Rutland High School
22 Stratton Road
Rutland, VT 05701
(802) 773-1955
www.rutlandcitypublicschools.com

2025-2026
Student Handbook/Planner

This book belongs to:

Name:_____

Address:_____

City/Town:_____ Zip:_____

Phone#:_____

Welcome to Rutland High School

2025-2026

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Message to Students from Your Principal

Welcome to Rutland High School!

The Rutland City Public Schools Vision Statement states:

RCPS cultivates a passionate, diverse, and resilient community of critical thinkers who learn with purpose, create innovative and responsible solutions, and lead lives of integrity.

At Rutland High School, we believe strongly that we all have a part in fostering and contributing to a "passionate, diverse, and resilient community." The RHS handbook guides us and reminds us of how we can "lead lives of integrity." Our goal during the time that you spend here is that all students act as "critical thinkers who learn with a purpose," and who "create innovative and responsible solutions," now and in the future.

Rutland High School and the Vermont community need you to make the most of your opportunities here. Work hard, and like other Raiders before you, be the difference in the world.

Finally, our simplest rule, perhaps this handbook boiled down to a phrase, is the idea, "Be kinder than necessary."

Have a rewarding and enriching school year!

Greg Schillinger, Principal

Note: Parents, you may review our handbook on our website under the *Parent/ Student Resources* link.

NON-DISCRIMINATION POLICY

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Americans with Disabilities Act, and the rules and regulations promulgated by the Secretary of Health, Education and Welfare, it is the policy of Rutland High School that no person, upon the basis of race, color, national origin, creed or faith, gender or age, handicapping condition and/or disability, shall be excluded from participation in any educational program or activity at the school. Rutland City Public Schools and its designees operate its programs and services without regard to race, color, and national origin as stipulated in Title VI of the Civil Rights Act of 1964. If you feel you have been discriminated against based on your race, color, or national origin, you may file a complaint with the Office of Civil Rights at 802-828-5858 and stating that you would like to make a Title VI complaint. If you would like more information about your Title VI rights, please visit https://www.justice.gov/crt/fcs/T6manual.

POLICIES STATEMENT

The policies and procedures outlined in this handbook are subject to the comprehensive policies adopted by the Rutland City School Board, set out in the Rutland City School District Policy Manual. Therefore, the policies and procedures in this handbook are subject to change, revision or amendment by the Rutland City School Board, with or without direct notice to students. Please refer to the Policy Manual for the most current version, which includes details for the Protection of Pipil Rights Act (RCPS Policy # 7679). It is available for inspection at the Office of the Superintendent of the Rutland Public Schools.

DUE PROCESS

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

TEACHER'S CREDENTIALS

Parents have the right to request information regarding the credentials of their child's teachers. They can request the teachers' level of certification, areas of licensure, and "highly qualified" status. Requests for information should be made to the school building principal.

Daily Bell Schedule (Monday, Tuesday, Thursday, and Friday)

Time	Block
7:55 - 9:05	A
9:09 - 10:25	B (Including Announcements)
10:29 - 11:39	C
11:43 - 1:13	D /Lunch
1:17 - 1:57	Flex Block
2:01 - 3:11	E

Daily Bell Schedule (Wednesday)

Time	Block
7:45 - 8:45	Teachers' PLC Meetings
8:49 - 9:51	A
9:55 - 10:57	B
11:01 - 12:03	C
12:07 - 1:34	D /Lunch
1:38 - 2:05	Flex Block
2:09 - 3:11	E.

2 Hour Delay Schedule

Time	Block
10:00 - 10:50	A
10:54 - 11:40	B
11:44 - 12:52	C /Lunch
12:56 - 1:42	D
1:46 - 2:21	Flex Block
2:25 - 3:11	E

Cafeteria Schedule

Rutland High School ((Monday, Tuesday, Thursday, and Friday)
Lunch 12:05 - 1:13 p.m.

Rutland High School (Wednesday)
Lunch 12:07 – 1:34 p.m.

Rutland High School (2 Hour Delay)
Lunch 12:05 - 12:52 p.m.

Stafford Technical Center
Lunch 11:39 – 12:00p.m.

SECTION 1

GENERAL INFORMATION

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

CHAIRPERSON: **Cathy Solsaa**
CLERK: **Marybeth Lennex-Levins**

COMMISSIONERS

NAME	HOME	WORK	TERM EXPIRES
Ms. Karen Bossi **karen.bossi@rutlandcitypublicschools.org**	**16 Southern Blvd.**	**558-3607**	**2028**
Mr. Ryan Carney **ryan.carney@rutlandcitypublicschools.org**	**72 East Street #1**	**207-318-7581**	**2026**
Ms. Courtney Collins Whitcomb **courtney.collins@rutlandcitypublicschools.org**	**29 Highland Ave.**	**779-2593**	**2026**
Ms. Marybeth Lennox-Levins **marybeth.lennox-levins@rutlandcitypublicschools.org**	**9 Kingsley Ave.**	**884-5418**	**2028**
Ms. Jen Rondinone **jen.rondinone@rutlandcitypublicschools.org**	**58 Chestnut Ave**	**770-2263**	**2026**
Ms. Charlene Seward **charlene.seward@rutlandcitypublicschools.org**	**15 Sargeant Ave.**	**775-2000**	**2027**
Ms. Catherine Solsaa **cathy.solsaa@rutlandcitypublicschools.org**	**19 North Street**	**353-2947**	**2026**
Ms. Stephanie Stoodley **stephanie.stoodley@rutlandcitypublicschools.org**	**131 Spruce St. Apt .2**	**770-2477**	**2027**
Ms. Christina Sweet **christina.sweet@rutlanditypublicschools.org**	**20 Kingsley Ave.**	**353-3251**	**2028**
TBD			**2027**
TBD			**2028**
Ms. Amelia Shelton ***Student Representative***			**2026**
Danielle Goldberg ***Student Representative***			**2027**

Rutland High School
Telephone Directory of Departments

	Direct Dial Numbers
Absences/Attendance Office	**770-1096**
Associate Principal, Administration	770-1073
Associate Principal, Curriculum & Instruction	770-1188
Associate Principal, Support Services	770-1146
Athletic Director	770-1081
Athletic Office	770-1080
Band	770-1131
Buses	770-1197
Cafeteria	770-1077
Fine Arts Director	770-1130
Guidance Office	770-1093
Howe Campus / AEP	773-1928
Information Center (Library)	770-1015
Nurse	770-1086, 1087
Principal	770-1071
Registrar	770-1075
Rutland High School Main Office	773-1955
Sports Information Line	773-1962
Stafford Technical Center (STC)	**770-1033**
Adult Education Office	770-1178
Doll House Restaurant	770-1041
Guidance Office	770-1033
Rutland High School Allen Street Campus (SUCCESS)	773-1906

Rutland City Public Schools Mission Statement

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.

Adopted by the Board of School Commissioners on November 27, 2007

RUTLAND CITY PUBLIC SCHOOLS 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.

CORE VALUES

At Rutland High School, we value:
Academic excellence
Community involvement
Collaboration
Creativity
Integrity
Respect
Responsibility

BELIEFS OF LEARNING

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.

21ST CENTURY LEARNING EXPECTATIONS

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

RHS EPIC

Join us for EPIC ~ *The Place to Be*

EPIC is the RCPS afterschool and summer (out-of-school) program for grades 7-12. We support and promote a culture of learning by providing opportunities for students to participate in activities and projects they enjoy, and to explore new activities and learning.

We are 21st Century Community Learning Centers, which means both that we have regulations to follow for the safety of students and staff, and that we work to continuously improve the quality of our programming, to provoke learning and inquiry, both for students and staff.

RHS EPIC is free. Afterschool programing runs from the end of the school day until 5:00pm daily, and includes a meal. Calendars and posters announcing schedules and offerings are included in the Daily Announcements, and throughout the school. School year programs typically begin in late September at RHS. Currently, we do not operate on school breaks or half-days. Summer programming is topic and project-focused, and offerings are announced in the spring.

School year and summer offerings are student-informed and incorporate a mixture of staff created (informed by student input), external 'guest presenters,' and field trips. The hub of the RHS EPIC program is tutoring in a variety of subjects in the library.

RHS EPIC welcomes students to lead programs, to share their interests and passions with others, and/or to participate in tutoring peer-to-peer. Please join us in broadening the scope and vision of EPIC.

For more information, please contact our central office at (802)786-1959 or info@tapestry-epic-afterschool.org.

SECTION 2
Student Life

ATTENDANCE

INTRODUCTION

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

ATTENDANCE PROCEDURES

Accordingly, the administration will implement our student attendance procedure which authorizes loss of credit for absences **in excess** of six (6) classes for quarter courses; **in excess** of twelve (12) classes for semester courses meeting daily and full year courses meeting every other day; **in excess** of sixteen (16) classes for full year courses meeting daily. Parents will be notified by mail after the fourth (4th) absence for quarter course, the sixth (6th) absence for the semester course and eighth (8th) absence for the yearly course. **The deadline for loss of credit appeals is one week after the last day of the quarter.**

A. Quarter Course

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

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

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

C. Full Year Course (daily)

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

*They must:
1. Remain in the course and do their best to improve their attendance and appeal for credit reinstatement as soon as the attendance limit has been exceeded. Official documentation (doctor, court, DMV notes) will be considered.

Students attending Stafford Technical Center will adhere to the attendance policy of the center. The hearing procedure for Stafford students is outlined in item K.

D. Flex Block
All students are required to attend Flex Block. Seniors will have the opportunity to "Opt-Out" of Flex Block in the second semester provided they have been in good standing academically, behaviorally, and with regard to attendance.

E. Waived Absences
The following qualify as waived absences, and do not count toward the limit:
1. School sponsored trips.
2. Representation of Rutland High School in a school related activity.
3. Observance of Religious Holidays (with parental contact).
4. In the case of a death in the family, the Attendance Committee may grant up to five days of waived absence.
5. Post-secondary planning appointments (e.g. college visits)- Documentation of appointment must be presented to the attendance office upon the student's return to school.
6. Medical, Dental, counseling appointments with documentation provided from the medical care provider.

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

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

G. Tardiness

1. 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 60-minute detention. Dentations may also be assigned for students who are tardy unexcused to class. Students will be allowed (6) excused tardies to school per semester. After the (6^{th}) excused tardy, students will incur a 60-minute detention for each tardy unless documentation from a doctor, court, etc. is provided. Students must be in attendance by 8:30 a.m. in order to be eligible for any co-curricular activities on that day unless excused by an administrator.

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

H. Dismissals

If a student misses more than half a class, they will be considered absent.
Missing less than half a class for dismissal 3 times will count as an absence.
Students are expected to be in school during their scheduled time. Therefore, **students may not leave the building without receiving a dismissal slip from the Attendance Office.** A written note or phone call from a parent or guardian giving date, time, and reason for dismissal is required **prior** to leaving school. **Leaving the building without permission (including parking lots and the trail systems that are adjacent to school property) is grounds for possible suspension.** Students who have reached the age of 18 must have parental/guardian approval to leave the building or grounds as well.

A student who is dismissed from school for any length of time, may not participate in any activity, practice, or game unless prior administrative approval is received or documentation from a health care office is provided.

I. Cutting Classes

Cutting classes will count as an unexcused absence and will also result in a 60-minute detention. Classes missed **will** also count toward loss of credit. If a student cuts his/her last block of the day it is presumed that they left school grounds and therefore will be assigned an In School Suspension.

J. Reporting to Parents

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

Pursuant to the general statute, "each parent/guardian having control of a child between the ages of six and sixteen shall cause the child to attend an approved public or an approved or reporting private school for the full number of days for which that school is held..."
Parents will receive report cards, which state the attendance status of pupils as well as letters and telephone calls as outlined previously.
Students who exhibit irregular attendance at school shall be referred to the school's Attendance Officer.

K. Hearing Procedure

1. The student and parent will be provided an opportunity for a hearing at the warning and loss of credit point. This must be in writing.

2. The Attendance Review Committee consists of a building administrator, student's guidance counselor, and the Attendance Officer.

3. The student and his/her parents will have the opportunity to present all corroborating information in support of their appeal.

L. Excessive Absences

If a student has exceeded 10 absences during the school year, a letter may be sent home requesting a Doctor's note for any future absences from school. Failure to provide documentation for any missed days will be considered an unexcused absence.

Truancy

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.

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

SCHEDULE CHANGES

When students sign up for a class, we expect that this is a firm decision, as students should not make hasty decisions on their choice of courses. Requests for changes may be made through the appropriate Guidance Counselor until the close of school in the spring after registration. Also, there is a time before school begins in the fall, where justified changes may be made. Student initiated schedule change requests will be considered during the first two (2) weeks of full year or semester course and first five (5) days or a term course. Changes in schedules will be accommodated only if the master schedule permits. Students wishing to withdraw from a course must obtain written parental permission and approval from the appropriate Guidance Counselor. **Students must remain in the class until all paperwork has been completed and the change form is returned to the Guidance Office**.

WINTER TERM SCHOOL GUIDELINES

Students attending winter term school programs are required to begin their semester-long classes at RHS and finish them at the winter term school or begin their courses at the winter term school and finish them at RHS. Students participating in winter term programs cannot take semester-long courses exclusively at the winter term school.

Credits awarded at winter term school will be awarded as transfer credit at RHS and will not be factored into the student's GPA.

It is the student's responsibility to communicate with their RHS teachers while they are at the winter term school to ensure they are keeping pace with RHS classes.

ACT 77- EARLY COLLEGE POGRAM

Early college is a program that provides students the opportunity to complete their senior year of high school as a full-time student at a partnering college or university. Upon successful completion, students will receive their high school diploma while also having completed their first year of college. Applicants requesting Principal permission to participate are expected to have a 2.5 cumulative GPA throughout their sophomore year or a 3.0 in the first semester of their junior year. Applications are due to school counselors by May 1st of their junior year.

VIRTUAL HIGH SCHOOL

Rutland High School, in partnership with Virtual High School, offers a variety of online course options to enrolled, Rutland High School students in grades 10-12. The purpose of this partnership is to increase the course offerings available to RHS students. The courses that students may take are those in the VHS course catalog (see VHSLearning.org) that are not offered at RHS during the school year. Beginning in the 24-25 school year, RHS will no longer allow VHS flexible courses. VHS courses are considered as RHS courses in regards to school-wide procedures such as Honor Roll, GPA, and athletic eligibility. VHS classes may not be used to meet a content-area graduation requirement, such as 1 of the required 4 English classes. Students may not take more than 1 VHS class at a time. VHS courses will be included on a student's final transcript and students wishing to request a VHS class should see their School Counselor. In order to be eligible to take a VHS course, a student must have a demonstrated record of academic success which would indicate that they are ready for the independence necessary to be successful in an online learning environment. Final scheduling approval, determination of credit, and weight is determined by the RHS Administration.

DROPPING CLASSES

Students who withdraw from courses during the first two (2) weeks of a full year or semester course or first five (5) days of a term course will not have the name of the course entered on their transcripts. No penalty will be attached to dropping during this time. Courses dropped after the first two weeks/5 days, however, will carry either a "Withdrawn Pass" (WP) or a "Withdrawn Fail" (WF) notation.

GRADING SYSTEM

Student grades will be determined by the degree to which a student has demonstrated proficiency in identified course standards. Assessments will be tied to a course standard or standards and the student will demonstrate proficiency through successful completion of the assessment.

Assessments will be reported on a 0 through 4-point scale with half point increments.

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

3 – The student has met the standard.

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

1.5 – Partial Success at score 2.0 content, and major errors or omissions regarding score 3.0 content.

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

0 – Little or no evidence of achieving the standard.

Mid-term and final exams represent an opportunity for students to demonstrate their proficiency via a culminating test, project, or performance. Exams will often address multiple standards.

Term and final grades will be determined by weighted average.

In order to receive credit for a course, students must earn a grade of 1.5 or above.

Habits of Work

Habits of Work (HOW) grades will be determined by the degree to which the student has demonstrated proficiency in the HOW standards related to responsibility, collaboration, perseverance.

Students will receive a HOW grade of 4.0 for Responsible and Involved Citizenship upon the successful completion of each athletic season.

Y.E.S. Plan Grading

Beginning in the spring of 2018, YES Plan grades will be reported on a 0 – 4 scale, which will align with the grading system for each marking period throughout the year.

ACADEMIC HONORS

Rutland High School offers academic honors to those students who have achieved academic excellence during their high school career. This process will apply to the Class of 2016 and following.

Procedure:

Grade Point Average (GPA) – for an individual student when reporting to colleges:

A cumulative, weighted grade point average, based on a 0–4 point scale, shall be calculated at the conclusion of a student's junior year. Subsequent calculations will take place at the end of each following semester and shall be calculated based on semester, term and/or final grades (whichever is the latest for a particular course).

Academic Honors:

Summa Cum Laude – GPA of 3.9 or higher
Magna Cum Laude – GPA of 3.6 to 3.899
Cum Laude – GPA of 3.4 to 3.599

Cumulative, Weighted GPA Profile – for reporting school-wide results to colleges

A student's GPA is a numerical average weighted with .4 points added for Honors and A.P. courses. Once a year, the school publishes a school profile which includes data from the previous school year's graduating class. The profile shall identify the number of students on a range of GPAs including those who have achieved the various honors standards. Recognition at graduation will be based on the GPA at the conclusion of the 4th term of senior year.

Scholarships/Awards: In some unique cases where an award, scholarship, or special circumstance requires the reporting of rank, the principal may (with student permission) confidentially report this statistic to an external agency. Request for such an exception must be made to the high school principal.

Graduation Speakers:
Any student who is Cum Laude or above may submit a speech. Two students will be selected to speak at graduation based on a "blind" judging process by representatives from:

- Senior Class Officers – Student Senate
- RCPS Staff

If a class officer or member of the Student Senate submits a speech, they will not be eligible to be a judge. The selection process will be developed by the school administration. The Administration reserves the right to determine whether a speech is appropriate for consideration, as well as the right to choose the student speakers if the selection committee cannot come to consensus.

OPTIONS FOR STUDENTS WHO FAIL YEAR END STUDIES

1. Take a summer course for credit; must be approved by the Rutland High School Guidance Department.

2. Take a summer academic camp course for credit; must be approved by the Guidance Department.

3. Perform community service for thirty (30) hours; a journal is required; must be approved by the Guidance Department. (Each course failed is thirty hours; an all-day program equals sixty (60) hours of community service.)

4. Take a night course at STC, CCV, or another educational facility; must be approved by the Guidance Department.

PROMOTION REQUIREMENTS

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

Sophomore – 4
Junior – 9
Senior – 16

HONOR ROLL REQUIREMENTS:

High Honors – Students may have no final grade in the semester lower than a 3.0 with no incomplete grades. All students must carry a minimum of 3 courses per semester and 7 credits for the year.

Honors –Students must have a final grade average of 3.0 or better with no incomplete grade or grades below a 2.5, and must carry a minimum of 3 courses per semester and 7 credits for the year.

Students who receive a WP (Withdraw Pass) are eligible for Honor Roll recognition.

Students who receive a WF (Withdraw Fail) are not eligible for Honor Roll recognition.

Honor roll is based on all completed course grades in a semester and will be published after the completion of the semester.

Tri Scholar Athlete

Students must play sports for RHS all 3 seasons; fall, winter, spring and they must make the honor roll each semester.

GRADUATION REQUIREMENTS

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

English	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Fine Arts	1.0
Life Skills	.50
Info. Technology	1.0
Physical Ed./Health	2.0
Electives	8.5
Y.E.S. Plan	4 Years

Please see the RHS Graduation Requirements policy for additional details.

ACT 176 – HIGH SCHOOL COMPLETION PROGRAM

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

NATIONAL HONOR SOCIETY

Rutland High School has been inducting students into the National Honor Society since 1929. It not only recognizes a student's scholarship, but the qualities of leadership, service and character.

Criteria for Selection:

Scholarship: To be eligible for induction to the National Honor Society, a junior or a senior must have earned an unweighted grade point average of 3.0 or higher. Students will be invited to apply to be accepted into the National Honor Society after five semesters and again after seven semesters.

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

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

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

Once students are admitted, it is expected that they will maintain their commitment to Scholarship, Leadership, Service and Character. The Rutland NHS chapter follows the very specific National Honor Society guidelines for acceptance and dismissal.

Chronic discipline problems are not the characteristics expected from a National Honor Society member.

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

STUDENT GOVERNMENT

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

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

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

SUMMER COURSE POLICY

Students are required to receive prior approval from their School Counselor and/or Administration before enrolling in a summer course that they wish to receive high school credit for. Summer courses must be equivalent to courses offered at RHS, as determined by the Guidance Department.

INFORMATION CENTER/LIBRARY (IC)

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

Information Center Hours:
Monday-Friday 7:30 a.m. to 3:30 p.m.

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

SCHOOL PROPERTY

Students are expected to return all borrowed school property such as text books and library books in a timely fashion. Students will be responsible for either replacing or paying for property that is damaged or not returned.

STUDENTS WITH A OR E BLOCK OFF

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

- Stay home until B Block begins.

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

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

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

- Go home because in many cases this is the end of your school day.

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

SECTION 3
Code of Conduct

ACADEMIC HONESTY POLICY

Academic Integrity: Academic integrity is a basic value of Rutland High School. Research, scholarship, and teaching are possible only in an environment characterized by honesty and mutual trust. Simply expressed, academic integrity requires that one's work be one's own.

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.

Generative AI

RCPS encourages students to engage with AI in ways that enhance learning, creativity, and critical thinking while maintaining academic integrity. Students are encouraged to use AI thoughtfully as a learning partner for example they might: brainstorm ideas for assignments; generate study guides; access personalized tutoring; compare AI generated responses to credible sources. However, students may not use AI dishonestly, including:

- Using AI tools without teacher permission;
- Submitting AI-generated work as your own;
- Completing an entire assignment with AI;
- Bypassing research or reading assignments by relying solely on AI summaries.
- Not reviewing AI output and verifying its accuracy;
- Failing to cite AI tools as part of your work.

Appropriate use of AI and other technologies is the student's responsibility. Students are expected to disclose AI use when it has assisted in an assignment or project; properly cite AI-generated content using MLA or APA guidelines; and differentiate between human and AI-generated work to preserve original thought and creativity.

ASSEMBLIES

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

DRESS CODE

Rutland High School believes that appropriate dress and grooming contributes to a productive learning environment. Students are expected to wear clothing that is clean and safe. Clothing that disrupts or substantially detracts from the educational process will not be allowed. Any clothing endorsing alcohol, drugs, tobacco, or displaying inappropriate words or pictures is prohibited. Shoes must be worn at school. Dress and appearance are considered the responsibility of the student and her/his parents or guardians with the following limitations.
Matters involving a violation of the dress code will be dealt with on an individual basis in as discreet a manner as possible. In such situations, a member of the administration will determine whether or not a student is in violation of the dress code. The school will provide clean clothing for students that need to change. Students who refuse to change will be sent home.

AEROSOL SPRAY

Due to the potential for adverse medical reactions among our students and staff, Rutland High School aspires to be aerosol-free. Please be considerate and use non-aerosol products in the building.

PUBLIC DISPLAY OF AFFECTION (PDA)

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

DANCES

Only high school students will be allowed to attend RHS dances. Certain exceptions may be made for graduated students who are under the age of 21 to attend the Junior/Senior Prom. Students in 8th grade and younger will not be permitted to attend any Rutland High School dances.

ELECTRONIC DEVICE POLICY

At Rutland High School, we recognize that the healthy use of tools such as electronic devices is a learned skill, and that a healthy and effective learning environment requires that learners are fully present and attentive to the learning process. To that end, students are to put all cell phones, earbuds, and other electronic devices and accessories away when in class. These devices must be inaccessible and silent during these times. If a student is found to be using an electronic device during class time, they will be required to leave their phone in the attendance office for the remainder of the school day. Subsequent incidents will result in the need to leave their phone in the office for a period of twenty days or the remainder of the semester, or at least forty days.

PHOTOGRAPHS AND AUDIO/VIDEO RECORDING

Students are required to receive administrative approval prior to taking any photographs or recording any video interactions.

BATHROOM USE

Students are expected to use the bathroom that is closest to their classroom. One person at a time per stall.

STUDENT BEHAVIOR GUIDELINES AND PROCEDURE

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

It is important to state, that any threat to the safety of any staff member or student, whether direct or implied, will be taken very seriously. The police may be involved and the student(s) may be temporarily or possibly permanently removed from any and all school settings. RHS Policy 7492

2. **Inappropriate Behavior**: Violations such as talking out of turn, not having proper materials, throwing papers, leaving class before the bell, inappropriate peer interactions, argumentativeness, persistent tardiness, etc. should be resolved at the classroom level between the student and teacher. Repeated violations will trigger a referral to the appropriate Associate Principal.
Students who cut a class will be given a 60-minute detention for each class cut. Failure to serve detention will result in a one-day, in-school suspension.

SMOKING/VAPING

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

In addition, it is a civil violation for a person under the age of 21 to possess or purchase tobacco products. It is also a civil violation to furnish tobacco products to a person under the age of 21. Violations of the statute can result in fines and loss of driving license as well as suspension from school.

DISCIPLINARY PROCEDURES

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

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

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

3. **Detentions begin at 3:15 daily**. Students missing detention who have not made a prior arrangement with the person assigning the detention will receive an in-school suspension. It is important to remember that a suspension in or out of school is an absence and counts toward the attendance limits (**See page 9-10 Under Tardiness for details).**
****Detentions take precedence over ALL other school related functions.**

4. **Planning Room**: Students who are assigned an in-school suspension spend the day in the Planning Room. In addition, students who have been sent out of class for disciplinary reason typically spend the remainder of the block in the Planning Room, after being sent to the Attendance Office.
Students are expected to make proactive use of their time while in the Planning Room and make progress toward completing class work.

5. **Major Rule Violations**: A student who violates one or more of the major rules is directly referred to an Administrator. Such violations include violence, vandalism, gross disrespect to staff, smoking, substance abuse, truancy, leaving

school grounds without permission, failure to attend an assigned detention, possession of firearms, explosives, or weapons, or other major offenses. The Rutland City Police will be notified and involved when appropriate.

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

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

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

SUSPENSIONS

Out of School:

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

In-School:

Students are expected to be on time. In-School Suspension begins at 7:55 a.m. and ends at 3:11 p.m. Students will be given the work of the classes they are missing for that day. Student should arrive at the Planning Room prepared to be productive and have all materials necessary to complete their work.

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

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

EXPULSION

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

APPEAL

The student, or parent/guardian of a student may appeal a suspension or expulsion by giving notice of appeal to the principal.

SECTION 4
School Services

HEALTH SERVICES

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

Dismissal due to illness:

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

Medications during school hours:

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

Students who need to **carry prescription medication to self-administer** (such as inhalers and Epi-Pens), must comply with the prescription medication policy as well as have a physician document the need to carry the medication. **Non-prescription medication** may be administered by the school nurse or designee, in recommended dosages as necessary for minor discomfort. Please complete and return the annual health update form, on which is a list of medications offered, and a space for signed parent/guardian permission for over the counter medications.

Health Office
Phone: (802) 770-1086, (802) 770-1087
Fax: (802) 770-1407

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

LOCKERS

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

SCHOOL CANCELLATION

In the event it is necessary to close school for the day, due to inclement weather or other emergency reasons, listen to radio stations, WSYB/Z97, WJJR, WJEN, television Channel 1095. There may also be occasions when families are notified of school closings via the district's Alertnow Phone Messaging System. As a result, it is imperative for the school to have accurate phone numbers.
Cancelled school days will be made up at the end of the year.

SCHOOL DELAY – TWO HOURS

For occasions when it is necessary to delay the opening of school, we will implement an abbreviated day schedule.

BUILDING AND GROUNDS

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

STUDENT INSURANCE

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

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

FOOD SERVICE

1. The cafeteria provides an area for students to have a pleasant breakfast and lunch with friends. The dedicated staff works very hard to provide nutritious and tempting fare. Food is available to students and personnel from 7:00 a.m. (breakfast) until 1:05 p.m. (lunch/snacks) daily.
2. Students should eat only during their assigned lunch period.
3. Students are not to leave the cafeteria until dismissed by the supervisor. Food is not allowed out of the cafeteria.
4. School rules regarding appropriate behavior apply to the cafeteria environment.
5. Students may not have food from outside restaurants delivered during the school day without permission from school personnel.
6. To take advantage of our free/reduced food service program call Sue Dodge-May (802)-770-1050

TRANSPORTATION

1. Students walking to school are reminded about the need to adhere to all safety concerns for pedestrians and to use the sidewalks on Woodstock Avenue and Stratton Road. Drivers dropping students off are to do so in the turn-around area around the back of the school by the cafeteria. In keeping with Vermont state law and Rutland City Public Schools' policy, all school grounds are idle free zones. Vehicles may idle for up to 5 minutes according to law and policy, but we request that all cars be turned off upon stopping on school property.
Dropping students off on Woodstock Avenue, Stratton Road or one of the nearby local businesses is prohibited.

2. Students wishing to drive a car to school must go through the parking permit/sticker application process and will need to comply with all requirements of that process in order to be issued a parking permit. **Only one permit per family will be issued.** Parking for students is restricted to the student parking lot or Gleason Road. The number of spaces is limited and the cooperation of student drivers is requested in order to maximize the number of student vehicles, which can be accommodated.

3. A limited number of bus routes will be established from the western side of the city, in addition to service provided by Marble Valley Transit.
Location and times of Rutland City school bus routes will be disseminated to students at their orientation in the fall and published in the local newspaper.

4. Skateboards and Longboards may be used as transportation to and from school but may not be used at school during the school day for safety reason Skateboards and Longboards must be left in lockers during the school day.

SECTION 5
ATHLETIC/ACTIVITIES DIGEST

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

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

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

*Apply to Athletic Activities Only

PHILOSOPHY

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

PHYSICALS*

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

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

INSURANCE*

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

FORM/CONTRACT

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

ACADEMIC ELIGIBILITY

1. This procedure will apply to all students at Rutland High School Grades 9-12.

2. Course grades at the end of each quarterly marking period will determine eligibility. YES plan may also cause a student to become ineligible.

3. A student who passes all of his/her courses in a given marking period and who is considered a full-time student (3 credits per semester and 7 per year) is eligible for participation for the following marking period. A grade of WP (Withdraw Pass) allows a student to maintain eligibility.

4. A student who receives two or more failing/incomplete grades (including WF and/or LOC) will be ineligible for participation for the next quarterly marking period. An ineligible student may practice provided they 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. 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 mid-term progress report time of the following quarter provided the student has a cumulative grade of 2.0 or higher in all of their courses.

6. 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.

7. The failure of one YES Plan will also render a student ineligible for the fall (this is in addition to the possibility of losing eligibility through two or more 4th quarter failures). Students may regain their YES Plan eligibility by completing 30 hours of community service prior to August 1 of that school year.

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

9. Eligibility will be determined after the close of each marking period.

CITIZENSHIP RULE

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

Any participant whose conduct is determined to have brought discredit to her/himself, the team, club, activity or school in any way will be subject to loss of the privilege to take part. This will apply to actions before, during and after school hours, year round, both on and off campus.

PROCEDURE

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

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

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

SUBSTANCE USE-ABUSE

With the support of the findings of the Vermont State Medical Society, the Athletic Department at R.H.S. firmly believes that the use of chemical substances is detrimental to an individual's health. Therefore, the use, sale or possession of tobacco, vapes, alcohol, or illegal drugs is prohibited. The Substance Abuse Rules are in effect beginning with preseason in the fall and continue until the last event of the school year. Consequences for non-athletic

activities will be of comparable length of those listed below. These rules and consequences will apply to students in grades 9-12.

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

Second Offense. . . .For the second incident, the student will be suspended from competition for the current season and from competition during a second season. During the second season the student must participate on a team for the full season, except that they may not compete in any contests. This participation in the second season 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), if one has not been completed within a calendar year 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 first offense consequences, including a ¼ season suspension, ect….***

OR

Any student who violates the school's substance abuse rules for a second time may opt to participate in a random substance testing procedure. For the second incident, the student-athlete will serve a suspension from one-fourth of the games during that season (if less than ¼ season is remaining, the time will be continued during the next season of participation). In addition to the suspension, the student will participate in a random substance-testing procedure. This testing will 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 re-instatement of the corresponding suspension from the date of the positive test. The student must complete an initial substance abuse referral with an outside substance abuse counseling agency (at the family's expense) If one has not been completed within a calendar year, and follow through on said agency's recommendations. The student must also complete 40 hours of community service.

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 substance-testing program. 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 substance testing on up to 4 occasions.
- When a test is requested, the student will be expected to submit to testing within a timeframe determined by the RHS Associate Principal. Failure to meet this timeline will be considered a "failed" test. This request will be made from the Associate Principal in charge of activities.
- The student and a parent/guardian will be required to sign a release form allowing the outside organization conducting the testing 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, whose decision is final.

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

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

ATTENDANCE

The following policies will govern athletic/activity participation:

1. A student absent from school may not participate in practice or play in any game or activity scheduled for that day unless given approval by the Athletic/Activities Director and/or Associate Principal.

2. A student who is absent the day before an event scheduled for a non-school day shall not be eligible to participate in that event unless the absence was due to sickness or other extenuating circumstances. In such cases, approval to participate must come from the Athletic/Activities Director and/or Associate Principal. It is the responsibility of the student and coach/advisor to secure such approval (note or call from parent).

3. A student shall be considered absent and unexcused if not in attendance by 8:30 A.M. (9:30 A.M on Wednesdays) and may not practice or play in any game or activity scheduled for that day.

4. When a student anticipates an absence from school on the day of a scheduled event, the coach or advisor should be notified by the student, the student must also seek approval to participate from the Athletic/Activities Director and/or Associate Principal. Funerals and college interviews are some reasons an athlete may be absent.

5. A student who is dismissed from school for any length of time, may not participate in any activity, practice, or game unless prior administrative approval is received or documentation from a health care office is provided.

6. It is the responsibility of the coach, advisor, or a designee to check the attendance list every day. No student listed as absent shall participate in a practice, game, or event that day unless approved by the Athletic/Activities Director and/or Associate Principal.

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

INJURIES*

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

TRYOUTS

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

Tryout Policy Procedures

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

CUT POLICY*

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

PLAYING TIME*

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

UNIFORMS AND EQUIPMENT

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

AWARDS CRITERIA

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

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

PERSONAL PROPERTY

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

TRAVEL

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

CHANGE OF SPORT POLICY*

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

MISSED CLASSES

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

ELIGIBILITY-VPA (Vermont Principals' Association)

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

1. In activity season, players who have participated in practice or competition as a member of a school group shall not practice or compete as members of a non-school organized group in the same activity. Students may participate in an event as individuals, but not as members of another team. Violation of this rule will be handled as follows:
-for the first infraction, a warning to students will be given that the choice of participation on one or the other group must be followed.
-for the second infraction, students will be dropped from the school group.

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

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

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

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

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

Act 77 Early College Athletic Eligibility

Students who are enrolled in an Act 77 Early College program are eligible to participate in high school athletics provided they:

- Have not participated in athletics at the college level
- Have not received a high school diploma

NCAA AND COLLEGIATE ELIGIBILITY*

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

PROFESSIONALISM

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

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

"TOUGH DECISION" . . . .

From the Minnesota State H.S. League Bulletin

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

Too often we hear the above comment from a school official following an incident resulting in disciplinary action against a student. This is especially true when it has been necessary to suspend a student from participation in school activities because the student violated one of the rules relating to the use of alcohol, tobacco, and drugs. Now is the time to set the record straight: it is a mistake for a school official to assume that his action to suspend a student for violation of the rules was a tough decision. The student knows the penalty for the violation cannot be waived. Therefore, when a student makes a decision to violate the rules - that student has already agreed to accept the penalty as prescribed. It is at that moment that the tough decision has been made.

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."

RUTLAND HIGH SCHOOL

ATHLETIC ACTIVITIES	**NON-ATHLETIC ACTIVITIES**

FALL
Football
Field Hockey
Cheerleading
Soccer - G & B
Cross Country - G & B
Golf - G & B

WINTER
Basketball – G & B
Cheerleading
Ice Hockey – G & B
Nordic Skiing – G & B
Alpine Skiing – G & B
Indoor Track – G & B
Snowboarding – G & B
Unified Sports (Winter-Spring)
Wrestling

SPRING
Baseball
Lacrosse – G & B
Softball
Tennis – G & B
Track & Field – G &B

Advanced Orchestra
Amp'd Up
Art Club
Choral Festivals
Club Giving
Creative Writing Club
Drama
Encore Theatre
Environmental Club
Forensics Speech and Debate Club
GMTI
GSA (Gay Straight Alliance)
Jazz Band
Justice For All
Key Club
Mock Trial
Model U.N.
National Honor Society
Pep Band/Festivals
Rock Climbing
Senior Video
Student Senate/ Class Officers
Tri-M
UMatter Club
World Language Club

SCHOOL DAY ACTIVITIES
Chorus, Band, Advanced Orchestra
Talisman (Yearbook)

FALL SEASON DATES:

RHS Pre-Season Meeting	*August 6th, 2025*
First Day of Practice	*August 11th, 2025 and August 14th, 2025*

WINTER SEASON DATES:

RHS Pre-Season Meeting	*November 5th, 2025*
First Day of Practice	*December 1st, 2025*

SPRING SEASON DATES:

RHS Pre-Season Meeting	*March 10th, 2026*
Baseball Pitchers and Catchers	*March 16th, 2026*
First Day of Practice	*March 23rd, 2026*

SECTION 6
Policies

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

PARENT INVOLVEMENT

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

STUDENT RECORDS

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

1. As the parent of a student enrolled in a school in the Rutland City Public School District, or as an eligible student, you have the following rights with respect to your child's (or, if an eligible student, your own) education records:
    a. To inspect and review the student's education records;
    b. To request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
    c. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law allows disclosure without your consent;
    d. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of law with respect to your rights under the Family Educational Rights and Privacy Act (FERPA). A complaint may be made in writing to the Family Policy and Regulations

Office, U.S. Department of Education, 4512 Switzer Building, Washington, DC 20202;

e. To request and be provided with a copy of the school district policy and procedures concerning disclosure of education records.

2. The procedure for exercising your right to inspect and review education records can be found by visiting the school of your child's (or, if an eligible student, your own) enrollment.
3. The procedure for seeking amendment of education records is to put the request and reason in writing to the Superintendent.
4. Rutland City Public School District has a policy of disclosing educational records to school officials with a legitimate educational interest without prior consent.
5. Rutland City Public School District has a policy of disclosing "directory information" without prior consent.
6. Rutland City Public School District may forward education records to other agencies or institutions that have requested records in in which the student seek or intends to enroll.

This Annual notification of Rights is only a summary of rights. Your rights to inspect and review education records of your child, or your own education records if you are an eligible student, and the school district's duty to provide you written consent prior to discloser of personally identifiable information, are subject to limitations. The school district's detailed policy and procedures describing and implementing legal and policy requirements concerning education records is available upon request from the Rutland City Public School District Central Office. Requests for copies of the policy and procedures should be addressed to the principal's office of your school or to the Superintendent.

DIRECTORY INFORMATION AND RIGHT OF REFUSAL

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

1. Student's name;
2. Student's address;
3. Student's telephone number;
4. Electronic mail address;
5. Photograph;
6. Date and place of birth;
7. Major field of study;
8. Grade level;

9. Enrollment status (e.g., undergraduate or graduate, full-time or part-time);
10. Dates of attendance;
11. Participation in officially recognized activities or sports;
12. Weight and height of members of athletic teams;
13. Degrees/honors/awards received; and
14. The most recent educational agency or institution attended.

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

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

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

DESTRUCTION OF STUDENT RECORDS

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

SUBSTANCE ABUSE POLICY & PROCEDURES

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

A. Students in possession of drug paraphernalia

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

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

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

Crisis Situation - The student will be transported to the Rutland Regional Medical Center by a rescue vehicle and his/her parents/guardian will be notified as soon as possible.
Law enforcement officials will be called if necessary. School employees are not agents of law enforcement officials. However, search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exits authorizing such search and/or seizure.

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

Second Offense
1. An Administrator will be notified unless a medical emergency exists, in which case the nurse will be notified.
2. The nurse examines the student, the parents are notified, and the student is sent home for the remainder of the day.
3. The student will be suspended for 5-10 days.
4. Before returning to school, the student and parents are required to have a conference with the appropriate school personnel.

5. While suspended, the student will seek and receive an evaluation by an agency such as Rutland Mental Health or a substance abuse counselor of his/her choice. A written copy of the evaluation will be sent to the School Officials, which includes the counselor's findings and recommendations for the student.

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

C. Students in possession of alcohol and/or drugs

First Offense
1. Parent/guardian will be notified by an Administrator and the student will be removed from school for the remainder of the day.
2. The Police may be notified of the incident.
3. Student will be suspended for three (3) days.
4. Before returning to school, the student and parents are required to have a conference with the appropriate school personnel.
5. Student will be required to complete a minimum of twelve (12) hours of alcohol/drug education and counseling.

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

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

D. Students selling or furnishing alcohol and/or drugs

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

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

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

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

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

The student will be suspended for up to 3 days.

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

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

RESPONSIBILITIES OF STUDENTS - All students are responsible for understanding the Rutland Public Schools' Substance Abuse policy. Students who voluntarily request assistance or counseling where no offense has occurred as specified in this section of school policy, will not be punished. It is the intent of the School System to provide students experiencing alcohol and/or drug problems with all possible assistance and support.
"Any student who commits a second offense, in the same year, of the school district's policy may not represent the school and consequently the student will immediately be dismissed from all co-curricular activities (athletic and non-athletic) for the remainder of the school year."

INTERROGATION BY LAW OFFICIALS

1. School employees are not the agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure.

2. A student in school may not be interrogated by any authority without the knowledge of the school administrator and knowledge and permission of parent or guardian, unless the interview or interrogation is part of a child abuse or neglect investigation conducted by the department of social and rehabilitation services in accordance with Chapter 49 of Title 33 of the Vermont Statutes Annotated.

3. Any interrogation by non-school personnel must be conducted in private with the Principal or his or her designee present.

4. A student may not be released to the custody of persons other than the parent or legal guardian, unless placed under arrest by legal authority.

5. If a student is removed from the school by legal authority, the student's parent(s) or guardian(s) should be notified of this action by school officials as soon as possible.

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

USE OF SURVEILLANCE CAMERAS

Video surveillance occurs on school Property (Rutland Public Schools Policy #7411)

Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students

Building Contacts:
Greg Schillinger, Principal- 770-1071
Tiffini Marano, Associate Principal- 770-1073

District Contacts
Bianca McKeen, Assistant Superintendent- 786-1942
Kerry Coarse, Director of Support Services- 786-1922

I. Reporting Complaints of Hazing, Harassment and/or Bullying

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

II. Responding to Notice of Possible Policy Violation(s)

A. Upon **notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:

i. Promptly reduce any oral information to writing, including the time, place, and nature of the conduct, and the identity of the participants and complainant.

ii. Promptly inform the school administrator(s) of the information;

iii. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.

B. Upon **initiation of an investigation**, the designated employee shall:

i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:

1. an investigation has been initiated;

2. retaliation is prohibited;

3. all parties have certain confidentiality rights;

4. They will be informed in writing of the outcome of the investigation.

C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. Investigating Hazing, Harassment and/or Bullying Complaints

A. Initiation of Investigation - Timing. Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.

B. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

C. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school's investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate.

In all cases, the school will make every effort to prevent disclosure of the names
of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.

D. Due Process. The United States Constitution guarantees due process to students and District employees who are accused of certain types of infractions, including but not limited to sexual harassment under Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The District will ensure that seps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.

E. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school will also consider the impact of relevant off- campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.

F. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.

G. Investigation Report. The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by either Vermont AOE, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.

H. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:

i. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:

1. the investigation has been completed;
2. whether or not the investigation concluded that a policy violation occurred (and which policy term was violated, i.e. harassment, hazing and/or bullying);
3. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.

ii. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:

1. an internal review by the school of its initial determination as a result of its investigation as to whether harassment occurred;
2. request an Independent Review of the school's "final" determination as to whether harassment occurred within thirty (30) days of the final determination or although a "final" determination was made that harassment indeed occurred the school's response to that harassment was inadequate to correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
3. file complaints of harassment with either the Vermont Human Rights Commission and/or

the federal Department of Education's Office of Civil Rights.

iii. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.

I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. Responding to Substantiated Claims

A. Scope of Response. After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s). In so doing, the following should be considered:

(i) Potential Remedial Actions. Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.

(ii) School Access/Environment Considerations. The District will also take efforts to support victims' access to the District's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the District will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate harassment and/or bullying and will be responsive to any student who reports that conduct.

(iii)Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.

(iv) Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).

B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

The District will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the harassment), against the person who filed a complaint on behalf of a student, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow- up inquiries to see if there are have been any new incidents or any retaliation.

C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:
(1) the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases), (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. Post Investigative Reviews

Rights of Complainants

A. Internal Review of Initial Harassment Determinations By Complainant.
A complainant or parent of a complainant may request internal review by the District of a designee's initial determination (following investigation) that harassment has not occurred via written request submitted to the District superintendent. All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within
30 calendar days after review is requested.

B. Independent Reviews of Final Harassment Determinations By Complainant.
A complainant may request an independent review within thirty (30) days of a final determination if s/he: (1) is dissatisfied with the final determination as to whether harassment occurred, or (2) believes that

although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a.(b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Secretary of Education.

The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District. The District may request an independent review at any stage of the process.

C. Rights to Alternative Harassment 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

Rights of Accused Students

A. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal the determination and/or any related disciplinary action(s) taken, directly to the school board of the school district. The school board shall conduct a review on the record. The standard of review by the school board shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder. Appeals should be made to the school board within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline. The school board shall set the matter for a review hearing at the next scheduled school board meeting to the extent practicable, but not later than 30 days from receipt of the appeal filing.

B. Accused Student/Appellant Access to Investigative Reports/Findings. The school district shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements

set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record before the school board of the
school district, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

i. Concerns Related to Harassment Complaints. The scope of appropriate response to a harassment complaint may depend upon whether a student or parent of a minor student reporting the harassment asks that the student's name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students. The school will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other

complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

B. Document Maintenance. The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and District/Supervisory Union Central Office for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

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

B. Reports to Vermont Agency of Education. If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the head of school is encouraged to report the alleged conduct to the Secretary of Education.

C. Reporting Incidents to Police

a. FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.

b. First Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.

c. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.

D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

A. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the

District that sets forth the comprehensive rules, procedures and standards of conduct for the District.

B. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent hazing, harassment and bullying.

C. Staff Training. The board or its designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying.

D. Data Gathering. Public school districts shall provide the Vermont Agency of
Education with data requested by the Secretary of Education.

Legal References:
Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
Family Education Rights Privacy Act; 20 U.S.C. §1232g; Public Accommodations Act, 9 V.S.A. §§4500 et seq.;
Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);
Education, 16 V.S.A. §140(a)(1); Education, 16 V.S.A. §166(e); Education, Bullying, 16 V.S.A. §570c;
Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570; Education, Harassment, 16 V.S.A. §570a;
Education, Harassment, 16 V.S.A. §570c;
Education, Harassment, 16 V.S.A. §570f; Education, Hazing, 16 V.S.A. §570b;
Education, Hazing, 16 V.S.A. §570f Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils; 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005).

FIREARMS, WEAPONS, & FIREWORKS

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

SEARCH AND SEIZURE

1. Desks, lockers, textbooks and other materials loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the Principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the Principal, or Superintendent that a law or school policy is being violated Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.
3. Searches of students' person or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and, whenever possible, in the presence of another school employee.
4. A copy of the Search and Seizure Policy [7450] can be found in its entirety in the Principal's Office.

City of Rutland – Safe Schools Ordinance

On February 28, 1995, the City of Rutland Board of Aldermen passed Ordinance Number 187. Following is a condensed version of the ordinance and its purpose. A complete copy may be obtained at City Hall or from our Main Office.

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

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

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

Schedule of Fines for Violation of 25R0R 94610-4614

Section	Waiver Fine	Minimum Fine
4611(a)(1)	75.00	50.00
4611(a)(2)	175.00	150.00
461l(b)(1)	175.00	150.00
4611(b)(2)	100.00	75.00
461l(b)(3)	100.00	75.00
4611(b)(4)	175.00	150.00
4611(b)(5)	175.00	150.00
46l1(b)(6)	175.00	150.00
4611(b)(7)	175.00	150.00
4611(b)(8)	175.00	150.00
4611(b)(9)	175.00	150.00
46l1(b)(10)	175.00	150.00

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

SUBJECT: TITLE I, PART A FAMILY ENGAGEMENT

Rutland High School Title I, Part A Parent and Family Engagement Policy

It is the policy of Rutland City Public Schools (District) to plan and implement effective needs based Title I and School wide Programs, with meaningful consultation and involvement of all participating parents and family members that comply with all parent and family engagement requirements, specifically those required by federal statute. As such the LEA (Local Education Agency) is responsible for ensuring compliance with development and implementation of the following three documents:

1. LEA PARENT AND FAMILY ENGAGEMENT POLICY.
2. SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PROCEDURE

2a. HOME SCHOOL COMPACT

Definitions:
Parent: Includes a legal guardian or other person standing in loco parentis (such as a grandparent or
stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

Parent and Family Engagement (PFE): The inclusion of parents, families, schools, and communities in order to support learning and improve schools. Opportunities for the informed participation of parents and family members, including those who have limited English proficiency, those who have disabilities, and those of migratory children.

Implementation
The District will ensure the successful development and implementation of the written Parent and Family Engagement Policy, School Parent and Family Engagement Procedure, and School-Parent Compact and will address all requirements in specific detail with review and revision on a periodic and timely basis.

1. Family Engagement Policy
In order to provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, the District receives Title I, Part A funds. This policy will outline the District's expectations and objectives for meaningful parent and family engagement and the ways in which the LEA will implement and support opportunities for parent and family involvement in order to improve student academic achievement.

Part I: General Requirements and Expectations

1. In order to support increased parent and family engagement to improve student academic achievement, the District will actively engage all families, while mitigating barriers to engagement.
2. The District agrees to take the following actions to involve parents and family members in the joint development of its Continuous Improvement Plans, including the support and improvement thereof:

    - Invite participation in the development of the plans,
    - Make public the drafts of the district and school plans, and seek meaningful engagement,
    - And, seek the approval of the Board of School Commissioners.

3. The District will include family engagement as a school wide investment for each school annually to target training, barrier mitigation for families, as part of each School wide Continuous Improvement Plan.
4. The District will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Parent & Family Title I, Part A Parent & Family Engagement Policy, connected with the annual Title I part A school meetings, in an effort to support:

- Mitigation of barriers to greater family participation in Title I parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)
- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
- Strategies to support successful school and family interactions

In order to complete this evaluation, the District will include this policy as part of a regularly scheduled meeting of the Policy Committee and actively invite in-person and written participation by families.

5. The District agrees to take the following actions to use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise the LEA Parent & Family Engagement Policy, if necessary:

- Each school's Continuous Improvement Planning Team will analyze the input of families, following the annual meeting, and adjust their plans and engagement procedures.
- The Rutland City Board of School Commissioners' Policy Committee will review this policy annually, following the completion of the school level Title I, Part A meetings and meaningful engagement to consider adjustments to this policy.

6. The District and its schools will actively invite families and their participation to all schoolwide community events, conferences, and performances. Each event is an opportunity for engagement.

Part II: Building Capacity for Involvement

To promote effective involvement of parents and support a partnership among the schools, parents, and the community in order to improve student achievement, the District will use the following strategies:

7. Provide assistance to parents of children served by the LEA in understanding the following topics:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements
- How to monitor their child's progress
- How to work with educators to improve their children's achievement

The District will take the followings actions in order provide this assistance to families that will allow for greater engagement:

- Virtual or phone meetings
- Translation of materials, into the primary languages of our family's

- Multiple avenues of communication, that meet the needs of families
- Support and education on successful guardianship and parenting
- Invitations to all school events

8. The District, in collaboration with local agencies, will provide materials and training, as appropriate, to help parents work with their children to improve their children's achievement.

9. The District will provide professional development in improving family engagement.

PART III. Policy Adoption

The District's Parent & Family Engagement Policy has been developed jointly with parents of children participating in Schoolwide and Title I, Part A programs. It will be reviewed annually, following each schools' Tile I, Part A meeting, and meaningful engagement.

Adopted: March 14, 2023
Supersedes: Policy of 2019
Legal Reference:
20 USC § 7801(38)
20 U.S.C. § 6318
16 V.S.A § 43

22 Stratton Road, Rutland, VT 05701
Phone: 802-773-1955
Web: rhs.rutlandcitypublicschools.org

Rutland High School Home-School Compact

Purpose:
This Compact is offered in the spirit of cooperation to clarify our shared responsibilities for ensuring a positive school experience for all children and symbolize that partnership. Most parents take these responsibilities very seriously, and this document serves as a friendly reminder to all of us. We ask that all students and parents sign the compact in the first year of attendance at each level: Kindergarten, Grade 3, Grade 7, and Grade 9.

Faculty and Administration of the Rutland High School will:

- maintain a safe, orderly environment conducive to teaching and learning;
- treat all children and their parents with the respect and dignity they would wish for their family;
- enhance communication through orientations, open houses, and parent-teacher meetings;
- encourage parents to contact us by telephone or email at school;
- provide regular progress reports regarding student achievement;
- assign meaningful and productive homework lessons according to school policy and
- insist upon high expectations for student performance in and out of the classroom.

Parents of Rutland High School children will:

- attend school orientations, open houses, and parent-teacher meetings;
- treat school personnel with the respect and dignity parents wish for their children;
- supervise the completion of homework assignments, encourage independent reading, and monitor the viewing of television and video games, especially on school nights;
- guarantee regular attendance, promptness, and readiness for school;
- minimize medical/dental appointments and family vacations taken during school days;
- contact teachers by telephone or email at school whenever appropriate, and
- support their child's education and celebrate student performance in and out of the classroom.

Rutland High School students will:

- strive to do their best in school and to conduct themselves with dignity and respect at all times, and
- follow rules and guidelines regarding academic performance and proper personal conduct.

We agree with this Home-School Compact and pledge to do everything in our power to enhance student achievement and promote effective home-school communication.

Advisory Teacher Signature	Principal 's Signature	Date
Parent/Guardian Signature(s)	Student's Signature	Date

Accredited by the New England Association of Schools And Colleges

RHS Important Dates 2025-2026

All Dates Subject to Change

Important Dates:

First Day of School – Freshmen Only	August 27, 2025
First Day of School – All Students	August 28, 2025
Open House	September TBD, 2025
Parent Conferences	October 9 & 10, 2025
First Term Ends	October 27, 2025
First Semester Exams	January 12, 13, & 14, 2026
Second Term Ends	January 14, 2026
Second Semester Begins	January 15, 2026
Parent Conferences	March 12 & 13, 2026
Global Studies & STEM Fair	March 19, 2026
Third Term Ends	March 23, 2026
GPS Conference	April 2, 2026
VTCAP/VTSA Testing	April TBD, 2026
Second Semester Exams	May 27, 28 & 29, 2026
Fourth Term Ends	May 29, 2026
YES Plan	June 1 – June 15, 2026
YES Plan Open House/Last Day of School	June 15, 2026
Graduation	TBD 2026

Vacation Dates:

November 26-28, 2025
December 22, 2025 – January 2, 2026
February 23-27, 2026
April 20-24, 2026

Holidays:

September 1, 2025 – Labor Day
October 13, 2025 – Indigenous People's Day
November 11, 2025 – Veteran's Day
January 19, 2026 – MLK Day
February 16, 2026 – President's Day
May 26, 2025 – Memorial Day

Teacher Inservice:

August 20, 21, 22, 25, 26, 2025
June 16, 17, 2026

SAT TEST DATES:

August 23, 2025	December 6, 2025
September 13, 2025	March 14, 2026
October 4, 2025	May 2, 2026
November 8, 2025	June 6, 2026

ACT TEST DATES:

September 6, 2025	April 11, 2026
October 18, 2025	June 13, 2026
December 13, 2025	July 11, 2026
February 14, 2026	

RUTLAND CITY CALENDAR 2025-2026

{Professional Development Days}
Holiday/Vacation

{8/20-26} Professional Development Days

8/27 School Begins

9/1 Labor Day

10/9 K-8 Early Release Day

10/10 K-12 & STC Parent Conferences

10/13 Indigenous Peoples' Day Observed

11/11 Veterans' Day Observed

11/26-11/28 Thanksgiving Break

12/22-1/2 December Break

1/19 Martin Luther King Day

2/16 Presidents' Day

2/23 - 2/27 February Break

3/12 K-8 Early Release Day

3/13 K-12 & STC Parent Conferences

4/20-4/24 Spring Break

5/25 Memorial Day

6/15 Tentative Last Student Day - (178 Days)

{6/16 & 17} Professional Dev. Days -- (187 Days)

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

AUGUST/SEPTEMBER 2025

M	T	W	TH	F
18	19	20	21	22
25	26	**27**	28	29
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

		Cumulative
Teacher	29	29
Student Days	24	24

OCTOBER 2025

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

		Cumulative
Teacher	22	51
Student Days	21	45

NOVEMBER 2025

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

		Cumulative
Teacher	16	67
Student Days	16	61

DECEMBER 2025

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		

		Cumulative
Teacher	15	82
Student Days	15	76

JANUARY 2026

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

		Cumulative
Teacher	19	101
Student Days	19	95

FEBRUARY 2026

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

		Cumulative
Teacher	14	115
Student Days	14	109

MARCH 2026

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			

		Cumulative
Teacher	22	137
Student Days	21	130

APRIL 2026

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	

		Cumulative
Teacher	17	154
Student Days	17	147

MAY 2026

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

		Cumulative
Teacher	20	174
Student Days	20	167

JUNE 2026

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			

		Cumulative
Teacher	13	187
Student Days	11	178