

Rutland Middle School Handbook



Artwork by
Dominic Anderson
Class of 2026

Welcome to Rutland Middle School,

This Rutland Middle School Handbook is designed to help you to become familiar with the structures, services, policies and procedures that guide our school. We hope this specific information will be helpful in answering your questions during the school year. We have highlighted the topics that are the most relevant to your student’s daily school life. If you have any questions or concerns, please do not hesitate to call RMS, your child’s advisor, the Main Office or the School Counseling Office and we will be happy to answer any questions.

Principal, Pati Beaumont

Assistant Principal, Meaghan Mash

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: To develop a safe and caring learning community where all members feel they 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 CONTACT INFORMATION

ADMINISTRATION

Pati Beaumont, Principal, pati.beaumont@rcpsvt.org, 802.786.1783
Meaghan Marsh, Assistant Principal, meaghan.marsh@rcpsvt.org, 802.786.1787
Abby Bennett, Director of Student Engagement, abby.bennett@rcpsvt.org, 802.786.1898
Miranda Burton, Administrative Asst. to Principal, miranda.burton@rcpsvt.org, 786.1888
Natalie Wigmore, Special Ed. Administrative Asst., natalie.wigmore@rcpsvt.org, 786.1884

SCHOOL & HEALTH SERVICES

Sara Barnes, School Nurse, 802.786.1780
Elizabeth Williams, School Nurse, 802.786.1781
Erica Coloutti, School Counselor, 802.786.1847
Amy Labate, School Counselor, 802.786.1888
Michelle Beaulieu, School Psychologist, 802.786.1867

RMS CONTACT INFORMATION

RMS Main Line 802.773.1960 *Main Office Hours are from 7:30 AM to 3:30 PM
Fax 802.786.1914
Athletic/Activities Information (RHS) 802.770.1810 47622.digitalsports.com
Attendance Line 802.786.1882

OFFICE OF THE SUPERINTENDENT

William Olsen, Superintendent, 802.786.1998
Rob Bliss, Assistant Superintendent, 802. 786.1942
Cherie Bizzarro, 802.786.1998
Mary Ann Welch, 802. 786.1942

Rutland Middle School Staff

2022-2023

****dial 802.786 followed by the extension below to contact any individual directly.***

	Name	Subject/Role	Ext.
Birch House	Janet Pringle	ELA	1874
	Rob Labate	Social Studies	1876
	Math TBD	Math	1883
	Audrey Kopitch	Science	1864
	Lisa Boerner	Special Educator	1875
Hickory House	Chris VanSciver	ELA	1812
	Katie Geno	Social Studies	1881
	Aly Mack	Science	1893
	Justin Veysey	Math	1892
	Melissa Paradee	Special Educator	1887

	Sara Borkowski	Special Educator	1894
Maple House	David Cornwell	Social Studies	1878
	TBD	ELA	1877
	Macgregor Shannon	Math	1879
	Roxane Johnson De Lear	Science	1968
	Kim Adams	Special Educator	1789
Building Wide Faculty	Breana Desjardins	Spanish	1873
	Marisa Astin	French	1866
	Avalyn Mathis	Art	1885
	Geoff Bloomer	Physical Ed.	1785
	Melissa Brooks	Info Technology	1871
	Ollie Brown	Info Technology	1793
	Danielle Pinson	Special Educator	1870
	Olga Peters	Reading Interventionist	
	Jon Walleth	Health	*4046
	Cathy Archer (B Block only)	Digital Storytelling	*1134
Support Staff	Sue Alberico	Paraeducator	*4522
	Jackie Dikeman	Paraeducator	
	Rick Bjorn	Paraeducator	
	Missy Brown	Attendance/Planning Rm	1882
	Kelli Etori	Library Paraeducator	1872
	Penny Zaloudek	Custodian	
	Chris Horvath	Custodian	
	Jenna Geery	SLP	1921
Fine Arts (Music) Department	Sarah Koon	Orchestra	*4336
	Brent Barnett	Band	*1131
	Shannon Bonsignore	Chorus & Music	1868

*Voicemail only

RUTLAND CITY BOARD OF SCHOOL COMMISSIONERS

6 Church Street
Rutland, Vermont 05701
March 2022

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.

Last Name	Name	Email	Home	Work	Term Expires
Atkins-Doenges	Sara	sara.atkins-doenges@rutlandcitypublicschools.org	22 Laverne Drive	802-236-0141	2025
Bossi	Karen	karen.bossi@rutlandcitypublicschools.org	16 Southern Blvd.	802-558-3607	2025
OPEN SEAT					2023
Collins	Courtney	courtney.collins@rutlandcitypublicschools.org	29 Highland Ave.	802-779-2593	2025
Kiefaber	Kevin	socdad99@gmail.com	149 Ash Street	802-779-3637	2023
Champine	Holden	Student Representative			2024
Lennox-Levins	Marybeth	marybeth.lennox-levins@rutlandcitypublicschools.org	9 Kingsley Ave.	802-884-5418	2025
Notte	Alison	alison.notte@rutlandcitypublicschools.org	8 Orchard Drive	802-770-4045	2023
O'Connor	Tricia	tricia.oconnor@rutlandcitypublicschools.org	26 Catherine Drive	802-236-2173	2024
Seward	Charlene	cseward775@gmail.com	15 Sargent Ave	802-775-2000	2024
Solimano	Lauren	Student Representative			2023
Solsaa	Catherine	cathy.solsaa@rutlandcitypublicschools.org	19 North Street	802-353-2947	2023
Stoodley	Stepanie	stephanie.stoodley@rutlandcitypublicschools.org	25 Jackson Ave.	802-770-2477	2024

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SECTION 2 Student Life

Rutland Middle School Daily Schedule			
(M,W,Th,F)			Tuesday Only
A	Advisory Check-in		
B	Enrichment: Band/Chorus/ Orchestra/ World Language/ Unified Arts (UA)		
C	Grade 8: Math and Science Grade 7: Social Studies and ELA	Grade 8: Social Studies and ELA Grade 7: Math and Science	Global Studies and STEAM Project Based Learning
D	Grade 8: Math and Science Grade 7: Social Studies and ELA	Grade 8: Social Studies and ELA Grade 7: Math and Science	Global Studies and STEAM Project Based Learning
Student Lunch			
E	Grade 8: Social Studies and ELA Grade 7: Math and Science Birch UA & Intervention	Grade 8: Math and Science Grade 7: Social Studies and ELA Birch UA & Intervention	Hickory: Community Meetings and Activities Birch: Extended UA Maple: Recovery Work
F	Grade 8: Social Studies and ELA Grade 7: Math and Science Maple UA & Intervention	Grade 8: Math and Science Grade 7: Social Studies and ELA Maple UA & Intervention	Maple: Extended UA Birch: Community Meetings and Activities Hickory: Recovery Work
G	Grade 8: Social Studies and ELA Grade 7: Math and Science Hickory UA & Intervention	Grade 8: Math and Science Grade 7: Social Studies and ELA Hickory UA & Intervention	Hickory: Extended UA Maple: Community Meetings and Activities Birch: Recovery Work
H	Advisory		

ATTENDANCE

In order to enhance learning and facilitate the transition to the responsibilities of adulthood and

in accordance with Vermont law, the [RCPS requires school attendance](#) of students between the ages of 6 and 16 years of age. We must account for every enrolled student each day of the week. If a student is to be absent, a parent/guardian must report that anticipated absence by 7:45am the day of the absence. We need your assistance to ensure that students are present and attending school. Please make a concerted effort to schedule all appointments after the academic day. Due to the impact of extended absences on student learning, we strongly encourage vacations to align with scheduled school vacations. **If a student is absent or going to be late, we recommend a parent call the Attendance Office (802.786.1881) and let us know. If this is not possible, please send in a note with your child upon his/her return to school explaining the absence.**

School Day:

- The student school day begins at 7:45am.
- The school day ends at 2:26pm, every day except Tuesday.
- Students are expected to leave by 2:30 unless they are participating in one of our after school clubs or activities or working with a teacher.
- On Tuesdays, RMS dismisses at 1:40 P.M. (RMS Teacher Professional Development). Students are expected to leave the Library Avenue complex by 1:45.
- *Please note that there is no supervision for students who are on school grounds before or after school hours.*

Early Arrival: 7:30am-7:45am

- The building is open at 7:30am. If your child arrives before 7:45am, they should enter the building using their House entry area. Once they check in with the administrator or counselor, they can opt to get breakfast and bring it back to the entry area to eat.

Late Arrival (tardy): after 7:50am

- Students arriving after 7:45am must enter the building through the main entrance (Library Avenue, across from the Jewish Center).
- A student will need to stop in the main office and see Mrs. Burton for a pass .
- See Tardiness below for more information.

Excused/Waived Absences: The following qualify as waived absences, and do not count toward the limit:

1. School sponsored trips.
2. Observance of Religious Holidays (with parental contact).
3. In the case of a death in the family, administration may grant up to five days of waived absence.
4. Approved Extended Leave (see *School Procedure for Non-Medical Extended Absence* below for more details)
5. Medical/Illness: Absences due to illness although "excused", count toward the total. Any medical appointments scheduled during school hours require a doctor's note upon return. Serious illness resulting in extended medical leave/hospitalization must be accompanied by a physician's note and may be waived toward the total. This will be done by the Attendance Officer or the Administration.

All absences beyond 5 days not explained by a valid note will be considered unexcused .

Truancy (excessive absences) (Policy [#7211](#)) : Truancy is defined as an unexcused absence or insufficient excuse for an absence from school. The school will notify parents anytime they do not provide a reason for being out of school After 5 unexcused absences, we begin our truancy process (see next paragraph). Failure to provide documentation for any missed days will be considered an unexcused absence. If the attendance office is unable to contact or receive correspondence from a parent/guardian, a student's absence will be considered unexcused. Pursuant to Title 16 of the Vermont State Education Laws, the following notifications will be sent out:

1. After exceeding 5 days of unexcused absences, a warning letter will be sent notifying a parent/guardian and the Department for Children and Families (DCF) of the number of unexcused absences.
2. After exceeding 7 days of unexcused absences, a letter will be sent to a parent/guardian and DCF to attend a mandatory Truancy Intervention Meeting. At this point your student is at risk of not meeting their educational requirements to advance to the next grade.
3. After exceeding 10 days of unexcused absences, a letter will be sent to a parent/guardian, and DCF, stating that all future absences will be considered as truant. In addition, an affidavit will be sent to the State's Attorney Office in preparation for filing legal proceedings.

Non-Medical Extended Absence:

Daily attendance to school is essential to the academic success and workplace preparation of all RMS students. Occasionally a student has an extraordinary opportunity that necessitates an extended absence from school. For this reason, families and students may request up to 10 or more consecutive days of pre-planned, extended absences, according to Vermont State Law (T.16 subsection 1123). The primary responsibility lies with the parents/guardians to know the instructional objectives missed during the absence. Teachers will work with families to support their efforts to maintain academic progress in spite of the instructional time that will be missed. It is the student's responsibility to seek out teachers for missed assignments. 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. These absences will be documented and you will receive a letter for every 5, 7, 10 and 20 days absent within the school year. You must have an approved [Leave Request for Absence](#) form before leaving school.

Tardiness: Promptness to both school and class is very important. If students arrive late to school, they must report directly to the Attendance Office. Students must bring a note to explain the reason for their tardiness or be able to contact a parent by phone at that time. Excuses for being tardy must be received by the end of the day the student is late. If a valid excuse is not received by the attendance office by the end of the day, the student will be issued a detention. Students must be in attendance by 8:30 a.m. in order to be eligible for any co-curricular activities on that day unless excused by an administrator. Detentions may also be assigned for students who are tardy unexcused to any class throughout the day.

Early Dismissal (including illness and emergencies): If your child needs to be released early from school make sure you send a note into the main office at the start of the school day. The note should contain the following information: date, full name of the child, full name of the parent/guardian, and the reason for the change.

- 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. ***If your child contacts you asking to go home, you must 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. 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.
- In the event of an emergency, please call the main office at 802.786.1888.

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 marked as an unexcused absence.

Cutting Class: Any student who does not have a note from an educator with a valid reason for being absent from a class, for any amount of time, will be considered unexcused and

will result in an after school detention.

TEACHER ADVISORY

All students are assigned to a Teacher Advisor, a staff member in the middle school who works with 8 - 12 students from their house. Students meet with their advisor every day to talk about the week ahead, plan special events, address social emotional needs and discuss school issues. The advisor is the point person parents/guardians can contact if they have a question about their child's progress at school. Students can talk with their advisor about any problem at school—it is the advisor's goal to get to know the students and their families well and help them navigate adolescence during their two years at Rutland Middle School.

HOUSE ORGANIZATION

RMS Houses: Birch, Hickory, & Maple

House organization has long been promoted in the middle grades as a way to bridge the transition for students between self contained elementary classrooms and secondary classrooms. We believe that our house structure promotes a sense of community and belonging for our students. Teachers have the opportunity to build relationships with both families and students over a two year period and best meet each student's learning needs. Our program is designed to provide the vehicle to foster students' intellectual, social, physical, and emotional growth and development.

Team educators use common planning time to discuss and plan curriculum, house activities, and student needs. Teams also use this time to meet with counselors, and other specialists to refine their programs to better meet the needs of their students. Houses are made up of academic teachers from several content areas including an English Language Arts teacher, a social studies teacher, a math teacher, a science teacher, a special educator and several unified arts teachers. Teaming promotes communication, coordination, and cooperation among subject matter specialists. Students benefit from instruction planned by specialists and experience less fragmentation which is often typical of more departmentalized plans.

BRIDGES

Our BRIDGES (Building Resilient Determined Growing Engaged Students) program is modeled after a "school within a school". It is designed to provide a rich educational opportunity for students through personalized and community-focused curriculum in a smaller group setting. Invited students will work on themed projects with a significant focus on personal choice and community interaction. All students will meet middle school standards while also working on social and emotional growth. Ultimately, the goal of BRIDGES is to provide a flexible and supportive framework where students can thrive socially, emotionally and academically.

TEACHER LEADERS

Each house at RMS is represented by a Teacher Leader. These positions are vital to the implementation of our middle grades philosophy. They teach classes, help coordinate student activities, assist with program planning, prepare and facilitate house meetings and perform a multitude of other tasks that help to personalize the school environment. Feel free to contact your child's House Teacher Leader if you have questions about curriculum, instruction and/or assessment.

Lisa Boerner - Birch House

Katie Geno - Hickory House

IDENTITY UNIT

The Identity Unit is an interdisciplinary exploration focused on the students' self-exploration and development of self-concept. The driving questions guiding this learning are:

- Who am I? (my characteristics, values, beliefs, passions)
- How do I fit within my communities? (my family, my school, my town, this world)
- Who do I aspire to be? What are my aspirations?

Identity units encourage students to explore the identities of diverse populations, and especially to analyze the impact on the identities of marginalized and oppressed peoples in communities and in the world. In the end, an identity unit is a celebration of self and of inclusiveness.

LIFELONG SPORTS

For six weeks in the winter, all students have an opportunity to participate in our Lifelong Sports program. The purpose of this is to expose students to outdoor and indoor recreational activities that teach them to appreciate the beauty of the Rutland area and their community. Some of the choices of activities may include rock climbing, alpine and cross country skiing, snowboarding, racquet sports (racquetball, pickleball), ice sports (hockey, skating, curling, broomball), indoor golf, and bowling. Students will sign up for one activity for all six weeks.

ENRICHMENT BLOCK (B)

Our Chorus, Band and Orchestra programs practice every day during our B Block. Committing to the music program is done annually. If a student has a significant reason that they need to drop this course, they must have written permission from a parent/guardian and talk directly to the teacher of the music course. Schedules will only be changed during transitions between trimesters. This also includes students who are taking a full year World Language Elective.

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.

JUMPROPE

JumpRope is an electronic gradebook/reporting system for teachers to monitor student assignments, grading, and work completion.

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. Students are expected to achieve an overall minimum score of 1.5 for subject proficiency. In the event they do not achieve a 1.5, they will be required to attend additional supports to help them get to this level (i.e., tutoring, summer programs, etc.). Grades are calculated and displayed through our live Jumprope electronic grade book system. Families will have access to student progress at any time through student log-in, and can expect electronic progress mid-term and final reports at the end of each trimester. Paper report cards will only be mailed home when requested through a teacher or the main office, except the last report card of the year.

YEAR END STUDIES (YES) PLAN

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.

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.

FOOD DELIVERY

Students are not permitted to have food delivered to the school during school hours. This includes but is not limited to Doordash, Grubhub, UberEats or restaurant/coffee deliveries from family members or friends. These deliveries are disruptive to the learning environment and often lead to unsafe practices such as students leaving school grounds or opening locked doors for delivery drivers. All food delivered during school hours will be taken and stored in the office where students can pick it up after the last bell, unless they are french fries, in which case Ms. Marsh will probably eat them.

HALL PASSES

Individual Houses will determine their hallway passing policies. Passes are an important part of supervision during the school day. If a student is tardy to any class, they must get a pass from the attendance office before going to class.

INFORMATION CENTER/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.

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.

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.

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 (no EPIC on Tuesday) need to be in EPIC or another adult supervised activity. [Application for EPIC](#)

SECTION 3: Code of Conduct

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
- 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. [Policy 4710](#)

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.

DRESS CODE

RMS expects students to come to school dressed appropriately for being in a public space, community and work environment. This means that:

- shirts and shoes must be worn at all times
- no articles of clothing can advocate or endorse the use of alcohol, drugs, weapons, promoting violence, inappropriate language, or anything illegal
- no undergarments should be visible

If a student is dressed inappropriately, the student will be asked to put on appropriate clothing. If they do not have their own clothing readily available, they will be asked to go to the health office to put on appropriate clothing for the remainder of the day. Multiple violations may result in a meeting with parents/guardians.

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.

CELL PHONES AND ELECTRONIC DEVICES

Students should not be using their cell phone during class time unless instructed to do so by a teacher. While we all appreciate the convenience of instant communication via the cell phone, as educators, and families 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, except when instructed or given permission by a teacher.** Please do not expect to respond to text messages or other online communications during academic time.
2. If families 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 (10:45-11:05). Or, 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. It is a student's responsibility to pick up messages between classes if their name is announced. Calls to parents or guardians during the school day must be made via a school phone and only with permission and supervision of a staff member.
3. Other 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.
4. Students are strictly prohibited from taking photos or videos of other students or faculty during the school day.
5. **Please note that the school is not responsible for lost or broken cell phones or other electronic devices, under any circumstances. We do not have the staffing to investigate or otherwise pursue lost, stolen or broken phones or devices.**

Consequences for students who are not following the above expectations:

- a. **First Offense - Verbal warning**

b. Second Offense - Phone will be 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 daily for a period of time determined by administration.

PHOTOGRAPHS AND VIDEO

Students are required to receive faculty/administrative approval to take pictures/videos during the school day. Students must also receive faculty/administrative approval prior to posting pictures/video taken during the school day on any social media site. Failure to receive faculty/administrative approval may result in disciplinary action.

STUDENT BEHAVIOR GUIDELINES

Fighting: There will be severe consequences (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.

Disciplinary Procedures (and consequences): 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, in collaboration with our restorative practices. The nature of the infraction will inform the school's response. Examples include:

Teacher/House/Administrative detention: Teachers, planning room coordinator or administrators may assign detention whenever student conduct warrants such a response. Detentions may be held before school, during lunch, and/or after school. 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 may be sent to the planning room to de-escalate and process their behaviors. This may include writing a reflection, researching related topics, and/or speaking with a counselor or administrator. The parent or guardian will be notified by the referring adult via phone call regarding the referral on the day of the incident. Students may be given class work to complete.

In-School Suspension: In-School Suspension (I.S.S.) is assigned by an administrator. It takes place in the Planning Room, beginning at 7:45 AM and ending at 2:26 PM. If for any reason you are not present for your assigned I.S.S. time, you will be required to make it up when you are present. Students will be given the academic work of the classes they are missing for that day. Students assigned I.S.S. who are also on an Individualized Educational Plan will continue to receive special education services. In the event of an I.S.S., co-curricular advisors/coaches will also be notified. No student will be assigned I.S.S. without notifying their family first.

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. Administration will determine the length of a suspension. During the suspension period, a student may not participate in or attend any co-curricular activities. In some cases, the loss of co-curricular privileges may extend beyond the suspension period. Students must initiate the request to make up missed work with each teacher. Students will have the same number of days they were

suspended to make up missed work. No student will be assigned O.S.S. without notifying their family first.

Recommendation to the Superintendent and Board of School Commissioners for Expulsion: 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, 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 Rutland Police Department or the School Resource Officer
- Referral to an alternative educational setting
- Supportive consequences (circles, restoration, behavior plan, etc.)

HARASSMENT, HAZING AND BULLYING OF STUDENTS (POLICY #7400)

The Rutland City Public School 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.

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.

Definitions

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

organization.

- “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.
- “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.
- “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

Reporting Complaints of Hazing, Harassment and/or Bullying

<i>RMS Building Contacts:</i> Pati Beaumont, Principal- 802.786.1783 Abby Bennett, Director of Student Engagement - 802.786.1898	<i>District Contacts:</i> Rob Bliss, Asst. Superintendent and Equity Coordinator - 802.786.1942 Pam Reed, Director of Support Services and Equity Coordinator - 802.786.1922
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A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.

B. School Employee Reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form. Any school employee who overhears or directly receives information about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

C. Other Reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.

D. Documentation of the Report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a Student Conduct Form, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.

E. False Complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to

employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring

F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

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

Office for Civil Rights, Boston Office
U.S. Department of Education 8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice) 877-521-2172 (tdd) 617-289-0150 (fax) Email:
OCR.Boston@ed.gov

TOBACCO, DRUG, AND ALCOHOL ABUSE

Substance Abuse Policy & Procedures [Policy 7430](#) , [Policy 7430](#): 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. No one is permitted to smoke, use chewing tobacco or possess tobacco products on school property. This includes, but is not limited to, 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.

1. First Offense: For the first incident, 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, which must be approved by an administrator.
2. Second Offense: For the second incident, 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 a substance abuse referral. 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.

If we suspect that a student is under the influence of a drug, we may ask a nurse to assist an administrator in assessing the student's condition. They may help us make the determination of

a need for further support from other medical personnel. An administrator or their designee will contact the parent or guardian if the student is suspected of being under the influence, even if it is determined that the student does not appear to be in this state.

ILLEGAL ACTIVITIES

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

False Alarms/ Bomb Threats (Policy #7491): 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.

Weapons in School: (Policy #7490): 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.

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

Threats (Policy #7492): 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.

SECTION 4: SCHOOL SERVICES & GENERAL INFORMATION

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.

SCHOOL COUNSELING DEPARTMENT

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 parents/guardians and/or teachers, and collaboration 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 802.786.1888 or 802.786.1847.

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.

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.

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.

INDEPENDENT EDUCATIONAL EVALUATION

The Rutland City School District recognizes that the Individuals with Disabilities Education Act (“IDEA”) provides a right to parents to obtain an independent evaluation of their child under the terms of the Act and regulations promulgated thereunder. The Rutland City School District also recognizes that, under the Act, the parent has a right to obtain such independent evaluation at public expense, if the parent disagrees with an evaluation obtained or performed by the District, and if other conditions provided for by statute and regulation and local policy and procedures hereunder are met, unless the District initiates a due process hearing to show that its evaluation is appropriate. The Superintendent or their designee shall develop and revise procedures as needed to implement this policy, in compliance with state and federal law.

COMMUNICATIONS

Communication with families is a key component in maintaining family engagement and support for their children’s successful education. You should be receiving regular communication from the school. Please check to make sure that we have your most current contact information to ensure you receive all RMS information.

You will receive bi-weekly communication from your child’s advisor. This may be in the form of a phone call, email, or snail mail. You will also receive communication on a regular basis through social media ([REMIND](#) and [Facebook](#)) and the RMS Website.

The RMS Family Newsletter is sent out every 1-2 weeks. This newsletter includes information about school wide and community events, activities happening within the Houses, and current school events.

Emergency or time sensitive information is sent through School Messenger by phone and email.

If you have a classroom concern, please relay these concerns directly to the faculty or staff member involved. It is important that the person’s involved in the concern are given the opportunity to speak about the issue before it is brought to an administrator.

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 in the written order.

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/guardians will be notified.

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 cable 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.

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.

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 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, families 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. The S.R.O. may need to write a Safe Schools Ticket to ensure the safety of all school members, when more intervention is needed.

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 in dollars or restitution 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. Repeat offenders may lose the right to borrow devices from the school. [Policy 7420](#)

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.

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. The 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 our 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.

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.

VISITORS

Ensuring the safety for all the occupants of our school facilities is a primary concern at RIS and RMS. Anyone entering the school has to check in with the main office via the Library Ave. entrance. 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. 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 : ATHLETIC/ACTIVITIES DIGEST

RMS 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, Youth Council, 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.

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 to 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."

Section 6: Policies

Policy 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](#).

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/guardians 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."

PARENT/GUARDIAN INVOLVEMENT

[\(Policy #7699\)](#): The Rutland City Board of 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.

STUDENT RECORDS

[Policy #7370](#) The Principal is the legal custodian of all student records. In accordance with the Family Educational Rights and Privacy Act (FERPA), parents, guardians, non-custodial parent(s) whose rights are not limited by court order or formal agreement, or students eighteen (18) years or older have the right to:

1. Review, inspect, and request correction of education records
2. Challenge the content of records
3. Obtain copies of records

FERPA ensures the confidentiality of such records with respect to third parties.

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.

DISTRICT EQUITY POLICY

The Rutland City Public School District (District) is committed to the success of every student, regardless of race, ethnicity, religion, family economics, class, geography, ability, language, gender, sexual orientation, gender identity or initial proficiencies. The Board of School Commissioners (Board) holds itself and all District and school-site decision-makers, faculty, and support staff accountable for building a [District-wide commitment to equity](#). The District will incorporate principles of equity within all policies, programs, operations, practices, and resource allocations.

SEARCH BY SCHOOL PERSONNEL

[Policy 7450](#) Students are protected by the Constitution from unreasonable searches and seizures. If there is reason to believe that the student is engaging in illegal activity, a student may be searched and contraband seized on school grounds, in vehicles, or in school buildings. Police authorities have no right to [interview students](#) in the school building without a warrant or probable cause for suspicion. If the police wish to speak to a student without a warrant or probable cause for suspicion, they should take the matter up directly with the student's parent/legal guardians.

INTERROGATION BY LAW OFFICIALS

[Policy #7451](#) Police authorities have no right to interview students in the school building without a warrant or probable cause for suspicion. If the police wish to speak to a student without a warrant or probable cause for suspicion, they should take the matter up directly with the student's parent/legal guardians. (See link for more details.)

VIDEO SURVEILLANCE

[Policy #7411](#) 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.

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 (physical and electronic), phone number, 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.

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. ([OPT-OUT Form](#))

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT ([Policy #7697](#))

Parents and guardians have certain rights regarding the school use of surveys with students, collection and use of information for marketing purposes, and certain physical exams. They have the right to:

1. consent before students are required to submit to a survey funded by the U.S. Department of Education that concerns political affiliations or beliefs, mental or psychological problems in their family, sexual behaviors or attitudes, illegal, anti-social, self-incriminating or demeaning behavior, criticism of close family relationships, legally recognized privileged relationships (lawyers, doctors, religious leaders), religious practices, affiliations or beliefs, or income.
2. receive notice and an opportunity to opt your student out of any surveys, non-emergency physical exams or screenings (except for hearing, vision, scoliosis, or anything required under Vermont State Law), or activities involving collection, disclosure or use of personal information.
3. inspect, upon request and before administration or use protected information surveys.

SECTION 7: CALENDAR & Important Dates

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

First Day of Classes 8/31/22
 First Trimester 8/31/22 to 11/29/22
 Second Trimester 11/30/22- 3/7/23
 Third Trimester 3/8/23-6/2/23
 YES Plan 6/5/23-6/14/23

FAMILY/STUDENT CONFERENCES October 6-7, 2022 and March 16-17, 2023
 STANDARDIZED TESTING – SPRING 2023 TBD

RMS Open House 9/15/22 6:00PM-7:30PM
 School Picture Day 10/12/23 & 10/13/23
 Class Days 6/12/23 & 6/13/23*
 Last Day of School 6/14/23*
 TEACHER IN-SERVICE August 24-30, 2022, June 15-16, 2023

HOLIDAYS

Labor Day 9/5/22
 Indigenous People Day 10/10/22
 Veterans' Day 11/11/22
 Martin Luther King, Jr. 1/16/23
 Memorial Day 5/29/23

STUDENT VACATION DATES

Thanksgiving Break: 11/23-11/25/23
 December Break: 12/22/22- 1/2/23
 Winter Break: 2/20/23-2/24/23
 Spring Break: 4/17/23-4-21/23

RMS BELL SCHEDULES

Block	M/W/Th/F	Tuesday
A	7:45-7:50	7:45AM – 7:50
B	7:53-8:48	7:53 AM – 8:48
C	8:51-9:28	8:51 AM – 9:46
D	9:28-10:20	9:49 AM – 10:44
	10:44-11:02	10:44-11:02
E	11:05-12:03	11:05 AM – 11:50
F	12:06-1:01	11:53 PM – 12:38
G	1:04-1:59	12:41-1:26
H	2:02-2:26	1:29-1:40

AUGUST/SEPTEMBER 2022				
M	T	W	TH	F
15	16	17	18	19
22	23	{24}	{25}	{26}
{29}	{30}	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
OCTOBER 2022				
M	T	W	TH	F
3	4	5	6*	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
NOVEMBER 2022				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
DECEMBER 2022				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
JANUARY 2023				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

RUTLAND MIDDLE SCHOOL
Red & White Calendar
2022-2023 School Year

RMS Attendance Office
802.786.1882
RMS Main Office
802.786.1888

Bell Schedule *M, W, Th, F

- A Block 7:45AM – 7:50 AM
- B Block 7:53 AM – 8:48 AM
- C Block 8:51 AM – 9:46AM
- D Block 9:49 AM – 10:44 PM
- Lunch 10:44 AM – 11:02 AM
- E Block 11:05 AM – 12:00 PM
- F Block 12:03 PM – 12:58 PM
- G Block 1:01 PM – 1:56 PM
- H Block 1:59 PM - 2:26 PM

Bell Schedule *Tuesdays Only

- A Block 7:45AM – 7:50 AM
- B Block 7:53 AM – 8:48 AM
- C Block 8:51 AM – 9:46AM
- D Block 9:49 AM – 10:44 PM
- Lunch 10:44-11:02
- E Block 11:05 AM – 11:50 PM
- F Block 11:53 PM – 12:38 PM
- G Block 12:41-1:26 PM
- H Block 1:29-1:40 PM

- Term 1: 8/31/22 to 11/29/22**
- Term 2: 11/30/22- 3/7/23**
- Term 3: 3/8/23-6/2/23**
- YES Plan: 6/5/23-6/14/23**

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

{Professional Development Days}

Holiday/Vacation

Red Days

White Days

Family Conferences

*10/6/22 and 3/16/23 are **early dismissal** days for Family Conferences at 11:00AM

rms.rutlandcitypublicschools.org/

FEBRUARY 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
MARCH 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28	29	30	31
APRIL 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
MAY 2023				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
JUNE 2023				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	{15}	{16}
19	20	21	22	23
26	27	28	29	30