports organization;
- Ask that your name be placed on a draft list;
- Use your athletics skill for pay in any form (for example, TV commercials, demonstrations;
- Play on a professional athletics team, or
- Participate on an amateur sports team and receive, directly or indirectly, any salary, incentive payment, award, gratuity, educational expenses or expense allowances (other than playing apparel, equipment and actual and necessary travel, and room and board expenses for practice and competition).

"TOUGH DECISION" . . . .

From the Minnesota State H.S. League Bulletin

"It was one of the toughest decisions I have ever had to make"

Too often we hear the above comment from a school official following an incident resulting in disciplinary action against a student. This is especially true when it has been necessary to suspend a student from participation in school

activities because the student violated one of the rules relating to the use of alcohol, tobacco, and drugs.

Now is the time to set the record straight: it is a mistake for a school official to assume that his action to suspend a student for violation of the rules was a tough decision. The student knows the penalty for the violation cannot be waived. Therefore, when a student makes a decision to violate the rules - that student has already agreed to accept the penalty as prescribed. It is at that moment that the tough decision has been made.

**RUTLAND HIGH SCHOOL**

**ATHLETIC  
ACTIVITIES**

**NON-ATHLETIC  
ACTIVITIES**

FALL

Football  
Soccer - G & B  
Cheerleading  
Field Hockey  
Cross Country - G & B  
Drum Line

Adv. Orchestra  
Art Club  
Drama  
Choral Festivals  
Environmentally Conscious & Active Club  
Forensics Club  
GMTI

WINTER

Basketball - G & B  
Ice Hockey - G & B  
Cheerleading  
Nordic Skiing – G & B

Malestroms  
Red & White  
Key Club  
Literary Club  
Model U.N.  
National Honor Society

Alpine Skiing - G & B  
Indoor Track- G & B  
Wrestling  
Snowboarding – G & B

Pep Band  
Rock Climbing  
Student Senate  
Tri-M  
Unpredictables

SPRING

Baseball  
Softball  
Track & Field - G & B  
Golf - G & B  
Lacrosse-G & B  
Tennis – G & B

GSA  
Senior Video  
Spanish Honor Society  
Drum Line

STUDENT INITIATED  
Club Giving  
Spoken Truth

SCHOOL DAY ACTIVITIES

Chorus, Band, Jazz Ensemble,  
Talisman (Yearbook)

MISSION STATEMENT VT PRINCIPALS' ASSOCIATION & NATIONAL FEDERATION OF STATE HIGH SCHOOLS

"In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern

for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the National Federation as a concrete measure of understanding and commitment to fair play, ethical behavior and integrity."

**FALL SEASON DATES:**

*RHS Pre-season Meeting  
First Day of Practice*

*August 11, 2010 6:30PM  
August 16, 2010-All other fall sports start  
On August 23, 2010*

**WINTER SEASON DATES:**

*RHS Pre-season Meeting  
First Day of Practice*

*November 3, 2010 6:30PM  
November 29, 2010*

**SPRING SEASON DATES:**

*RHS Preseason Meeting  
First Day of Practice*

*March 2, 2011 6:30PM  
March 14, 2011-Baseball Pitchers/Catchers  
All other spring sports-March 21, 2011*

**SAT TEST DATES:**

*October 9, 2010  
November 6, 2010  
December 4, 2010*

*January 22, 2011  
March 12, 2011  
May 7, 2011 June 4, 2011*

**ACT TEST DATES:**

*September 11, 2010  
October 23, 2010  
December 11, 2010*

*February 12, 2011  
April 9, 2011  
June 11, 2011*

**Activities Info Line  
773-1962  
Daily Schedule – Updates and Changes**

**SECTION 6  
Policies**

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

## **STUDENT RECORDS**

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

## **DESTRUCTION OF STUDENT RECORDS**

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

## **SUBSTANCE ABUSE POLICY & PROCEDURES**

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

### **A. Students in possession of drug paraphernalia**

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

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

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

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

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

### **First Offense**

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

### **Second Offense**

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

### **Third Offense**

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

### **C. Students in possession of alcohol and/or drugs**

#### **First Offense**

1. Parent/guardian will be notified by an Administrator and the student will be removed from school for the remainder of the day.
2. The Police may be notified of the incident.
3. Student will be suspended for three (3) days.
4. Before returning to school, the student and parents are required to have a conference with the appropriate school personnel.

5. Student will be required to complete a minimum of twelve (12) hours of alcohol/drug education and counseling.

### **Second Offense**

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

### **Third Offense**

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

## **D. Students selling or furnishing alcohol and/or drugs**

### **First Offense**

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

### **Second Offense**

1. Parents will be notified immediately and the student will be suspended for the (10) school days with the recommendation for suspension for the remainder of the school year, or possible expulsion.
2. Police shall be notified of the incident.

## **TOBACCO POLICY**

It is the policy of the Rutland City School District that no student at any time shall possess, use, sell, give or otherwise transmit any tobacco product on school owned or leased property or at any school sponsored activity off school grounds.

Any student in possession of a tobacco product shall have the product confiscated immediately by an employee and reported to the principal or his/her designee who shall make a referral to law enforcement.

Consequences for the student shall be consistent with the discipline procedures in the individual schools.

Consistent with state statutes, 16 VSA 140, no person, including adults, shall be permitted to use tobacco on school grounds.

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

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

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

## **INTERROGATION BY LAW OFFICIALS**

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

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

### **BULLYING**

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

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

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

### **Reporting, Investigating, and Notifying Parent of Bullying Reports**

To address bullying the Rutland City School District:

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

### **HARASSMENT**

"Harassment" means unlawful conduct which constitutes a form of discrimination. It means verbal or physical conduct based on a person's race,

creed, color, national origin, marital status, sex, sexual orientation or disability and which has the purpose or effect of substantially interfering with a person's educational or work performance or creating an intimidating, hostile or offensive environment. **(It is the policy of the Rutland Public Schools to prohibit any conduct that would constitute harassment as defined by the EEOC or other federal or state law.)** [RPS Policy 7400]

### **A. Types of Harassment**

**Sexual:** Sexual harassment is a form of unlawful misconduct, which undermines the integrity of both the employment relationship and the learning environment. All school community personnel must be allowed to work, teach, and study in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to offensive and inappropriate sexual behavior within the total framework of the school community environment.

- a) **Verbal:** Unwelcome sexual advances, requests for sexual favors, sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, unwelcome sexual flirtations, persistent requests for dates, degrading words used to describe an individual, other verbal comments of a sexual nature, and graphic commentaries about an individual's body.
- b) **Non-Verbal:** Sexually suggestive or offensive objects or pictures, written comments, suggestive or insulting sounds, leering, whistling, obscene gestures.
- c) **Physical:** Unwanted physical contact, which may include touching, pinching, or brushing the body, coerced sexual intercourse, and assault.

**Racial and Color:** Racial or color harassment can include unwelcome verbal, written or physical conduct, directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

**Religious (Creed):** Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, or religious slurs, or graffiti.

**National Origin:** Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

**Marital Status:** Harassment on the basis of marital status is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

**Disability:** Disability harassment includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

**Sexual Orientation:** Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

## **B. Reporting Student Harassment**

**Student reporting:** Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to Ellie McGarry, Director of Special Education, or Robert Bliss, Assistant Superintendent (hereinafter "Designated Employee") or any other school employee.

**1. School employee reporting:** Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a Designated Employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a Designated Employee. If one of the Designated Employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other Designated Employee or the Superintendent.

**2. Other reporting:** Any other person who witnesses conduct that she/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a Designated Employee.

**3. Documentation of the report:** If the complaint is oral, the Designated Employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct,

and the identity of the complainant, alleged perpetrator, and any witnesses.

**4. False Complaint:** Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

## **C. Procedures Following a Report**

**1. Notification:** Upon receipt of a complaint of harassment the Designated Employee shall immediately inform the Superintendent of the complaint. In addition, the Designated Employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: 1.) promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; 2.) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and 3.) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A Superintendent may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.

**2. Investigation:** Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the Superintendent shall, no later than one school day after the filing of a complaint with the Designated Employee, initiate or cause to be initiated, an investigation of the allegations. The Superintendent shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the Superintendent from assigning him/herself or the Designated Employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

No later than five school days from the filing of the complaint with the Designated Employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the Superintendent. The report shall include a statement of the findings of the

investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the Superintendent shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the Designated Employee shall report such conduct to the Superintendent for action in accordance with relevant school policies.

All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after the review is requested.

**3. Action on a substantiated complaint:** If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of harassment. Such action may include warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.

**4. Alternative dispute resolution:** At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the Superintendent shall initiate or cause to be initiated an investigation of the allegations in accordance with the time lines established in this policy.

**5. Appeal:** A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District's discipline policy, applicable statutes, or collective bargaining agreements.

**6. Independent Review:** A complainant may request an independent review if s/he: 1.) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, 2.) is dissatisfied with the final determination following an investigation as to whether harassment occurred, or 3.) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the Superintendent. Upon such request, the Superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 565(f), and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: 1.) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and 2.) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies 11 that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District. The District may request an independent review at any stage of the process.

**7. Retaliation:** It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the

harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

#### **D. Confidentiality and Record Keeping**

1. The privacy of the complainant, the accused individual and the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
2. The Superintendent shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

#### **E. Reporting to Other Agencies**

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911 et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner.

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

#### **F. Alternative Complaint Process**

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy,

a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission  
14-16 Baldwin Street  
Montpelier, VT 05633-6301  
(800) 416-2010 or (802) 828-2480 (voice) (877) 294-9200 (tty)  
(802) 828-2481 (fax)  
Email: [human.rights@state.vt.us](mailto:human.rights@state.vt.us)

Office for Civil Rights, Boston Office  
U. S. Department of Education  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
(617) 289-0111 (voice)  
(877) 521-2172 (tdd)  
(617) 289-0150 (fax)  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

#### **FIREARMS, WEAPONS, & FIREWORKS**

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

#### **SEARCH AND SEIZURE**

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

employee of the same sex and, whenever possible, in the presence of another school employee.

4. A copy of the Search and Seizure Policy [7450] can be found in its entirety in the Principal's Office.

### **HAZING**

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

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

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

Examples of hazing include:

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

### **Reports of Hazing**

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

### **Investigation of Reports of Hazing**

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

### **False Report**

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

### **Disciplinary Action**

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

If the investigation concludes that two or more students from the same athletic team or other co- or extra-curricular actively directed, engaged in, aided or otherwise participated in activity or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season. It is not a defense in a disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. This is a summary of the Hazing Policy #7493, which may be obtained in its entirety by contacting the Superintendent's Office.

### **City of Rutland - Safe Schools Ordinance**

On February 28, 1995, the City of Rutland Board of Aldermen passed Ordinance Number 187. Following is a condensed version of the ordinance and its

purpose. A complete copy may be obtained at City Hall or from our Main Office.

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

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

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

Schedule of Fines for Violation of 25R0R 94610-4614

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

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

**School Hours:**

Morning Warning Bell	7:50 A.M.
School Opening Time	7:55 A.M.
School Closing Time	3:05 P.M.

**Important Dates:**

**First Official Day of School – freshmen only.....August 25, 2010**  
**First Day of Classes - All Students ..... August 26, 2010**  
**Parent Open House**.....September 22, 2010  
**First Term Progress Reports Mailed Week of**.....September 20, 2010  
**NECAP Testing Week of**..... October 4 and October 11, 2010  
**Parent Conferences**..... October 19 & 20, 2010  
**First Term Ends**..... October 20, 2010  
**Report Cards Issued Week of** .....November 1, 2010  
**Second Term Progress Reports Mailed Week of**.....November 29, 2010  
**Second Term Ends**..... January 7, 2011  
**Final/Mid Term Exams** .....January 5-7, 2011  
**Second Semester Begins** ..... January 10, 2011  
**Report Card Issued for 1st Semester Week of** ..... January 17, 2011  
**Parent Open House**..... January 26, 2011  
**Third Term Progress Reports Mailed Week of**..... February 21, 2011  
**Third Term Ends** .....March 16, 2011  
**Parent Conferences**.....March 16 & 17, 2011  
**Report Cards Issued Week of** ..... March 28, 2011  
**Fourth Term Progress Report Mailed Week of** ..... April 25, 2011  
**NECAP Testing Week of**..... May 9, 2011  
**Fourth Term Ends** .....May 25, 2011  
**Final Exams**..... May 23-25, 2011  
**Fourth Term Report Cards Issued Week of**.....May 30, 2011  
**Y.E.S. Plan**..... May 26-June 10, 2011  
**Y.E.S. Plan Open House** ..... June 10, 2011  
**Graduation**..... TBA  
**Final Report Cards Issued Week of** ..... June 27, 2011

**Vacation Dates:**

**December 22, 2010**  
**through December 31, 2010**  
**February 14-18, 2011**  
**April 11-15, 2011**

**Holidays:**

**September 6, 2010 - Labor Day**  
**October 21-22, 2010 - State Convention**  
**November 11, 2010 – Veterans Day**  
**November 24-26, 2010 - Thanksgiving**  
**January 17, 2011 - Martin Luther King**  
**May 30, 2011 – Memorial Day**

**Teacher In-service: (full day)**

**August 20, 23 & 24, 2010**  
**October 20, 2010**

**March 18, 2011**  
**June 13, 2011**

