



Welcome to Rutland Middle School! We are very excited about the 2021-22 school year. Please take time to read this handbook and discuss it with your parent(s)/guardian(s). It provides information about the operations of **Rutland Middle School**. The policies and procedures outlined in this handbook allow us to maintain a safe and enjoyable learning environment. You will find important information including: schedules, phone numbers, office procedures and conduct expectations in this handbook. If you have any questions about the content of this handbook, please do not hesitate to contact us. We have an outstanding

staff and they are looking forward to working with each of you. Please take advantage of all of their expertise while you are a student at Rutland Middle School. Your time at Rutland Middle School will pass very quickly. We recommend that you get involved in the numerous extra-curricular activities that we offer. Your middle school experience will be what you make of it. Be proud of it and take good care of it. Together we will make Rutland Middle School the best middle school possible!

Pati Beaumont, Principal
 Meaghan Marsh, Assistant Principal

Mission Statement: The Mission of the Rutland Middle School is to provide students with opportunities to develop a strong academic, creative, and social foundation that will enable them to succeed within and contribute to an evolving global community. The unique characteristics of students at this level require special curriculum, teaching strategies, programs, and assessments. Every part of the middle school program will challenge each individual and provide support to allow students to achieve their fullest potential. The school will nurture social development and provide a balance between process and content in academic development. Rutland Middle School will provide a secure, safe, and orderly environment. We will assure that each person goes to school without fear of verbal or physical abuse, intimidation, or harassment. The faculty and staff are committed to making a positive impact on adolescents. The staff is empowered to be part of the decision-making process. The school supports a beneficial partnership among home, school, and a diverse community.

RCPS Vision Statement: Rutland City Public Schools cultivates a passionate, diverse, and resilient community of critical thinkers who learn with purpose, create innovative and responsible solutions, and lead lives of integrity.

RMS Vision Statement: (Pati) To develop a safe and caring learning community where all members belong, and are provided an opportunity to grow academically, socially, and emotionally and to gain independence.

CORE VALUES	BELIEFS OF LEARNING	TRANSFERABLE SKILLS
<ul style="list-style-type: none"> ☛ Academic excellence ☛ Community involvement ☛ Collaboration ☛ Creativity ☛ Integrity ☛ Respect ☛ Responsibility 	<ul style="list-style-type: none"> ☛ We believe students learn best when engaged and challenged with clear, high expectations. ☛ We believe students learn best when instruction is relevant and personalized. ☛ We believe students must understand the world in order to participate effectively in society. ☛ We believe students learn best when they are encouraged to think independently, explore, and take risks. ☛ We believe that respect, compassion, and empathy promote a culture of collaboration. ☛ We believe students learn best in a healthy and safe environment. ☛ We believe students learn best when they are connected to caring adults. 	<ul style="list-style-type: none"> ☛ Clear and Effective Communication ☛ Self-Direction ☛ Creative and Practical Problem Solving ☛ Responsible and Involved Citizenship ☛ Informed and Integrative Thinking ☛ Collaboration Innovation Inquiry ☛ Use of Technology

RMS IMPORTANT DATES*(Note: These dates are subject to change, based on school closings during the year.)

First Day of Classes	September 1, 2021
First Trimester	9/1/21-11/23/21
Second Trimester	11/29/21-3/4/22
Third Trimester	3/7/22-6/3/22
School Picture Day	September 30, 2021
YES Plan	6/7/22-6/13/22*
Class Day	June 6, 2022*
Last Day of School	June 14, 2022*

*Dates are tentative and subject to change.

STANDARDIZED TESTING – TBD

SBAC Testing (both grades)	Spring 2022
NAEP (grade 8 only)	Spring 2022
Science NECAP (grade 8 only)	May 2022

FAMILY/STUDENT CONFERENCES

October 7-8, 2021
March 17-18, 2022

TEACHER IN-SERVICE

August 26-27,30-31, 2021
 June 15-17, 2022

HOLIDAYS:

Labor Day	September 6, 2021
Indigenous People Day	October 11, 2021
Veterans' Day	November 11, 2021
Thanksgiving Recess	November 24-26, 2021
Martin Luther King, Jr.	January 17, 2022
Memorial Day	May 30, 2022

STUDENT VACATION DATES

December 23, 2021- January 2, 2022
 February 14-18, 2022
 April 18-22, 2022

Rutland Middle School Daily Schedule		
	<i>Red Day</i>	<i>White Day</i>
7:30-7:45	Student arrival	Student arrival
7:45-8:30 A Block	Enrichment: Band/Chorus/ Orchestra/ Spanish/ Unified Arts (UA)/ Intervention	Enrichment: Band/Chorus/ Orchestra/ Spanish/ Unified Arts (UA)/ Intervention
8:33-9:00 B Block	Advisory	Advisory
9:03-10:45 C Block	Grade 8: Global Studies Grade 7: STEM	Grade 7: Global Studies Grade 8: STEM
10:45-11:15 Lunch	Lunch/Activities	Lunch/Activities
11:18-12:23 D Block	Grade 8: Global Studies Grade 7: Unified Arts /Intervention	Grade 8: STEM Grade 7: Unified Arts /Intervention
12:26-1:31 E Block	Grade 8: UA/ World Language/ Intervention Grade 7: STEM	Grade 8: UA/ World Language/ Intervention Grade 7: Global Studies
1:34-1:43	Movement break	Movement break
1:46-2:26 F Block	FLEX/Intervention	FLEX/Intervention

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Section 2: Academic Information

Academic Integrity: Academic integrity is a basic value of Rutland Middle 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. Teachers are expected to discuss with their classes what academic integrity means specific to their own subject and class. Violations of academic honesty have a serious impact on the intellectual climate of the school. Therefore, they will be taken with the utmost seriousness and appropriate sanctions imposed.

Violations of the academic honesty policy should be addressed with behavioral consequences. Teachers should reassess and determine the actual level of achievement. Assignments that violate academic integrity will not be accepted for credit.

There are several ways in which academic honesty 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.

Advisory: Every day, from 8:33-9:00, each student will attend their advisory, which consists of a small group of students (less than 12) and their assigned advisor. The purpose of advisory is to offer students a consistent, dependable opportunity to get to know themselves and the other members of the group, to learn and practice appropriate social skills, and to have fun. Advisors are responsible for making regular connections with families, and be the support contact person to help their advisees be successful members of RMS and their greater Rutland community.

Attendance Procedures: The school day begins promptly at 7:45 A.M. and ends at 2:26 P.M. On Tuesdays, RMS dismisses at 1:31 P.M. *Please note that the school cannot guarantee adult supervision for students who arrive at school prior to 7:30, therefore, do not drop your student off prior to 7:30 or let them walk/ride to school before that time.*

Students must be in their first class by 7:45 A.M. for attendance. **Students who come to school after 7:45 A.M. must report to the attendance secretary to sign in.** Students who are late must have a written excuse from their parents or guardian explaining their lateness. Parents/Guardians are asked to call/email the attendance office to notify the school if their child will be absent for the day (**786-1867 or email at gayle.townsend-lang@rcpsvt.org**). All written excuses shall give the name of the student, the reason for the absence, the date(s) of absence and parent/guardian's signature and a contact phone number.

- **Excused/Unexcused Absence or Tardiness:**

The school reserves the right to determine if an absence is excused or unexcused. Excused absences include validated illness and medical or other appointments that can only be scheduled during the day. All absences or tardiness not explained by a valid note will be considered unexcused. Unexcused absence or tardiness may include, but is not limited to, oversleeping or missing the bus. Please note that, at this age, students need to become responsible for their own behavior. As a result, tardiness or absence from school because of parental issues (sleeping late, etc.) will generally be considered unexcused and may result in parent or truancy meetings. Students may receive consequences for repeated unexcused tardiness or absence from school. If a student has more than three unexcused tardies, the student will be assigned detention.

- **Early Dismissal:** Students are expected to be in school for the entire school day. Students who have a legitimate excuse to leave school early must turn in a written note to the Attendance Secretary from their parent/guardian giving the date and time of the early dismissal, reason for the early dismissal and the parent/guardian's signature. Students should bring the note to the secretary as soon as they arrive at school.

In the event of illness at school, a parent/guardian will be notified and must give their permission before any student will be dismissed from school. In the case of an emergency when a parent cannot be reached, we will call the emergency number as designated by the parent/guardian on the emergency card.

- **Vacation Absence:** Students who are to be absent from school for more than two days and not more than ten days because of a family vacation must obtain a [Leave Request for Absence](#) from the attendance office. If the request is granted, the student will be allowed to make up the work. Work will be completed in a reasonable time to be determined by the teacher and student. This request should be made at least ten school days prior to the planned vacation date so teachers can plan for the child's absence. To the greatest degree possible family vacations should be planned for times other than school days.
- **Make-Up Work:** Students will have the same number of days they were absent to make-up missed work. Students returning to school following an absence have the responsibility to seek out teachers for missed assignments. Extended opportunities to make up work beyond what is outlined above is at the discretion of the teacher(s) and/or administration.
- **Truancy:** Truancy is defined as an unexcused absence or insufficient excuse for an absence from school. The school will notify parents of students who are truant for five days. Further trancies will result in a meeting with parents, the district truancy officer and other community agencies as needed. Truancy meetings are designed to help parents and students access resources to help the student attend school. If a child is absent 10 days, affidavits of truancy are filed.
- **Early dismissal due to illness:** if a child is ill and needs to go home, the nurse will contact a parent or guardian. *If your child contacts you asking to go home, please call the school and have the child sent to the health office to determine if there is a medical need for an early dismissal.* If a child contacts a parent to go home without the intervention of the nurses, the absence will be considered unexcused.
- **Leaving School Grounds:** Students are expected to be in assigned areas for the entire school day. Therefore, students may not leave the building without written permission from their parents (or other parental contact) and a dismissal slip from the office. Students who leave without permission will be considered truant.

Conferences and Meetings: If you have questions or concerns about your child's learning or school expectations, please contact your student's advisory teacher(s) as soon as possible.

Counseling: Our counseling staff includes two full-time counselors; Mrs. Erica Coloutti and Mrs. Amy Labate. Both counselors provide support to all students throughout their educational experience. Support may include individual and/or group meetings, mediation, consultation with parent(s) and/or teachers, and collaborations with community based agencies, as requested by families. Students may be referred to our counseling staff by teachers, parents, peers, or seek help themselves. Please contact either of our counselors if you would like more information about our counseling program.

Educational Support Team (EST): The district has initiated a system to review student progress to identify and support students who are struggling with learning and/or social, emotional, and behavioral functioning. EST typically consists of a building leader(s), general education teacher(s), special educator, counselor, school psychologist, and additional team members as needed. The goal of the EST is to efficiently provide students with interventions to address academic/behavioral deficits and improve overall school performance. Referred students may receive support services, parents will be notified of support offered.

Enrichment Block (Block A) and Band/Chorus/Orchestra: Our Chorus, Band and Orchestra programs practice every day during our A Block. Once students have enrolled in the music program, they must stay in the program until the end of the trimester and have written permission from a parent/guardian. We also offer 'mini-units' or intervention classes throughout the year. Offerings include Art, World Languages, Digital Storytelling, Interventions, Physical Education, Social Skills, Health and Information Technology Skills.

EPIC (Engaging Programs and Inspired Connections): After school homework support, tutors and enrichment activities are offered daily at RMS. Summer EPIC offers a variety of enrichment activities over a six-week period. EPIC is run through the Tapestry office, 786-1967 and has an onsite RMS Site Coordinator. Students who are in the building after 2:30 PM (1:35 on Tuesday) need to be in EPIC or another adult supervised activity. [2021-2022 Application for EPIC](#)

Flex Block: This time is used to help build connections between students and adults without the pressure of grades and to help students develop social skills and overall organization. Students also work on goal setting and their PLP, and overdue work during FLEX.

Grading Procedures: RMS uses a standards based grading system. Student grades will be determined by the degree to which a student has demonstrated proficiency in identified course standards. Assessments will be tied to a course standard or standards and the student will demonstrate proficiency through successful completion of the assessment. Assessments will be reported on a 0 through 4-point scale with half point increments.

4 – In addition to score of 3.0 performance, the student demonstrates indepth inferences and applications that go beyond what was taught.

3 – The student has met the standard.

2 – The student has gained an understanding of the vocabulary and simpler processes of the standard.

1 – With help, the student can demonstrate partial success with the vocabulary and simpler processes of the standard.

0 – Little or no evidence of achieving the standard.

Term and final grades will be determined by averaging the overarching standard scores. Teachers may arrive at a final grade ranging from 1 to 4 using 0.5 increments by averaging all scores on student progress in each standard. Students are expected to achieve an average score of 1.5. Additionally, students will develop a personalized learning plan (PLP) with teachers. The personalized learning plan will include goal setting, academic outcomes and high school planning.

Homework: We believe that homework can be meaningful and productive. Homework assignments should be a logical extension of current classroom activities and reinforce the concepts already taught.

Successful completion of homework can be an important element in the assessment of student achievement and contributes to the student’s overall grade. Homework assistance is provided at RMS during the EPIC afterschool program. Certain days of the week have been set aside for academic support during FLEX block.

Infinite Campus: Infinite Campus is an Internet-based information program that enables teachers and families to monitor the progress of each student and is our electronic educational record system. For more information on the parent portal or to get a [Parent Portal Request Form](#) contact the RMS Main Office. Grades are updated at the end of the school year for final report cards for student records in IC. For progress reports and up to date grade status, please see the section “JumpRope”.

JumpRope: JumpRope is an electronic gradebook/reporting system for teachers to monitor student assignments, grading, and work completion. Families will have access to student progress at any time through student log-in, and can expect electronic progress reports mid-term and final reports at the end of each trimester. For paper report cards mailed home, they must be requested through a teacher or the main office.

Library: Students may borrow books and materials from our library. Please respect these materials and the rights of others to conduct research quietly when in the library. Students can make electronic selections, requests, and lists in our digital library system, Follett-Destiny.

Standardized Assessments: All students at RMS will take the SBAC (Smarter Balanced Assessment Consortium) assessments in the spring of the school year. The assessments do not have an exemption for students. Eighth grade students will also take the Science assessment in the spring. Eighth grade students may take the NAEP (National Assessment of Educational Progress) in February. These assessments help the school understand how well it is fulfilling standardized learning expectations. Assessments also help individual students understand how well they are doing in meeting the state educational standards. In addition, a varied and comprehensive assessment program helps the school evaluate its own programs. This allows us to revise and improve curriculum and instructional methods, establish more comprehensive professional development programs for our faculty, and help us select instructional materials. Assessments are periodically reviewed by the faculty and students throughout the year for progress monitoring.

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) *PARENTAL RIGHTS:*

You have a right to:

1. Inspect and review records
2. Challenge content of records
3. Obtain copy of records

Parents have the right to request information regarding the credentials of their child's teachers. They can request the teachers' level of certification and areas of licensure. Requests for information should be made to the school building principal. Parents are also encouraged to make their opinions on services to students heard. "We invite all parents to present the school administration with any ideas or thoughts on services that would support all of our students within our school-wide plan."

Year End Studies (YES) Plan (formally known as ESP): YES Plan is an end-of-year program that offers students a variety of in-depth learning experiences after regular courses end in June. The program is designed to allow teachers and students time to focus on a particular topic during an extended block of time. Community service, day trips and special presentations are examples of activities that take place during YES Plan. Students receive a brochure describing the program in detail in the spring.

Section 3: Student Behavior Guidelines

Rutland Middle School Philosophy of Student Behaviors: Rutland Middle School promotes an atmosphere of mutual respect. We create and contribute to a positive learning environment. We recognize and respond to the basic needs of all members of the school community, including the need to be:

- Safe
- Accepted
- Successful
- Validated for our efforts
- Given choices in directing our lives
- Provided learning opportunities commensurate with our abilities, interests and talents.

To achieve this, we establish and maintain clear, concise and consistent expectations. All members of our school community have an awareness of our expectations for behavior and encourage a sense of belonging, mastery, independence and service to others. Behavioral protocols aligned with Multi-tiered System of Supports (MTSS), and exploring restorative practices

When behavior issues arise, examples of opportunities the student will be given to work out the problem with the teacher(s) are:

- Reminder/Warning by staff
- Praise/Acknowledge/Encourage
- Validate good choices
- Time to make appropriate choice
- Consider point of view
- Conference to discuss rules and expectations
- Offer of counselor appointment
- In-class time-out
- Verbal and/or written plan
- Parent contact
- Parent conference

Cell Phones: Students should not be using their cell phone during class time unless instructed to do so by a teacher. If a legitimate call is needed the student may use a school phone with supervision. While we all appreciate the convenience of instant communication via the cell phone, as educators, and parents, we need to recognize and protect the integrity of student learning within the instructional day. We ask your cooperation to ensure, wherever possible, an uninterrupted instructional day for the students by adhering to the following expectations:

1. **Student use of cell phones is not permitted during academic time between 7:45 AM and 2:26 PM for personal use.**
2. If parents need to contact their child during the school day, please use one of two means to do so. First, you may text your child and they will be able to check their phones to get the message during lunch (10:45-11:15) and the afternoon break (1:33-1:43).
3. You can call the main office and leave a message with the administrative assistant. In that case, the main office will only call the student down to the office to get the message between classes. The message will be written down and held by the administrative assistant for the student to pick up. It is a student's responsibility to pick up messages between classes if their name is announced.
4. Calls to parents or guardians during the school day must be made via a school phone and only with permission and supervision of a teacher or other appropriate staff member.
5. Please note that the school is not responsible for lost or broken cell phones or other electronic devices.
6. Consequences for students who are not following the above expectations:
 - a. First Offense - verbal warning
 - b. Second Offense - phone is taken from the student and parents or guardians need to pick it up after school
 - c. Third Offense - An administrator, or House Teacher Leader, will have a discussion with the parent or guardian. The student will be asked to leave their cell phone at home. If this is not possible, they will need to put their phone in a Yondr pouch for the day.

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

statute. More information about the district's Substance Abuse Policy and Procedures are located on page 25 of this handbook. No one (adult or student) is permitted to smoke, use chewing tobacco or possess tobacco products on school property. This includes electronic nicotine products, vaping, oils, Juuls and other tobacco products. Students who violate this rule will be subject to suspension and school safety tickets. All school-sponsored trips are included in this policy. In addition, it is a civil violation for a person under the age of 21 to possess or purchase tobacco or marijuana products. Violations of this statute can result in fines and a delay in the issuing of a driver's license.

Fighting: There will be severe consequences (possibly including detentions, in-school suspension, out-of-school suspension, expulsion and police involvement) for those who choose to physically harm or attempt to harm others.

Hall Passes: Individual houses will determine their hallway passing policies.

Hazing, Harassment, and Bullying: A student is being bullied or targeted when exposed repeatedly to intentional injury or discomfort inflicted by one or more students. This may include physical contact, verbal assault, making obscene gestures or facial expressions, and/or being intentionally excluded. Bullying implies an imbalance in power or strength in which one child is targeted by others. Students should report allegations of bullying to any teacher, guidance counselor or administrator. Disciplinary consequences will be assigned in cases where bullying is substantiated. Once RMS has received a report of bullying, a school employee will interview students and then a school administrator will determine if a full investigation is appropriate. The district's Policy on the Prevention of Harassment, Hazing and Bullying of Students is included in the policy section of this handbook (See Page 18-20)

Illegal Activities: The following items are against the law and will not be tolerated within the school:

Drugs/Alcohol/Tobacco Use: See the Policy on drugs, alcohol, and tobacco above.

False Alarms/ Bomb Threats: It is against the law to pull an alarm box, or tamper with the alarm system. There are serious school consequences and criminal penalties for those who may engage in this activity. A copy of this (Policy #7491) is available in the principal's office.

Firearms, Weapons, & Fireworks: Students may not possess or use firearms, weapons, knives, ammunition, explosives, fireworks, cap guns, starter pistols or any potentially dangerous devices or substances of any kind on school property, including school buses. A copy of the School District Policy on Weapons (Policy #7490) is available in the principal's office.

Gambling: No gambling is permitted at Rutland Middle School.

Theft/Vandalism: Incidents of theft or vandalism will result in disciplinary consequences, financial compensation (if applicable) and may include police involvement.

Threats: Rutland City Schools will treat any oral or written threat or threatening action by a student directed against school personnel and/or against other student(s), and/or against the school property and/or people using school property, as a serious offense. In addition, restitution will be sought where the threat results in expense to the school, school personnel, or other students. A copy of the school district policy on Threats (Policy #7492) is available in the principal's office.

Consequences for Inappropriate Student Behavior: If a student consistently makes poor behavioral choices that are disruptive to the learning process or violates the guidelines and procedures of the middle school, the following consequences may be imposed. The nature of the infraction will inform the school's response. Examples include:

- **Teacher/Team/Administrative detention:** Teachers, planning room coordinator or administrators

may assign detention whenever student conduct warrants such a response. Detentions are after school (2:30-3:00PM). A teacher may also require a student to remain after school if the student needs extra help. Teacher issued detentions will begin promptly at 2:30 PM and end at the teacher's discretion. Students who report late to detention will complete the missed time the next day. An assigned detention is mandatory and takes priority over any other school-related function. If a student does not report to detention as assigned, administration may issue an in-school suspension.

- **Referral to the planning room:** Students who are disrupting the education of other students to a degree that it is clearly inhibiting the learning of others may be sent to the planning room to process their behaviors, in writing and verbally with a trained staff person. This will occur only after the teacher has attempted to refocus the student through a series of in-class efforts. If an adult refers a student to the planning room, the parent or guardian will be notified by the referring adult via phone call regarding the incident on the day of the incident. In the planning room, the student will de-escalate to enable them to successfully return to the classroom. The student and referring teacher will meet during a teacher detention to process the behaviors and to discuss the plan. If in the planning room for an extended period of time, the student will be given class work to complete.
- **In-School Suspension:** In-School Suspension (I.S.S.) begins at 7:45 AM and ends at 2:26 PM. Students who report late to I.S.S. will make up the missed time after school or the next day. Students will be given the academic work of the classes they are missing for that day. Students should be prepared to work and have all material they may need to get their work done. Students are expected to work quietly. Administrators assign a student to In-School Suspension. In-School Suspension assignments will be served in the planning room under the supervision of the Planning Room Coordinator. The Planning Room Coordinator is available to discuss with students why they are there and how they can make better behavioral decisions in the future. Students assigned In-School Suspension who are also on an Individualized Educational Plan will continue to receive special education services. In the event of an In-School Suspension co-curricular advisors/coaches will also be notified.
- **Out-of-School Suspension:** In accordance with the policies of the Rutland City Public Schools, students may be suspended for infractions which are serious and which cannot be adequately addressed by other disciplinary consequences. Suspension refers to the temporary removal of a student from the regular school program. The principal /assistant principal will determine the length of a suspension. During the suspension period, a student may not participate in or attend any co-curricular activities or collect or complete any schoolwork. In some cases, the loss of co-curricular privileges may extend beyond the suspension period. After the suspension period, returning students will be allowed to make up the work missed under the following conditions. First, students must initiate the request to make up missed work with each teacher. If the request is made, teachers will accommodate it in a timely manner. Students will have the same number of days they were suspended to make up missed work. Students will be expected to give up their own time, before and/or after school to catch up. Students who do not keep appointments or make a legitimate effort to catch up will lose this opportunity.
- **Recommendation to the Superintendent and Board of School Commissioners for Exclusion:** Vermont State Law provides that a student may be expelled for a maximum of ninety days for misconduct on school property, on a school bus or at a school-sponsored activity. In addition, the Superintendent or Principal may immediately remove from school a student who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school or a student who brings a weapon to school. A student may also be expelled in accordance with procedures adopted by the Rutland City School Board. 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.

- **Other Possible Consequences:**
 - Referral to the Superintendent of Schools
 - Referral to the Rutland Police Department for Safe School Ticketing
 - Referral to an alternative education setting
 - Supportive consequences (circles, restoration)

Section 4: School Services/General Information

Accidents: Any student who has an accident at school resulting in an injury must report to the health office for an evaluation. The person witnessing the accident, as well as the school nurse, must file an accident report. Parents will be notified.

Assemblies: A variety of educational experiences are presented best in an assembly. Students are expected to be on their best behavior at these events. Specific behavioral guidelines for such events are discussed at the start of the school year.

Bus Rules and Regulations: Rutland City School District furnishes transportation to those whose health or distance from the school make the service essential. Riding the bus is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth by the District. In these cases, the parents/legal guardians become responsible for seeing that their children get to and from school safely. Suspension of bus riding privileges does not excuse a student from compulsory school attendance.

The following school bus expectations ensure a safe and comfortable ride for all:

1. We observe the same conduct as in the classroom.
2. Bus driver or aide may assign seats on the bus.
3. We are courteous, using respectful language and normal conversational tones.
4. We do not use profanity, throw objects or spit on the bus..
5. Physical aggression, fighting or verbal abuse is not allowed.
6. We do not eat or drink on the bus.
7. We keep the bus clean and do not damage the bus.
8. We do not use smoking products, alcohol, or drugs on the bus.
9. We cooperate with the driver's instructions.
10. We remain in our seats for the entire ride.
11. Electronics may be used on the bus with ear buds.
12. We keep hands, head and feet in the bus at all times.
13. We treat ourselves, others and the bus with care.

Students who do not meet these expectations while waiting to board or while riding or departing from buses, are subject to disciplinary action. The administration will make every effort to investigate each reported incident and take one of the following actions:

- Assign a warning of the loss of the bus riding privilege.
- Assign a temporary suspension (generally 5 days) from this privilege.
- Assign a loss of this privilege for the balance of the school year
- Schedule a meeting with bus drivers before regaining the bus riding privilege.
- Suspensions of the bus privilege can be carried over if there is not sufficient time remaining in the current year.

Lunch Time: Please follow these simple expectations when having lunch:

1. If getting a school lunch, students will go to the cafeteria during their assigned house time to pick up their food.
2. Students will remain in their assigned house spaces and follow their house's lunch time expectations.
3. Students are responsible for their own waste. This includes throwing away trash, keeping lunch areas clean, recycling, and following composting recommendations.

Electronic Devices:

- Laser pointers are not to be used at any time while on school grounds, at school events, or at any school trip.
- Headphones, earbuds, iPods, MP3 players, CD players, etc. are not to be used unless a necessary part of the curriculum.
- Students are to put all devices away when in the main school building.
- While students are permitted to bring cell phones to school, *please refer to the cell phone section on page 10.*
- Students are strictly prohibited from taking photos or videos of other students or faculty during the school day.
- Please do not expect to respond to text messages or other online communications during academic time.

Co-Curricular Activities: School organizations and activities are designed to provide students an opportunity to participate in an area they find enjoyable and worthwhile. Rutland Middle School offers a wide variety of activities which may include (among others): EPIC, Robotics, Yearbook, Student Council, MiddleTones, Art Club, VKAT, and the Rock Climbing Club.

Athletic opportunities include - Fall: Girls' & Boys' Soccer, Cross Country, and Girls' Field Hockey; Winter: Girls' & Boys' Basketball, Cheerleading, Wrestling, Indoor Track, Skiing and Snowboarding; Spring: Boys' Baseball, Girls' Softball, Girls' & Boys' Track, and Girls' & Boys' Lacrosse.

Dances: School dances and other Friday evening activities are held periodically for Rutland Middle School students only. Students must complete all academic and disciplinary responsibilities to attend school dances. Students are allowed to bring guests from other Middle Schools with prior approval from administration and completion of the appropriate paperwork.

Dress Code: Rutland Middle School believes that appropriate dress and grooming contribute to a productive learning environment. Students will meet at the beginning of the year to establish a dress code and supportive consequences for RMS. In addition the following is expected:

- Any clothing endorsing alcohol, drugs, tobacco, violence, or displaying inappropriate words or pictures is prohibited.
- Shoes and shirts must be worn at school.

Field Experiences: Field experiences enhance and reinforce the learning experience for students. Such trips require students to be on their best behavior since they represent themselves, their team, school, and, in some instances, the State of Vermont. In order to help students understand the expectations for field experiences, the following school behavioral criteria have been established.

- Field experience privileges may be withdrawn by an administrator on a case-by-case basis for students who have behavioral infractions.

- Students who have received any school suspension within four weeks of the trip may not attend.
- Team or administrative concerns about a student's impact on the health and safety of him/herself and/or other participants may also be considered when deciding whether a student can attend a field experience.

Health Office: The Health Office is located on the front catwalk hallway, just above the school cafeteria. Students are reminded that, except in an emergency, they must have a pass from a member of the RMS staff to go to the Nurse. This includes times students are moving between classes.

- *Emergency Form:* All students must have an emergency form on file in school, listing updated name, address and phone number(s) and an email address where parent(s) can be reached (home and work). We also require a second name, address and phone number of a relative or friend who will assume responsibility for the student if we are unable to reach a parent.
- *Change of Address/Phone/Email:* Please inform the main office of any address, email or phone number changes. This will help us maintain good communications and get in touch with you if the need arises.
- *Health Screening:* Students will be screened for various health concerns during the school year such as hearing, vision, blood pressure, height and weight. Parents will be notified if any further follow-up is advised.
- *Immunization Requirements:* Vermont Law 18 USA Chapter 21, Sub Chapter 4 states: "No person may enroll as a student in a Vermont school, regardless of whether the student has been enrolled in the school during the previous school year, unless the appropriate school official has received a record or certificate of immunization issued by a licensed physician or health clinic that the person has received required immunizations appropriate to age as specified by the Vermont Department of Health." Student health records will be checked for proper immunization and parents will be notified if immunizations are required. Failure to be properly immunized may result in exclusion from school. Please notify the health office with a written statement from a physician or clinic, of any vaccine received (i.e. tetanus vaccine).
- *Medication Policy:* Students who need to take any medication during school hours must present to the health office a written order for the medication from a physician and a written note from the parent. This applies to all medications, prescription and non-prescription, including aspirin and acetaminophen. Medication permission forms are available in the health office. It is more desirable for medication to be administered in the home. However, any pupil who is required to take medication during the regular school day must comply with the following:
 - 1. Written orders from a physician detailing the name of the drug, dosage, time interval medication is to be taken. Copies of this request will be sent to the pupil's teacher, the nurses' office and the counselor.
 - 2. Written permission from the parent or guardian of the pupil directed to the nurse requesting that the School District comply with the physician's order.
 - 3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
 - 4. A locked cabinet is provided for the storage of medication.
 - 5. The nurse and/or designee shall be available to dispense all medications to students safely.
 - 6. Unless a physician states otherwise, all medications, both prescription and non-prescription, will be stored in the Health Office.

Students in possession of medication in school or while at a school function without this specific permission may fall under the school district's Substance Abuse policy. A student who needs to carry prescription medication to self-administer (such as inhalers), must comply with the prescription medication policy. The physician can indicate the need to carry this medication on the written order.

Lost and Found: Students who find articles are asked to bring them to the planning room where they may be claimed by the owner. Items not claimed by the end of the year will be given to a community service agency.

Multi-Tiered System of Supports (MTSS): The purpose of the Multi-Tiered System of Supports (MTSS) is to improve educational outcomes for all students. The MTSS provides a continuum of evidence-based, tiered interventions with increasing levels of intensity and duration which is central to the MTSS. Furthermore, collaborative educational decisions are then based on data derived from frequent monitoring of student performance and rate of learning. The MTSS is a fully comprehensive framework for addressing student needs.

Parent Involvement: The Rutland City Board of School commissioners and schools shall seek to involve parents in the education of their children by employing the strategies outlined in school handbooks and administrative procedure. Coordination and integration of Rutland Public Schools' parent involvement strategies with other programs within Rutland City such as Head Start and other Federally funded or State run programs will be accomplished through the collaborative agreement in place at the primary schools. We invite all parents to present the school administration with any ideas or thoughts on services that would support all of our students within our school-wide plan. A Title I informational meeting will be held at our fall Open House .

Safe Schools Ordinance: On February 28, 1995, the City of Rutland Board of Alderman 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 on school premises during school hours. Further the safety and welfare of the public within school premises must be protected. To this end, every school in the City of Rutland will be free of drugs, violence, and the unauthorized use of firearms and alcohol and will offer a disciplined environment conducive to learning. It is important to point out that "school premises" means any building, public or private, which is used primarily for educational purposes, the land upon which it is situated, and any (public) property within five hundred (500) feet of the land upon which the building is situated. As part of the ordinance, a schedule of fines and waiver fees has been established and is available in the principal's office.

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."

Safety Drills: Throughout the year, students and staff will engage in a series of safety drills that are required by the state. These include fire and evacuation drills and other procedures in the event that halls need to remain clear or the school needs to be secured. Please contact the Main Office if you would like more information about these important safety procedures.

School Closings: In the event it is necessary to close for the day due to inclement weather or other emergency reasons, listen to radio stations WSYB/Z97, WJJR, or WJEN, or check Channel 20. Please also check all our social media pages. A School Messenger phone announcement will also be made in the event of a delayed opening or a school closing.

School Resource Officer (S.R.O.): Officer LaGuardia of the Rutland City Police serves as the school district's S.R.O. He is assigned full-time to support and work with all students. Officer LaGuardia focuses on developing rapport with students, presenting information to students on various crime prevention subjects, providing law enforcement resource assistance to school personnel, parents and students, and identifying and counseling young people. Through these activities, Officer LaGuardia helps students, parents and educators develop a

better understanding of the role of the law enforcement officer and creates a more positive concept of our legal and judicial system.

Textbooks/Chromebooks/School Materials: All school materials, including chromebooks, are loaned to students throughout the school year. We treat property with care. Students are responsible for these borrowed materials and must pay the replacement costs if borrowed materials are lost or badly damaged. Students who do not pay the school for lost or damaged materials will not participate in any co-curricular activities until payment is made.

Transportation:

- **Bussing:** Buses are available to students who live more than 1 mile from the school. Bus stops are located approximately within a half mile distance, so students can find the closest stop according to the route schedule.
- **Drop off/ Pick up:** All students are to be dropped off at the Main Entrance on Library Ave and can walk to/from their house entrance.
- **Vehicle Idling:** In keeping with Vermont state law, Title 23, and Rutland City Public Schools' policy, all school grounds are idle free zones. Vehicles may idle for up to 5 minutes in any 60 minute period, while the vehicle is stationary, according to law and policy, but we request that all cars be turned off upon stopping on school property.

Valuables: Do not bring large sums of money or valuables to school. On the rare occasion that it is necessary to do so, please bring them to the office and request that they be placed in the school vault. The school is not responsible for lost, damaged, or broken personal items, including cell phones or other electronic devices.

Video Surveillance: Notice to all students, staff, and parents: video surveillance occurs on all school properties, including the interior and exterior of the building and school buses.

Visitors: Ensuring the safety for all the occupants of our school facilities is a primary concern at RIS and RMS. Between the hours of 7:30am and 3:10 pm, must enter through the entrance on Library Avenue that is adjacent to the cafeteria and Keefe gymnasium on Library Ave. Please note this includes students who are arriving late to school. Visitors must use the buzzer to notify the secretary on duty of their arrival. This person will release the exterior door lock once visitors have stated their names and purpose for the visit, then be allowed access to the interior of the building if appropriate. During all other hours, an employee will meet the visitor in the vestibule, and escort them to the area they would like to visit. Please note the following:

- All visitors to RIS and RMS must sign in at the main office of the building they are visiting and be prepared to show ID if asked.
- All those wishing to gain access to the school facility should have a designated appointment and purpose for coming to RIS or RMS;
- In the event a visitor does not have an appointment, please speak with the school secretary.
- All visitors to the building must wear the school issued visitor's badge throughout their stay at RIS or RMS;
- All visitors to the building must sign out upon exiting the building;
- Parents/guardians arriving with students who are late for school must notify the secretary on duty and sign their child in on the late arrival log; if a student arrives to school unaccompanied, the secretary on duty will call the parent or guardian,
- Parents or guardians picking up students from the health office will wait in the front entryway for their child.

- If you need to drop something off to a student, please buzz in the entry and they will give you instructions.

Section 5: Policies and Procedures

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 on the RCPS website under [School Board: Forms and Policies](#).

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

Schools in the Rutland City Public School District may disclose designated directory information on students and eligible students without the prior consent of the parent of eligible students, and without any records of such disclosure. The following types of personally identifiable information have been designated directory information:

- Student’s name, address, date of birth, dates of enrollment;
- Parent or legal custodian’s name and address;
- Student’s grade level classification;
- Student’s participation in recognized school activities and sports;
- Weight and height of member of athletic teams; and
- Student’s diplomas, certificates, awards and honors received.

Disclosure may include such personally identifiable information contained or reflected in photographs.

If you are an eligible student and are currently attending Rutland City Public Schools, or if you are the parent of a student currently attending Rutland City Public Schools, you have a right to refuse to permit the designation of any or all of these types of information as directory information concerning your child by providing written notice of your refusal, listing the type(s) of information which you refuse to have so designated, to the principal of the school your child attends on or before the opening day of the school year.

RUTLAND CITY PUBLIC SCHOOL DISTRICT **ANNUAL NOTIFICATION OF DESIGNATION OF DIRECTORY** **INFORMATION AND RIGHT OF REFUSAL**

TO: All parents of students, and to students at least 18 years of age (“eligible student”), currently attending schools in the Rutland City Public School District (including Northeast Elementary School, Northwest Elementary School, Rutland Intermediate School, Rutland Middle School, Rutland High School and Stafford Technical Center).

Rutland City Public School District may disclose “directory information” on students and eligible students without the prior consent of the parent or eligible student, and without any record of such disclosure. The following types of personally identifiable information have been designated “directory information”:

1. Student’s name;
2. Student’s address;
3. Student’s telephone number;

4. Electronic mail address;
5. Photograph;
6. Date and place of birth;
7. Major field of study;
8. Grade level;
9. Enrollment status (e.g., undergraduate or graduate, full-time or part-time);
10. Dates of attendance;
11. Participation in officially recognized activities or sports;
12. Weight and height of members of athletic teams;
13. Degrees/honors/awards received; and
14. The most recent educational agency or institution attended.

For example, Rutland City Public School District may use the types of information listed above for educational and promotional purposes, including district-generated news articles and brochures, marketing materials, on the district’s website, and on the district’s social media accounts. The district may also disclose the above reference information to news media outlets that are covering school events and activities.

Disclosure may include such personally identifiable information contained or reflected in photographs.

OPT OUT OPTION: If you are a student over 18 years of age (“eligible student”) or a parent of a student currently attending one of the Rutland City Public School District schools, you have a right to refuse to permit the designation of any or all of these types of information as directory information. To exercise your refusal, you must provide written notice listing the type(s) of information which you refuse to have designated as directory information. Please use the attached form in the back of the handbook.

POLICY Rutland City Public Schools	Policy Number 7400
Policy on the Prevention of Harassment, Hazing and Bullying of Students	Student

I. Statement of Policy

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

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

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

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

II. Implementation

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.
Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

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

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

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - a. Is repeated over time;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.

- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race- based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

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

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

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

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

- H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being

initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

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

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

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

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

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

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

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

Policy 7400: "Prevention of Harassment of Students"

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

Policy 7493: "Hazing"

First Reading: February 23, 2016

Second Reading:

Adoption:

Designated Employees:

The following employees of the Rutland Middle School have been designated by the District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A.

§570c(7) and under federal anti discrimination laws:

Name: Pati Beaumont Title: Principal Contact Information:786-1783

Name: Meaghan Marsh Title: Assistant Principal Contact Information:786-1787

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 of 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.

Non-Discrimination On The Basis Of Disability 504 Rehabilitation Act of 1973 and the American With Disabilities Act

It is the intent of the Rutland City Public Schools that the School Commissioners and their employees will not discriminate against any intended beneficiaries of statutory protection on the basis of disability including race, color, creed, age, religion, sex and marital status, in the admission and access to, or treatment and employment in, any activities including vocational education, policies, procedures and practices, as and to the extent provided by law including Title IX, Title VI, 504, and ADA.

Rutland City Public Schools recognizes its responsibility to identify students who are qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 and the American With Disabilities Act, and to

provide them with regular and/or special education and related aids and services that are designed to meet their individual educational needs as adequately as the needs of non-disabled students.

The following position has been designated as the Section 504/ADA Coordinator for Rutland City Public Schools:

Director of Support Services

6 Church Street

Rutland, VT 05701

(802) 773-1917

Revised and Approved: November 23, 1993

Policy for Parent Involvement

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

Protection of Pupil Rights Act, Annual Notification

Notice and Consent/OPT-OUT for Specific Activities: *The Protection of Pupil Rights Amendment (PPRA)*, 20 U.S.C. § 1232h, requires the Rutland City Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical examinations and screenings.

If the Rutland City School District during this school year does become involved in conducting a survey, collecting and using information for marketing purposes, or administering certain protected physical examinations where it is legally required, the District will obtain the appropriate consent and/or opt-out for the protected information and marketing surveys. If undertaken, and if you wish, you may review any survey instrument or instructional material used in connection with any of the surveys.

A copy of the school's policy regarding the PPRA is available from the Office of the Superintendent of the Rutland City Public Schools (RPS district policy #7697 in accordance with the Protection of Pupil Rights Act).

Search and Seizure

Desks, lockers, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the Principal who will determine whether further investigation is warranted. School property may also be searched if school personnel have reasonable suspicion to believe that a law or school policy is being violated. Student searches may be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. A student search will be conducted by a

school employee and, whenever possible, in the presence of another school employee. A copy of the complete Search and Seizure Policy is available in the principal's office.

Substance Abuse Policy and Procedure

Students who are experiencing problems with alcohol and/or drugs are in need of assistance. The type of assistance needed may vary, however, the School System is committed to providing the most appropriate response to each individual. The actions set forth below will be considered routine disciplinary measures for each category. However, consequences may vary depending on the individual circumstances at the same time. In incidents where extreme violations occur, school officials in favor of stronger disciplinary measures may waive the specified actions. In the event of a crisis or unmanageable 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 reasonably possible. Law enforcement officials will be called if necessary. Similarly, school officials may consider lesser penalties or alternative measures in situations that may warrant a change in a routine policy.

A. Students in possession of drug paraphernalia

First Offense

1. When students are found in possession of drug paraphernalia, it will be confiscated.
2. Students may 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

First Offense

1. An administrator will be notified unless a medical emergency exists, in which case the nurse will be notified.
2. The nurse will examine the student, the parents will be notified, and the student will be sent home for the remainder of the day and will be suspended for up to three (3) days.
3. Consultation with parents/guardians and the student, emphasizing available counseling services, will be conducted within 48 hours or two school days.
4. Students may also be required to complete a minimum of twelve (12) hours of alcohol/drug education and counseling or be suspended for five (5) days.

Second Offense

1. An administrator will be notified unless a medical emergency exists, in which case the nurse will be notified.
2. The nurse will examine the student, the parents will be notified, and the student will be sent home for the remainder of the day.
3. The student will be suspended for 3-5 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 appropriate agency or a substance abuse counselor of his/her choice. A written copy of the evaluation will be sent to the school officials, including 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.

C. Students in possession of alcohol and/or drugs (including prescription and non-prescription medication. Procedures will vary depending on the substance in possession).

First Offense

1. Parent/guardian will be notified by an administrator depending on the type of substance. The student may be removed from school for the remainder of the day.
2. The Police may be notified of the incident.
3. Student may be suspended for up to 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 may be required to complete a minimum of twelve (12) hours of alcohol/drug education and counseling depending on the nature of the substance.

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 may be suspended up to 5 days.
4. While suspended, the student may be required to seek and receive an evaluation by an appropriate agency or a substance abuse counselor of his/her choice. A written copy of the evaluation will be sent to the School Officials, including the counselor's findings and recommendations for the student. This will depend on the type of medication in the student's possession.

Third Offense: Student may be suspended for up to ten (10) days and be recommended for suspension for the remainder of the school year.

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 will be notified of the incident.
3. Consultation with Administrator, parents/guardian, and the student, emphasizing available counseling services to be conducted within 48 hours or two school days.
4. Student will be suspended for 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.
2. Police shall be notified of the incident.

Outside Referrals: Students, staff, and parents will be given information, when necessary, about outside agencies and encouraged to take advantage of their services and programs. The Rutland Public School System has made arrangements to work cooperatively with Rutland Mental Health 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. Students are encouraged to voluntarily request assistance or counseling if they have a substance abuse issue. Students who ask for help will not receive a consequence. It is the intent of the School System to provide students experiencing alcohol and/or drug problems with all possible assistance and support.

Substance Use/Abuse & Athletics: With the support of the findings of the Vermont State Medical Society, the Athletic Department at R.M.S. firmly believes that the use of chemical substances is detrimental to an individual's health. Therefore, the possession, use or sale of tobacco, alcohol or illegal drugs is prohibited. The consequences for violation of this policy shall be:

1. At the first incident as a member of an athletic team or activity in the fall, winter, or spring of an academic year, a suspension from competition and practice for two weeks.
2. At the second incident as a member of an athletic team or activity in the fall, winter, spring of the same academic year, the immediate suspension for the season.
3. Any infraction will mean the automatic loss of any team award in that sport or activity for that season.
4. To be ineligible in one activity is to be ineligible in all athletics for that particular season.
5. At each incident the student's parent/guardians will be notified of the situation by the Athletic Director following a meeting of the student, Principal, Athletic Director, and the Coach/ Advisor. A written report of this meeting will be filed in the office of the Athletic Director and School Administrator, and a copy will be sent to the student's parents/guardians.

SECTION 6 : 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 RMS and the Vermont Principals Association.
- A need to adhere to all behavioral policies and certain prescribed training rules as outlined by RMS

All of these items among others are discussed in detail in this section. 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 RMS activity will be a rewarding experience for the whole family.

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 RMS 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. (Athletic

Activities Only)

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. (Athletic Activities Only)

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 Middle School.
 2. Quarterly marking period grades will determine eligibility. ESP may also cause a student to become ineligible.
 3. A student who receives proficiencies of 1 or above for the given marking period and who is considered a full time student is eligible for participation for the following marking period.
 4. A student who receives two or more sub "1" proficiency scores within a course is considered failing a course. If this occurs in two or more courses the student 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 ESP will also render a student ineligible for the fall (this is in addition to the possibility of losing eligibility through two or more 4th quarter failures). Students may regain their ESP eligibility by completing 30 hours of community service prior to August 1 of that school year.
 6. A student who is ineligible due to an incomplete grade may regain eligibility by completing missing work and providing documentation from the teacher to the athletic department. A student who is ineligible due to failing grades may regain his/her eligibility at progress report time of the following quarter provided the student earns no course proficiency grades below a "1". A student may regain eligibility for 1st quarter by taking either a remedial, summer school or approved program and demonstrating proficiency of a "1" or higher. .
 7. A student who fails one course may retain his/her eligibility by attending three extra-help sessions per week. Potential options for students to consider include: EPIC after school help, peer tutoring, or any other arrangement approved by the Principal and/or Athletic/Activities Director after consulting with the student, teacher, and parent(s). Failure to attend extra-help sessions 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 Middle School will be determined by the same regulation as a student already enrolled at RMS.
 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 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: The Principal and the School Resource Officer when appropriate, will conduct an investigation into the matter.

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

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 RMS 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 7-8.

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 RMS 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 in 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 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 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 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 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 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. (Athletic Activities Only)

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 selection.
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 intrasquad competition (unless weather prohibits).

CUT POLICY: Middle School – all efforts will be made to retain a reasonable number of players, however, cuts may occur if absolutely necessary.

PLAYING TIME: At the Middle School level, every effort will be made to ensure each athlete participates in every event. It is expected that members 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. (Athletic Activities Only)

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, 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. All sub-varsity and varsity participants will receive a certificate of participation.

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. (Athletic Activities Only)

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 the 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 in 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 may not accept anything. (Athletic Activities Only)

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 in 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.

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."

DIRECTORY INFORMATION REFUSAL/OPT-OUT FORM

2021-2022 SCHOOL YEAR

Please fill out this form and return to your school.

Please check the type(s) of information which you refuse to be designated as directory information:

- Student's Name
- Student's Address
- Student's Telephone Number
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Grade Level
- Enrollment Status
- Dates of Attendance
- Participation in Officially Recognized Activities or Sports
- Weight and Height of Members of Athletic Teams
- Degrees/Honors/Awards Received
- The Most Recent Educational Agency or Institution Attended

Student Name: _____ School: _____

Grade: _____ Teacher: _____

Parent/Guardian or Eligible Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Reason for opting out (optional): _____

RUTLAND CITY BOARD OF SCHOOL COMMISSIONERS
6 Church Street
Rutland, Vermont 05701
April 2021

Vision: Rutland City Public Schools cultivates a passionate, diverse, and resilient community of critical thinkers who learn with purpose, create innovative and responsible solutions, and lead lives of integrity.

Mission: We empower students to be accomplished individuals and community members.

We will:

- Deliver a comprehensive and engaging curriculum for a diverse student body.
- Provide a safe and healthy environment that fosters mutual respect.
- Address the social and emotional needs of all students.

Students will:

- Take responsibility for their education.
- Develop their intellectual, creative, social, emotional and physical abilities.
- Be productive members of the school and community.

Every Student, Every Day.

PRESIDENT: Hurley Cavacas, Jr. CLERK: Erin Shimp

COMMISSIONERS NAME	ADDRESS	PHONE	EMAIL
Mr. Hurley Cavacas, Jr.	68 Phillips Street	770-9435	hrcjr3@gmail.com
Ms. Brittany Cavacas	68 Phillips Street	683-4953	brittanydcavacas@gmail.com
Ms. Ann Dages	N/A	775-0654	ann.dages@rutlandcitypublicschools.org
Ms. Dena Goldberg	39 Thrall Ave.	860-503-9921	origoldberg19@gmail.com
Mr. Kevin Kiefaber	149 Ash Street	779-3637	socdad99@gmail.com
Ms. Alison Notte	8 Orchard Drive	770-4045	alisonmnotte@gmail.com
Ms. Tricia O'Connor	26 Cathrine Dr	236-2173	tricia.oconner@rutlandcitypublicschools.org
Ms. Charlene Seward	15 Sargent Avenue	775-2341	cseward775@gmail.com
Ms. Erin Shimp	114 Jackson Avenue	345-3913	erinshimpvt@gmail.com
Ms. Catherine Solsaa	19 North Street	353-2947	cathy.solsaa@rutlandcitypublicschools.org
Ms. Stephanie Stoodley	138 Maple Street #2	770-2477	stephanie.stoodley@rutlandcitypublicschools.org
Ms. Hannah Solimano			Student Representative through 2023
Ms. Isabella LaFemina			Student Representative through 2022

RMS SY22 DIRECTORY

ADMINISTRATION

Pati Beaumont, Principal	1783	Rm. 107
Meaghan Marsh, Asst. Principal	1787	Rm. 213

STAFF	Ext	Room
Aigner, Doug ELL	1819	RIS/RMS
Archer, Cathy Theater *1134 RHS VM extension	1885	101 (A only)
Astin, Marisa French/ELA	1866	103
Alberico, Sue Paraeducator	4522*	
Barnes, Sara Nurse	1782	Health Office
Barnett, Brent Band *1131 RHS VM extension	1868	G1 (A only)
Bjorn, Rick Paraeducator	N/A	Bridges
Bloomer, Geoff PE	1785	Gym
Boerner, Lisa Special Educator	1875	112
	1868	G1 (C-F)
Bonsignore, Shannon Music	1885	101 (B)
Borkowski, Sara Special Educator	1894	201
Brooks, Melissa Info Technology	1871	106
Brown, Ollie Info Technology	1870	104
Burton, Miranda Admin. Assistant (Main Office)	1888	107A
Champine, Kayja Rutland Mental Health Clinician	1921	202c
Coloutti, Erica Counselor	1847	202
Cornwell, David Social Studies	1878	212
Desjardins, Breana Spanish	1873	102
Dikeman, Jackie Paraeducator		
Flynn, Alyssa School Psychologist	1826	119
Geno, Katie Social Studies	1881	208
Hall, Sharlot Paraeducator		
Johnson-DeLear, Roxane Science	1864	118
Jones, Marcie Speech Language Pathologist	1018	119A
Koon, Sarah Orchestra	4336*	RHS/RMS
Labate, Amy Counselor	1880	202A
Labate, Rob Social Studies	1876	115
LaGuardia, Ernest School Resource Officer	*VM only	

Lipman, Brooke Paraeducator		
Logsdon, Corey Food Services	1897	kitchen
Mack, Alyson Interventionist	1885	101 (A-B)
Neilson, Jamie Paraeducator		
Miller, Peter ELA	1877	214
Panarello, Yvonne Math	1892	205
Paradee, Melissa Special Educator	1887	204
Perry, Shannon Paraeducator		
Peters, Olga Reading Interventionist	1882	210
Pinson, Danielle Special Educator /BRIDGES	1970	G2
Bridges Classroom	1863	G3
Pringle, Janet ELA	1874	114
Radtke, Lisa Special Educator	1789	215
Sabatano, Karen Science	1893	203
Shannon, MacGregor Math	1883	116
Timmons, Sally Art	1793	G5
Townsend-Lang, Gayle Attendance Office / Planning Room Paraeducator Supervisor	1867	105
VanSciver, Christopher ELA	1812	206
Veysey, Justin Math	1879	216
	1872	207 (A, E)
Wallet, Jon PE/ Health	*4046	VM
Wallstrom, Erica Director of Student Engagement	1890	107
Wetmore, Natalie Special Services Secretary	1884	107
Williams, Elizabeth Nurse	1780	Health Office
Wright, Amy Science	1968	218

Custodians: Larry Canfield, Penny Zaloudek, Scott St. Lawrence

Other Extensions:

Main Entry - x1964

Conference Room- x1898

Library- x1872

*Voicemail Only / No direct line
Maple/ Birch/ Hickory