



Christ the King Catholic School

60 South Main Street

Rutland, VT 05701

802-773-0500

www.cksrutland.org

MISSION STATEMENT

Christ the King Catholic School instills the moral values of Christ and develops the whole person spiritually, academically and physically in building a foundation for life.

As a Catholic School, we are committed to professional excellence as we strive to create a Christian environment that promotes sound moral and professional judgment. **Religious education is an integral part of the curriculum at Christ the King Catholic School.**

Students and parents are to sign and return the Parent/Student Contract during the first week of school. This form indicates that both parents and students have read and discussed the contents of this handbook and agree to be governed by it.

2023-2024 FACULTY and STAFF

Position			Email
Principal	Mrs. Lila Millard	BS in Elementary Education, M.Ed in Curriculum and Instruction, M.Ed in Educational Administration	lmillard@cksrutland.org
Assistant Principal (Part-Time) and Grade 3	Mrs. Christine Cirelli	BS in Elementary Education	ccirelli@cksrutland.org
Student Development Advisor (Part-Time)	Mrs. Emily Reynolds	BS in Human Development and Family Studies	ereynolds@cksrutland.org
Title I Tutor and Religious Education	Mrs. Sandi Carpenter	BA	scarpenter@cksrutland.org
Early Childhood Program	Ms. Heather McManus		hmcManus@cksrutland.org
Early Childhood Program and Director	Ms. Courtney Hier	BS	chier@cksrutland.org
Kindergarten	Ms. Kate Smith		ksmith@cksrutland.org
Grade 1 and After School Program Director	Mrs. Suzanne Aquistapace	BA	saquistapace@cksrutland.org
Grade 2	Ms. Jennifer Berquist	BA	jberquist@cksrutland.org
Grade 4	Mrs. Andrea Wright	BS	awright@cksrutland.org
Grade 5	Mrs. Wendy Hackett	M. Ed.	whackett@cksrutland.org
Art	Ms. Lily Crowley		lcrowley@cksrutland.org
Music and Movement	Mr. Robert Bruttomesso		rbruttomesso@cksrutland.org
Library	Mrs. Margaret Barbagallo	M. Sp. Ed	mbarbagallo@cksrutland.org
Physical Education and Athletic Director	Mr. Colin Wright	BS in Physical Education	cwright@cksrutland.org
MS Language Arts	Mrs. Theresa Schmelzenbach	M. Ed.	tschmelzenbach@cksrutland.org
MS Math/Religion	Mr. David Perry	BS. Mathematics, BS Computer Science	dperry@cksrutland.org
MS Science/Social Studies	Mr. Brian Ferguson		bferguson@cksrutland.org
Science Specialist/Mentor	Mr. Thomas Estill	M. Ed.	testill@cksrutland.org
Administrative Assistant	Ms. Jennifer Cahee	MA	jcahee@cksrutland.org
School Nurse	Mrs. Mary Sherwin, RN		msherwin@cksrutland.org

COMMUNICATION PROCEDURE

It is important that the lines of communication between home and school be kept open. If a parent has a school-related concern, the process below is a helpful way to facilitate productive communication. Please follow this protocol:

- 1. Express any classroom concerns directly to the teacher first.**
- 2. If further attention is needed contact the Principal, Mrs. Millard.**
- 3. A meeting with the teacher, parents, principal and the student may be necessary to help resolve the problem.**

Teacher Office Hours

Teachers have office hours in order to respond in a timely way to parent emails.

Office hours for teachers will be from 8:00 am to 5:00 pm, Monday - Thursday and 8:00 am to 3:00 pm, Friday.

Teachers will respond to emails within 24 hours unless an email is outside of these hours, and then teachers will respond by the next regular school day.

IMPORTANT INFORMATION

Classes for students at Christ the King Catholic School begin at 8:00 a.m.

- Dismissal for Early Childhood Program is 2:30 p.m.
- Dismissal for Kindergarten - Gr. 8 is at 2:45 p.m.

Attendance

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor interferes with a student's progress more quickly than frequent tardiness or absence.

Absences

If a student is absent from school, parents are asked to call the Main Office at 773-0500, before 9:00 a.m. After a student has been absent, it is necessary for the parent/guardian to send a written excuse or an email to the school. Students should give these written excuses to their homeroom teachers.

Tardiness

Students in grades Preschool through Grade 8 arriving after 8:00 a.m. are required to report to the office with a parent or guardian to sign them into school. The student will then be given a pass and sent directly to class. It is expected that parents and students wait in the hall until prayer and announcements are over before they come into the office.

At Christ the King Catholic School, we are attempting to teach your child to be responsible. **It is important that students arrive on time. In order to participate in an after-school activity, students must be in school on the day of the event.** Parents will be contacted if students are frequently tardy.

Frequent Absences

If a student for any reason whatsoever, is absent from Christ the King Catholic School for more than 30 school days (not necessarily consecutive days), and does not attend a Christ the King Catholic School approved educational institution during the time of his/her absence from Christ the King, he/she may be required to do one of the following:

- Make up the missing time by attending a Christ the King approved summer school program and successfully pass its course of studies.
- Repeat the school year.

Visiting the School

In order to ensure student safety and reduce interruption of the instructional program, we follow the Federal Law that requires all visitors, including parents, to report to the Main Office upon entering the school for any reason.

Supervision of Playground

Students are not to arrive before 7:45 a.m. Parents, be advised that school supervision of the morning playground begins at 7:45 a.m., and afternoon playground supervision ends at 3:00 p.m. **The school will enforce a policy of no student present on the school playground outside of these specified times.** Parents will be notified of infractions. Three or more offenses will be considered extended care. Students will be placed in the after-school program, and parents will be billed.

Early Release

On early release days indicated on the school calendar, dismissal will be at 12:00 p.m., following lunch.

School Vacations

Major school vacations are scheduled during Christmas, February and April. Students are expected to be in attendance unless they are ill or there is a family emergency. Absences due to special vacations and trips outside the regularly scheduled vacation periods minimize the value of school and should be avoided. It is important to note that the school's Standardized Testing schedule cannot be rearranged for special purposes (vacation schedules, doctor appointments, etc.).

In the event that you must take your child out of school for more than three days you must notify the teacher two weeks prior to your departure. The student will be required to complete a vacation packet, prepared by his/her teacher(s), to be handed in upon returning to school. The teacher(s) will decide with the student if missed work needs to be made up.

SAFETY

Drop-off and Pick-up Procedures

Please follow the instructions below for Drop-Off and Pick-Up of your child(ren) to help us ensure their safety. We appreciate your cooperation.

Drop Off:

We ask that you **DO NOT PASS ON THE RIGHT** to access a parking spot. This is incredibly dangerous for the students exiting vehicles at the drop-off line.

There are two drop-off lines available.

Along the fence by Killington Avenue (when you drive in straight)

If you are simply dropping off and leaving, please use this first line as you drive into the lot. We ask if you are using this line that you **do not stop and get out of your vehicle** and that students are able to exit the car unassisted. We also ask that you pull forward as far as possible to facilitate more cars.

Along the fence between the upper and lower parking lot.

If you need to assist your children with getting out of the car, please use this line. There is a crosswalk for students to use between this line and the crosswalk. As you enter the parking lot, bear to the right and drive along the fence past the rectory garage. You are also able to access parking spots.

Please ensure you and your children utilize the crosswalks in the parking lot. It is difficult to see when you are walking between the cars and crossing at multiple spots. There are two crosswalks in the parking lot, one at the end of the median that goes all the way across and one in the middle near the break in the fence by the crossing guard.

Pick Up:

Park your car in a parking space, and come to your child's teacher for your child.

Make certain that your child's teacher knows that you are picking up your child.

Remember:

DO NOT park, drop off or pick up students on Killington Avenue.

DO NOT enter the parking lot through Engrem Avenue.

DO NOT park at the Drop-Off Zone to wait for your child(ren) to cross the street or to come from school.

DO NOT drive over the safety cones.

DO NOT pass on the right at any time.

**** During inclement weather, students will be dismissed from their classrooms.**

We would prefer that you not use Spellman Terrace, but for those of you who do, please respect the property owners. Do not block driveways, do not park for extended periods of time and come to the schoolyard to pick up/sign out your child.

Building Entry

Christ the King Catholic School buildings remain locked during the school day. Please use the doorbell at the Elementary entrance to gain entry. The school office is located on the right after entering this building.

Parents/Visitors must sign in. All parents/guardians must use the Sign In/Out Notebook in the office before students can be admitted or dismissed.

UNIFORM AND DRESS CODE

At Christ the King School we take pride in how we dress. What we wear and how we wear it is a reflection of who we are. It is understood that students will comply with the dress code upon registration at our school.

Christ the King School has partnered with two uniform companies to provide our school uniforms.

Lands' End

<https://www.landsend.com/co/account/school-uniforms>

Preferred School Number: 900185133

Global Schoolwear by Tommy Hilfiger

<https://www.globalschoolwear.com>

Partner School Number: CHR108

The following guidelines are always in effect when at Christ the King School:

- All students in Grades K-8th wear the school uniform.
- All clothing must be neat, clean and appropriate to the values of CKS.
- Dress shirts must be tucked in properly.
- Cargo pants or cargo shorts are not allowed.
- Pants and shorts are worn with a belt for both boys and girls and are to be worn at the waist.
- All pants and shorts must be a trouser style and may not be 5 pocket jeans style or a “skinny” pant style.
- Leggings must cover the ankle.
- Ties are to be worn properly.
- Skirt, shorts, skorts and jumpers are no more than two inches above the kneecap.
- Only CKS or Crusader sweatshirts are allowed in the classroom.
- Ornamentation may be requested to be removed if it causes distraction (ie. headbands with ears or Apple Watches, etc.).
- Shoes need to be age-appropriate for travel on stairs and playground (plastic beach-type shoes, sandals, moccasins, crocs or slippers are not allowed).
- Hats are worn frontward and are removed upon entering a building.
- Hair for both boys and girls cannot obscure vision and cannot be a distraction.
- Inappropriate hairstyles and colors are not acceptable (ie. mohawk and unnaturally colored hair).

Special Dress Days:

The principal may announce special dress days such as Spirit Day, Jeans Day, etc. The general clothing guides are in effect. A student is always free to wear the uniform.

Elementary School Boys
K - 5th Grade

Everyday Attire:

- Khaki shorts/pants with belt (no cargo)
- Green, navy or black polo shirt with CKS logo (short or long sleeve)
- Green, navy, black or charcoal sweaters w/ CKS logo
- Green vests with CKS logo
- Green fleece quarter zip with CKS logo
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown or green plaid)
- Socks - black, white, dark green, navy blue or gray

Traditional Uniforms for Mass Days:

- Khaki pants with belt
- **Optional** green cardigan sweater with CKS logo
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown or green plaid)
- Optional Green Blazer with CKS Logo

*** Note** During warm weather, shorts may be worn on Mass days with a white button-down shirt (tucked in), a belt and a tie.*

A collared shirt must be worn under all sweaters and fleeces.

Elementary School Girls
K - 5th Grade

Everyday Attire:

- Khaki shorts/pants with belt (no cargo)
- Khaki skirt/skort
- Plaid skirt/skort
- Polo dresses with CKS logo
- Green plaid jumper with peter pan collared shirt
- Green, navy or black polo shirt with CKS logo (short or long sleeve)
- Green, navy, black or charcoal v-neck sweaters with CKS logo
- Green cardigan sweater with CKS logo
- Green vests with CKS logo
- Green fleece quarter zip with CKS logo
- White peter-pan collared shirts (white shirt must be tucked in and worn with a belt (black, brown or green plaid)
- Socks - black, white, dark green, navy blue or gray
- Tights or leggings may be worn as long as they are ankle length and are black, white, green, navy blue or gray.

Traditional Uniforms for Mass days:

- Plaid jumper or plaid skirt/skort with a white peter-pan collared shirt
- Socks - black, white, green, navy blue or gray

- Tights or leggings may be worn as long as they are black, white, dark green, navy blue or gray.
- Optional green blazer, green sweater or sweater vest with CKS Logo

*** Note** During warm weather shorts may be worn on Mass days with a white button-down shirt (tucked in), a belt and a tie.*

A collared shirt must be worn under all sweaters and fleeces.

Middle School Boys 6th Grade – 8th Grade

Everyday Attire:

- Khaki shorts/pants (not cargo) with belt (black, brown, or green plaid)
- Green, navy or black polo shirt with CKS logo (short or long sleeve)
- Green, navy, black or charcoal v-neck sweaters with CKS logo
- Green cardigan sweater with CKS logo
- Green vests with CKS logo
- Green fleece quarter zip jacket with CKS logo
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown or green plaid)
- Socks - black, white, dark green, navy or gray

Traditional Uniforms for Mass Days:

- Khaki pants with belt
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown or green plaid)
- **Green blazer with CKS logo must be worn on Mass days.**

*** Note** During warm weather shorts may be worn on Mass days with a white button-down shirt (tucked in), a belt and a tie.*

A collared shirt must be worn under all sweaters and fleeces.

Middle School Girls 6th Grade – 8th Grade

Everyday Attire:

- Khaki shorts/pants with belt (no cargo)
- Khaki skirt/skort
- Plaid skirt/skort
- Polo dresses with CKS logo
- Green, navy or black polo shirt with CKS logo (short or long sleeve)
- Green, navy, black or charcoal v-neck sweaters with CKS logo
- Green cardigan sweater with CKS logo
- Green vests with CKS logo

- Green fleece quarter-zip jacket with CKS logo
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown or green plaid)
- Socks - black, white, dark green, navy or gray
- Leggings may be worn as long as they are ankle length and are black, navy, white or gray.

Traditional Uniforms for Mass days:

- Plaid skirt
- White button-down shirt w/green plaid tie (white shirt must be tucked and worn with a belt - black, brown, or green plaid)
- **Green Blazer with CKS logo. Girls will be required to wear the plaid tie.**
- Socks - black, white, green, navy blue or gray .
- Leggings or tights may be worn as long as they are ankle length and are black, white, dark green, navy blue or gray.

*** Note** During warm weather shorts may be worn on Mass days with a white button-down shirt (tucked in), a belt and a tie.*

A collared shirt must be worn under all sweaters and fleeces.

Physical Education Uniform 6th Grade – 8th Grade

Every middle school student is required to wear a PE uniform.

The uniform consists of:

CKS logoed athletic shorts (black or green)

CKS logoed black sweatpants (black or green)

CKS logoed t-shirt (long or short-sleeved)

CKS logoed sweatshirt

No other articles of clothing will be allowed besides the items listed above.

All grades are required to wear sneakers and school-approved socks everyday to PE.

GENERAL INFORMATION

Registration

The registration fee is \$125.00 per student, not to exceed \$250.00 per family. The fee is separate from tuition, non-refundable, and must be paid at the time of registration. Early registration fees may apply and vary each year. Included in this fee is the cost of the Christian Brothers School Insurance, which includes coverage during the school day and at school-sponsored extracurricular activities.

Tuition:

	2023-2024 Tuition	
	By Student	ByFamily
1st Child	\$5800	
2nd child	\$4900	\$10700
3rd Child	\$4300	\$15000
4th Child	\$3850	\$18850
Early Education Program	\$6350	n/a

***Early Childhood Program and Pre-Kindergarten students are not eligible for any discounts.**

Tuition Payment Policy

Tuition payments, other than the FACTS Program, must be paid by the date prescribed on your Tuition Agreement. Failure to do so will mean that you will be required to go on the FACTS Program immediately or the student(s) will not be accepted in class. (Christ the King Catholic School Board policy: Approved 5/13/03)

Withdrawals

If a student has withdrawn during the school year, he/she may not apply for re-admittance until the following school year. This may be waived by the administration. In the event of a student withdrawing any paid tuition will not be reimbursed.

Whereas, tuition charges at CKS are placed at a minimum (actual per pupil cost is over \$8000.00), whereas, no tuition assessed at CKS meets the actual per pupil cost, and whereas, teachers are under a contract for the year at CKS regardless of the withdrawal of a student at any time in the school year, the Christ the King Catholic School Board resolves that once a student begins a semester, the families of those students are financially responsible for that semester's tuition charges, and no grades or transcripts will be issued until all financial charges are paid. Refunds may be made in accordance with the above statement.

Tuition Assistance

Any family who would like to apply for tuition assistance must complete a FACTS Grant & Aid Application form, available online at www.cksrutland.org.

Please note that a family will not be considered for tuition assistance until a FACTS Grant & Aid Application is complete.

PARENTS' RIGHTS

Confidentiality

Public Law 93-380 includes an amendment popularly referred to as the "Buckley Amendment" which requires school systems to refrain from publicizing information about children when parents do not wish such publicity to occur. Examples of the school's publication of a list of names would include honor roll lists, music or dramatic performances, athletic events, and other student activities such as Student Council officers or award recipients. **Unless written notification is received from parents, it will be assumed that publication is agreeable.**

The school reserves the right to take videos of school productions and to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture to be used must notify the principal in writing at the beginning of the school year. Administrators/teachers will keep confidential information entrusted to them by students so long as no one's life, health or safety is at stake. Parents will be promptly notified of the school's concerns.

Custody

Schools must have accurate custodial information on file. Non-custodial parents do have rights. The law protects non-custodial parents and maintains that parents do not cease to be parents when they no longer have custody of their children. Christ the King Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, CKS will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the order.

Parents' Rights to Records

Student records are the property of the school but will be available in an orderly and timely manner to parents. A parent may challenge any information in a student's record believed to be inaccurate, misleading or in violation of the privacy or other rights of the student.

PROGRAM

Curriculum

Christ the King Catholic School is an Approved Independent School. We offer a complete curriculum for grades Preschool – 8 that includes the following subjects:

- Religion, including prayer services, weekly masses, monthly Sunday masses and May Crowning
- English/Language Arts/Literature, including creative writing contests and Vocabulary.Com
- Social Studies, including GeoBee, essay contests and guest speakers
- Science, including Science Fair, Starbase
- Mathematics, including special STEM projects
- Fine Arts
- Physical Education

Field trips to enhance the curriculum are a part of the school's program.

Religious Education

Religious Education is an integral part of the curriculum at Christ the King School. All students are expected to take these courses, complete assignments, and be assessed.

Books

The school provides books for student use. Books must be taken care of throughout the school year. They must be returned at the end of the year in usable condition. If they are not returned or are not in usable condition, a fee will be charged to replace them.

Extracurricular Activities

Our students have many opportunities to participate in extracurricular activities.

Student Leadership – The Student Leadership group is available in grades 6-8. Those students who are class officers and representatives are expected to be role models for their peers. A G.P.A. of 2.0 is required of student leadership members. Members who require frequent disciplinary actions may be removed from their office. Their behavior and academic standing are subject to review by the principal.

Middle School Dance and Activity Nights - School dances and activity nights may be held on designated Friday nights from 6:30 p.m. to 8:30 p.m. at the approval of the administration. Students will not be admitted after 7:00 p.m. without permission. Middle School faculty and parents are responsible for chaperoning dances and activity nights.

- **Attendance at school on the day of the event is required.
- **No alcohol, drug or tobacco products are permitted.
- **Students leaving a dance or an activity early will not be readmitted.
- **Dress must be neat, clean and appropriate.
- **All students must respect the authority of the chaperones.
- **Parents are asked to pick up their children promptly at 8:30 p.m.
- **The sponsoring class is responsible for clean-up.

SPORTS

Per student interest the following sport activities may be offered:

- Fall: Soccer - grades 3-8
- Winter: Basketball - grades 4-8
- Spring: Baseball - grades 6-8
- Girls on the Run - grades 3-8

“Skills and Drills” may be offered in grades 1-3 for basketball and grades 1-2 for soccer.

****Athletes must be aware at all times that they are ambassadors of CKS. As such, they are to be practitioners of good sportsmanship and respectful behavior in the greater community.**

****Athletes and their parents will be required to sign a "Code of Ethics" to show that they understand this philosophy and will abide by it.**

****Athletes and their parents will be required to sign Acknowledgement of Concussion Action forms before practice is allowed to begin.**

Christ the King Catholic School’s goal is to have teams at every level, which allow all students the opportunity to participate in a sport at CKS. In keeping with this goal, we believe that an eighth grade student cannot participate in a Mount St. Joseph Academy sport if it will eliminate or unduly impact a Christ the King Catholic School team.

In stating this, we realize there may be exceptions to this guideline. These exceptions will be reviewed on an individual case by the principal and athletic director of CKS. These exceptions must be discussed with the principal and athletic director before communicating with the student and family. (*See Vermont Principals Association Guidelines*).

Eligibility

In order to participate in an after-school activity a student must maintain a 2.0 grade average with no failures or incompletes. **If a student's grade point average falls below a 2.0 at any time during the school year, he/she may become ineligible to participate in any school sponsored, after school activity which is considered extra-curricular.** A student’s ineligibility will only be assessed on the tenth day after receiving the ineligibility notification. The student must give make-up work to the teacher three days before the tenth day. The principal may review the eligibility of a student at any time.

Participation/Attendance Requirements

Participation in an after school activity is dependent upon attendance and promptness to school, specifically on the day of the activity. In order to participate in an after school activity, **students must be in school on the day of the event.** Exceptions to this regulation may be granted by the administration on a case by case basis. If the activity is on a vacation day or weekend, students must be in school by 8:30 a.m. on the last day of school prior to the activity. Tardiness or absenteeism at school on the day immediately following school events will be closely reviewed. Offenders may face suspension from subsequent participation in that activity.

The Athletic and Wellness Association

The Athletic and Wellness Association of Christ the King Catholic School is composed of parents who initiate and **direct** the sports programs. They are also responsible for raising the money to fund these programs. Any parent willing to support the athletes is welcome to join.

Player Discipline

At the time of the **first** problem, the coach will warn the player. If there is a **second** problem with the player, the coach will alert the Athletic Director. The Athletic Director will maintain a record of this and further proceedings. The president of the Association, coach and principal will be notified. The principal and/or Athletic Director will notify the player’s parents and there will be an immediate one game suspension. A **third** occurrence of a problem with the player could result in dismissal from the team/sport. The Athletic Director will inform the Principal of each phase of the process.

Chain of Command for Sports at CKS

Please be advised that you need to go through the proper channels when a sports-related question arises. Please follow this chain of command:

1. The coach of the team - If a problem is not resolved then...
2. The Athletic Director - If there is still a question about the situation then...
3. A meeting with the Principal, the Athletic Director, and the Athletic Association President to review the situation and determine the next step.
4. Based on the type of incident the complaint may be directed to
 - a. Principal, AD and other parties involved (parent, student or staff)
 - b. The Athletic Association grievance process (coach, assistant coach)
5. Administrative Arbitration (pastor, principal, all parties)

By following the proper channels, you can expect the matter to be taken care of in a timely manner. Thank you for your help. (Policy adopted by CKS School Board, Spring 2002).

HEALTH CARE

Christ the King Catholic School recognizes that many children are able to attend school because of the effective use of prescribed or over the counter medication in the treatment of health concerns. Christ the King School has a Registered Nurse on duty during the school hours and is available to students and parents as needed. When possible, it is best to medicate your child at home - before school, after school and at bedtime. Aside from long-term medications, a physician may recommend a prescription be given during school hours. If and when this happens, the following guidelines must be met for Christ the King School to administer over the counter or prescription medications or throat drops:

OVER THE COUNTER MEDICATION

- 1. A SIGNED NOTE { by the parent or guardian} INDICATING THE FOLLOWING:**
 - a. Name of the medication and the strength
 - b. The amount to be administered
 - c. How often to administer the medication
 - d. Who the medication is for
 - e. The medication **MUST** be in its original container and the original label in place on the bottle

PRESCRIPTION MEDICATION

- 1. A Christ the King School prescription permission form, which may be obtained from the nurse's office, filled out signed and dated by the physician and indicating the name of the child receiving the medication, name of the medication, strength, how much the child is to take, how often the medication is to be given, and the reason for giving it.**
- 2. A parent or guardian **MUST** also sign this form in two places and date it.**
- 3. The medicine **MUST** be in its ORIGINAL pharmacy container AND with the pharmacy label intact.**

A RENEWAL OF LONG-TERM MEDICATIONS {EPIPENS, INHALERS, SEIZURE MEDICATION, ETC} IS REQUIRED AT THE BEGINNING OF EACH SCHOOL YEAR

THROAT DROPS

These may be kept in the classroom and dispensed by the teacher, but the following guidelines must be in place:

- 1. A SIGNED NOTE {by the parent or guardian} INDICATING THE FOLLOWING:**
 - a. The name of the throat drops**
 - b. Who the throat drops are for**
 - c. Why the child is taking throat drops**
 - d. How often the child may take a throat drop**
 - e. How many throat drops the child may have throughout the school day**
 - f. The throat drops must be in their original wrapper**

Please check expiration dates on all medications, including throat drops. Christ the King School cannot administer expired medicine.

ALL medication is to be brought to the Nurse's Office by the parent or guardian. The medication is secured in a locked cabinet and dispensed by the nurse or her designee.

The school nurse should be made aware through a phone call, email or written note, if children are given medication at home, either prescription or over the counter, the time and the reason for giving it.

Children should be kept at home when they are ill and only return to school when they no longer have symptoms of the illness and are fever free for 24 hours.

STUDENT SUPPORT

Academic Support

Christ the King Catholic School provides services based on the belief that each person is unique. The Academic Support Team advocates for the needs of each student in cooperation with administration, faculty, parents, students and community agencies. Academic support covers a range of areas including testing and interpretation of results, student referrals, parenting, crisis intervention, records reviewing and self-esteem enhancement.

With the assistance of Rutland City Schools, we are able to offer reading, writing and math support through Title 1 Federal funds.

ASSESSMENT

Grading system

Christ the King Catholic School operates on a quarterly reporting basis. Grades for students in grades 1-8 are posted online through the FACTS Family Portal. Students and parents have 24-hour access to grades through this system. Teachers are required to update grades weekly.

Grading Scale:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.5

"I" (Incomplete) is used in place of a letter or numerical grade when a teacher has determined that there is not a sufficient amount of school work/assignments completed. A student's grade will be calculated on the tenth day after receiving the Incomplete grade. The student must have make-up work to the teacher(s) three days before the tenth day. After 10 days, "Incomplete" automatically becomes an "F" unless other arrangements have been made. Students who receive grades of "Incomplete" will not be eligible for the honor roll for that marking period and will not receive an "A" in that subject area. Excused absences are the only exception. **Students who receive an "Incomplete" will be ineligible to participate in any school sponsored, after school activity which is considered extra-curricular. A student will become eligible when the work has been completed satisfactorily.**

Promotion and Retention

At Christ the King Catholic School, we believe that offering a student another year at the current grade level is really a *Gift of Time*. Not all children mature or learn at the same rate and allowing them to repeat a grade is often beneficial. When there is a question about promotion or retention of a student, the parents will always be part of the discussion,

Graduation Requirements

Eighth-grade students are expected to complete and pass the subjects taken throughout their time at Christ the King Catholic School.

Standardized Testing

Christ the King Catholic School uses the Terra Nova Standardized Test for students in Grades 1-8.

Homework

Homework is a very important part of your child's education. Teachers will present and review material in the classroom, but students must be prepared to reinforce their learning at home.

- Clarification of individual teacher's homework expectations will be provided for all students in grades K-8 at the beginning of the year.
- Parents should encourage and support good study habits by providing a quiet, well-lit study area with the necessary materials (dictionary, paper, pencils, etc.). Children need to know you support their efforts and expect them to do their homework at a regular time each day.
- Homework can affect a student's grade both positively and negatively.

If your child's homework is not being done on time or at all, be sure to contact your child's teacher right away so that a plan can be put into place to ensure the completion of the work. The teacher will call parents when necessary, however, keep in mind that teachers see many students in the course of a day and may not be aware of difficulties as soon as a parent. The faculty does appreciate any and all assistance and support that parents can give in this area. Working together, we can facilitate good organization and study habits.

It is important to mention that your middle school student is going through a developmental stage during which many changes occur. New kinds of pressure are being felt. A period of physical growth as great as the toddler stage is taking place. Maturity levels among middle school students can vary considerably. We cannot speed up the development of your child, but we can work with you to promote his or her academic success. If you should have a concern, please contact your child's teacher.

Absence/Makeup Work

When a student is absent from school for any reason, that student is required to make up all work in each class, including class work and homework.

The student is expected to make up all missed work in a reasonable amount of time. The student is allowed one day for each day absent to make up work, not to exceed the total number of days absent. Individual teachers may grant extensions when it is deemed necessary. It is always advisable for parents to check assignments. Make-up tests must be scheduled with the teacher.

In middle school, teachers will send homework assignments via email and/or Google Classroom directly to the students. Unless specific books or papers are needed, parents do not need to stop by the office to pick up work. If a second day's absence or more is anticipated, it is advisable to inform the teachers to arrange for extended assignments.

Middle School Homework Policy

This policy is universal for all CKS middle school teachers, grades 6-8.

- Assignments turned in one day late will lose 10% of their original value.
- Assignments turned in two days late lose 20% of their original value.
- After three days, assignments are not accepted, and a "0" will be entered into the grade book.

Lunch

- Students remain in school for lunch. Lunch is provided by the school. Students may bring a lunch from home.
- Students are expected to eat at lunchtime. We know the necessity and value of proper nutrition in the learning process.
- Forms regarding household income will be distributed at the beginning of the school year and will be available during the year in the school office. **The amount of Title I Federal Funds Christ the King Catholic School receives annually is determined by the total number of approved lunch applications. These allocated funds are utilized to provide tutorial services for our students.**

Cancellation of School/Early Emergency Dismissal

In the event of school cancellation due to weather or other circumstances, families will be contacted directly by phone call, text and email through an automated phone system. Announcements will also be made from the local radio and television stations: WSYB, WJJR, Cat Country, Channel 5 WPTZ, Channel 15, and Channel 20 TV, beginning at approximately 6:00 a.m.

Fire Drills

During a fire drill students will exit immediately from the class they are attending at that time. Students will walk in single file to the designated area. There will be no talking during fire drills. Classes will wait in line until the administration instructs them to return to the classroom.

Crisis Response Procedure

Ensuring that basic safety needs are met is an essential first step in providing children with a school environment that is conducive to learning and socialization. Therefore, crisis drills will be conducted from time to time to ensure that all CKS students and personnel are familiar with the emergency procedures that are in place.

After School Program

The After School Program provides activities for students in the Early Childhood Program - 8th grade. The After School Program meets Monday through Friday immediately after school and until 5:15 p.m. The hourly charge is \$6.50.

Locker Agreement & Expectations

Students in the Middle School will have access to a locker. Violation of locker regulations will result in the loss of the privilege of having a locker.

1. Lockers are Christ the King Catholic School property and on loan to students.
2. The school is not responsible for theft, damage or vandalism of property including but not limited to personal property and textbooks. Christ the King Catholic School is not liable for personal property and not liable for damage to assigned lockers.
3. Valuables must **NOT** be left in the lockers.
4. **Christ the King Catholic School reserves the right to search lockers at any time.**
5. Students should keep only items necessary for school in the lockers (i.e. textbooks, school supplies).
6. **All trash and food must be removed from lockers at the end of each day.**
7. Students may only use lockers issued to them. Students will lose their locker privileges if they are found sharing a locker without administrative permission.
8. Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
9. **Students may not use lockers during class time.**
10. If there are any problems with lockers, students should report to the designated teacher or their homeroom teacher. The staff will address the problem as soon as possible.

Access to Lockers

Students will be expected to go to their lockers during specified times and quickly get their supplies and return immediately to class. If students do not return to class on time, they will be considered tardy and will be required to make up the time after school.

Parties

Classroom parties are celebrated at the discretion of the classroom teacher and are planned at a reasonable time within the context of the curriculum. Passing out personal party invitations at school is discouraged.

Telephone/Cell Phone Policy

Students may use the school telephone only with permission. **Arrangements for after-school activities should be made at home before coming to school.** Please call the office and leave a message for your child only when it is necessary.

Electronic devices, which include cell phones and tablets, will be collected in homerooms and placed in a secure location. They will be returned to students at the end of the day. Students are not allowed to have electronic devices in their backpacks, even if they are turned off. Phone paired watches may be worn but follow the guidelines of cell phone use and cannot be used at school. Cell phones are not allowed to be used on school grounds, including before and after school. Students are allowed to make phone calls from the school telephones.

DISCIPLINE POLICY

Goals

The primary focus at Christ the King School is the academic success of every student. We seek to build within each child a love of learning, sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others and a productive learning environment.

Philosophy

Student discipline is a collaborative effort by parents, students and faculty. The focus of the CKS Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including active listening, cooperation and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Student Standards of Behavior

In order to show **respect, maintain safety** and **focus on learning**, the student will practice the **GOOD CONDUCT** rules.

- **Cooperation**
- **On task always**
- **Nice to all**
- **Do my best**
- **Utmost respect**
- **Caring Attitude**
- **Tone of Voice**

Disciplinary Actions

While most students consistently observe these standards and behave safely and appropriately, there are times when behavior choices warrant intervention and consequences. Teachers use a variety of classroom and behavior management strategies to address such behaviors. When these strategies are not successful in changing the behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline possible disciplinary actions.

Please note: Careful consideration is given to individual situations so that the school's response to the student is appropriate. Consequences may be increased in cases of repeated offenses. Suspensions will be considered when behavior is disruptive or detrimental to the operation of the school.

Description of Expectations

Classroom Behavior

Students are expected to listen to and follow all teacher directions.

Possible consequences: Conduct form/tally issued, removal from situation, teacher/student conference, referral to administration, parent notification/meeting, loss of recess privileges, in-school suspension, suspension.

Behavior in Halls

Students are to walk quietly and in an orderly fashion through the hall at all times in order not to disturb other classes.

Possible consequences: Conduct form/tally issued, removal from situation, loss of recess privileges.

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap or defacing of restrooms constitutes destruction of property.

Possible consequences: Conduct form//tally issued, teacher conference, referral to administration, parent contact/conference, in-school suspension, suspension.

Behavior in Lunchroom

The lunchroom should be a safe, comfortable and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must have good manners, keep their voices low and stay seated unless permitted to get up by a teacher.

Possible consequences: Conduct form/tally issued, verbal warning, move to an assigned seat, in-school suspension, suspension.

Behavior on Playground/Recess

The playground should be a safe, pleasant, friendly environment where all interactions are respectful. Students must follow directions the first time they are given. They must use the equipment responsibly, show respect for others, use appropriate language and tone of voice. Students must ask permission of the teacher in charge to leave the playground.

Possible consequences: Conduct form/tally issued, verbal warning, removal from the situation, loss of recess time, parent notification/conference, referral to administration, in-school suspension, suspension.

Insubordination/Disrespect

Willingly refusing to obey a request of a staff member (e.g. principal, teacher, secretary, etc.).

Possible consequences: Conduct form/tally issued, teacher/student conference, parent notification/conference, referral to the administration, loss of recess privileges, in-school suspension, suspension.

Dress Code

Failure to be in complete, appropriate uniform (belt, socks, tucked in shirts). Grades 6,7,8 must wear appropriate gym uniforms for their scheduled gym class.

Possible consequences: Teacher/student conference, conduct form/tally issued, parent notification/conference.

Fighting/Physical Aggression

Includes play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting, throwing objects, etc. and involving two or more people. It is any form of physical confrontation.

Possible consequences: Teacher/student conference, referral to administration, parent notification/meeting, removal from situation, conduct form/tally issued, in-school suspension, suspension.

Inappropriate Use of Computer

Defined as accessing or using inappropriate materials including copying or transferring copyrighted materials without permission, sharing access to one's personal account, using unauthorized games or websites, sending personal emails, instant messaging, participating in chat rooms and cyberbullying.

Please refer to the Chromebook contract for all guidance for Chromebook use.

Possible consequences: Teacher/ student conference, parent notification/meeting, referral to administration, conduct form/tally issued, loss of computer privileges, in-school suspension, suspension.

Teasing, Verbal or Non-Verbal

Includes name-calling, putdowns, making fun of the way someone looks, talks or walks. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing and inappropriate hand gestures.

Possible consequences: Teacher/student conference, parent notification/meeting, referral to administration, personal apology to student who was teased, a letter of apology from the teaser and signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, conduct form/tally issued, in-school suspension, suspension.

Threats and/or Verbal Abuse

Includes any overt or implied verbal or physical threat. Examples include, but are not limited to telling someone that you will hurt him/her whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Possible consequences: Referral to administration, parent notification/conference, in-school suspension, suspension, recommendation for expulsion.

Malicious Pranks and Pseudo Threats

Includes any act or substance used to cause disruption, panic or an unsafe situation. This also includes deliberately misrepresenting substances.

Possible Consequences: Teacher/student conference, referral to the administration, parent notification/conference, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Behavior During School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school-sponsored activities, programs, and field trips. Behavioral expectations are consistent with school policies.

Possible Consequences: Conduct form/tally issued, teacher/student conference, removal from activity, referral to administration, parent notification/conference, in-school suspension, exclusion from future activities, suspension.

Acts of Hate/Violence

Any act of hate/violence including, but not limited to verbal abuse, slurs (including ethnic, religious or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

Possible Consequences: Referral to the administration, parent notification/conference, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Inappropriate Language/Gestures

Use of profanity, obscene language or gestures, which are not acceptable in school or on the grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Possible Consequences: Teacher/student conference, referral to administration, parent notification/conference, conduct form/tally issued, loss of recess privileges, in-school suspension, suspension.

Theft

Taking something which does not belong to you, including attempting to secure another student's property through a threat. Students must demonstrate a respect for the property of others.

Possible Consequences: Teacher/student conference, referral to administration, parent notification/conference, return or replace the value of the item taken, loss of privileges, in-school suspension, suspension, referral to law enforcement.

Destruction Of Property/Vandalism

Includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Possible Consequences: Teacher/student conference, referral to administration, parent notification/conference, loss of privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement.

False Fire Alarm

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Possible consequences: Administration/student/parent/fire marshal conference, loss of privileges, in-school-suspension, suspension, recommendation for expulsion.

Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or inappropriate verbal, written or physical contact. (Refer to Christ the King Handbook)

Possible consequences: Administration/student/parent notification, loss of privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Cheating or Plagiarism

Defined as using the work of others as your own.

Possible consequences: Teacher/student conference, no credit for the work, referral to administration, parent notification/conference, loss of privileges, in-school suspension, suspension.

Weapons

Unauthorized storing, possession or carrying firearms, knives or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

Possible consequences: Teacher/student conference, referral to administration, parent notification/conference, loss of privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Possession and Trading/Selling of Non-School related Items

Includes students having personal toys, trading cards, etc. The school is not responsible for the loss of these items. These items are allowed at recess only. Students may not trade or sell personal items while at school.

Possible Consequences: Teacher/student conference, parent notification/conference, confiscation of items for parents to pick up, loss of recess privileges, referral to administration, in-school suspension, suspension.

Possession or Use of Destructive or Harmful Substances

Possession of matches, lighters, firecrackers, snaps or any other destructive or harmful substance/item.

Possible Consequences: Teacher/student conference, referral to administration, confiscation of items for parents to pick up, parent notification/conference, loss of recess privileges, in-school suspension, suspension, referral to fire marshall or law enforcement, recommendation for expulsion.

Possession, Use or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking or Vaping Materials

Possession of intoxicants, inhalants, smoking or vaping materials or controlled substances which are prohibited.

Possible Consequences: Confiscation of substance, administration/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion.

POLICIES/PROCEDURES

AIDS

Diocesan Policy on Acquired Immunodeficiency Syndrome (AIDS)

The Human T-lymphotropic virus type III (HTLV-III) is believed to be the cause of AIDS in humans. Recommendations are given which apply to all children known to be infected with AIDS.

Decisions regarding the type of educational setting for a child with AIDS/HIV positive should be based on behavior, neurological development and physical interaction with others. These decisions are best made using the team approach including the child's physician, the child's parents or legal guardian, public health personnel, and school personnel. In each case, risks and benefits to both the child and others within the educational setting must be carefully weighed.

Details of this policy are available through the Christ the King Catholic School Office and the Diocesan Superintendent's Office, 55 Joy Drive, Burlington, VT 05403.

Alcohol and Other Drugs (AOD) Policy

Christ the King Catholic School is listed as a "Safe School" with the Rutland City Police Department under Title 25, Chapter 9, Section: 4610 – 4614. Any student found violating this ordinance would also be subject to all penalties and fines established by the Rutland City Police Department. A copy of Title 25, Chapter 9, Section: 4610 – 4614 is available for student and parental review, in the main office.

- **AOD STRATEGY**

CKS has no tolerance for students violating the AOD policy on school grounds or at school sponsored events. Any student found possessing, selling or under the influence of alcohol or other illegal drugs (including tobacco and all vaping devices) on school property or at school sponsored events or field trips during school hours will be suspended from CKS. The Administration will determine the period of suspension, within two school days of the offense.

- **AOD PROCEDURE**

This policy will be in effect during the academic year on school grounds and at any school-sponsored activities/events where and when the student is representing Christ the King School.

The principal/or designee:

- Will call the police

- Will call the parent(s)/guardian(s), of the student(s) involved.

- The student will automatically be released into the care of the parent(s)/guardian(s) or law enforcement.

- **TOBACCO AND VAPING**

The use of any and all tobacco products including vaping devices and products on school grounds (including the parking lot) or at school events is prohibited. Violators will be suspended from school for one day and be responsible for any fines associated with breaking the 'Safe School' ordinance. Use of tobacco or vaping devices is not permitted on school grounds or at school events.

Animals in School

The Department of Health in conjunction with the Department of Education has developed a *Model School Animal Policy*. This policy lists the types of animals that because of their risk of carrying rabies, should not be brought on school grounds. Christ the King Catholic School supports this policy to protect students and staff from exposure to rabies and other diseases. Wild animals, alive or dead, are not allowed in school. Family pets are not allowed in school. Guide, hearing and other service or law enforcement dogs may be allowed in school or on school grounds with proof of current rabies vaccination.

Bomb Threats

Students found guilty of bomb threats against the school will be expelled (termination of educational services) by the Principal.

Bullying

It is the policy of Christ the King Catholic School that it shall provide a safe, orderly, civil and positive learning environment. Bullying has no place in CKS and will not be tolerated. CKS has implemented a school-wide bullying prevention program called *No-Bullying Program* published by Hazelden and Johnson Institute, otherwise known as The Olweus Program.

Eighth Grade Graduation

During the last week of school the eighth grade class will have a variety of activities to celebrate the conclusion of their school experience at Christ the King Catholic School. A retreat will be directed by the principal and religion teacher of Christ the King and is a mandatory school day. The final approval for the contents of the events rests solely with the Principal and/or Pastor. These events, except for the retreat, will not be mandatory but are highly recommended.

- All parents chaperoning the class trip are expected to pay their own way.
- Students and Grade 8 parents will be required to sign a contract to participate in graduation activities.
- Appropriate dress code will be required for the celebration.

Fundraising

Christ the King School has a fundraising requirement for all families. You will need to choose either to participate in fundraising or to opt-out. If you are choosing to opt-out, please complete the attached form and return it to the office.

All Families are expected to fully participate in the (3) fundraisers plus Race for Education throughout the year. Please note that fundraisers may be changed, but the obligation remains the same.

Fundraising Obligation - \$250.00 for Fall Raffle Event
\$400.00 for Winter/Spring Raffle Event
\$650.00 Total

****or opt-out payment of \$600.00****

For families participating in fundraising, each fundraiser has a goal. If you do not meet each of the goals, the difference will be invoiced to your FACTS Account over the course of the year. When you meet the \$650 Total Fundraising Requirement, you do not need to sell any additional tickets, but you still need to participate in Race For Education.

If you exceed the \$650 Total Fundraising Obligation, any additional tickets sold will be credited to your tuition account, at a rate of 75%. These credits will appear after you have exceeded the total \$650 requirement.

Example: Lila sells \$750 of Tractor Raffle Tickets, she has met her \$650 requirement so she does not need to sell any more tickets. She exceeded the requirement by \$100 and 75% will be credited to her tuition account so she will see a \$75 credit on her FACTS account with a description that says "exceeded fundraising obligation." Then Lila will still participate in Race For Education.

Adjustments to your FACTS Account for Fundraising credits and invoices will occur within one month of the completion of each fundraiser.

Additional scenarios:

If you have exceeded your fundraising requirement and you have paid your tuition in full, you will receive a credit on your FACTS account that can be used for After School Care Invoices and/or the following school year's tuition. If your child is not continuing at Christ the King School or Mount St. Joseph Academy, you will forfeit these credits as the intent of this fundraising obligation is to support the Rutland Catholic Schools.

Immunizations

Required Prior to Attending School 18 V.S.A. §1121

Except as provided under V.S.A. section 114 of this title, no person may enroll as a student in a Vermont school, regardless of whether the student has been enrolled in the school during a previous school year, unless the appropriate school official has received a record or certificate of immunization issued by a licensed physician or a health clinic that indicates the

person has received required immunizations appropriate to age as specified by the Vermont Department of Health. Waiver forms are available in the nurse's office.

Nondiscrimination

Christ the King Catholic School is non-discriminatory toward anyone with vision, speech or hearing impairments or physical disabilities that we can academically serve within our staff qualifications. Christ the King Catholic School, recognizing that some areas in the school are inaccessible to persons with some disabilities and recognizing that the school participates in some Federally-funded programs, adopts the following policy:

- a. Instruction materials, meetings and activities related to school's participation in Federally-funded programs will be available, without discrimination to individuals with disabilities as defined by the Rehabilitation Act of 1973.
- b. Whenever an individual with a disability wishes to take part in a Federally funded program or activity and wishes for the program or activity to take place in a space that conforms to accessibility standards, that program or activity will be relocated to an accessible area. To arrange for relocation, contact the principal. Information about relocation will be provided orally to persons with vision impairment and in written form for persons with hearing impairment.

Plagiarism

Students are expected to do their own work. Plagiarism, which is taking information and/or ideas and passing them off as your own work, is unacceptable. Information and/or ideas taken from the Internet, books, magazines, television, etc. must be referenced. If a student plagiarizes, he/she will receive a zero for the assignment and may also receive one day of alternative in-school instruction. If a student copies another student's work or allows his or her work to be copied, he/she will receive the same consequence. These consequences will be the same for cheating on tests and quizzes.

Social Media

If a student has posted something that is considered improper according to school policy and it is discovered or someone reports the problem to the school, the following will occur:

The first step is to verify the validity of the post. Does this account belong to the student? Did the student post it or is there an extenuating circumstance that can be substantiated in which someone else used his or her phone or device to post?

Once this is established, we will consider if the violation falls within the area of the drug, alcohol and tobacco policy, as well as a violation of school rules. If the posting does not fall into one of these types of violations but it brings discredit to the school or their program, we then consider the severity of the post.

We will use most situations as a teaching moment as opposed to a suspension consequence.

Volunteers

All volunteers must submit to a background check and complete a training program (Virtus) offered online through <http://www.vermontcatholic.org/> in order to comply with the rules of the Diocese of Burlington. Certificates of completion must be on file in the school office.

Weapons

It is the intent of CKS to provide a safe environment for students to learn. Any student who brings a weapon (gun, knife, explosive, tool designed to injure, etc.) to school (or any setting which is under the control and supervision of the school such as school grounds, playing fields, field trips, etc.) shall be brought to the school Administrator for immediate investigation. The student may be suspended immediately if such is warranted. In the event of a school-sponsored event away from the school, the adult in charge shall confiscate the weapon and isolate the individual if possible, and notify school authorities as soon as possible. A student found guilty will be expelled (termination of educational services) by the Principal. Any student bringing a weapon to school shall be referred to the appropriate law enforcement agency.

POLICY ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Statement of Policy

As a Catholic institution, we are committed to providing our students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

Note: Conduct which constitutes unlawful hazing, harassment and/or bullying may be subject to civil penalties.

The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying and/or hazing as defined herein, otherwise violates one or more provisions of the school's code of conduct.

II. Implementation

The principal or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees who are well versed in the teachings of the Catholic Church and the policies of the School to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for the school.
3. Designate an Equity Coordinator who is well versed in the teachings of the Catholic Church and the policies of the School to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees, and for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Purpose

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

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

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 1. is repeated over time;
 2. is intended to ridicule, humiliate or intimidate the student;

- i. occurs before, during or after the school day on school property, on a school bus, at a school-sponsored activity or before or after the school day on a school on school property or
 - ii. does not occur during the school day on school property, on a school bus or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.
- B. **“Complaint”** means an oral or written report of information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment and/or bullying.
- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment and/or bullying, or a student who is the target of alleged hazing, harassment and/or bullying.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and/or bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school are identified in Appendix 5152 of each school’s regulations for this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes Diocesan personnel associated with the school.
- F. **“Equity Coordinator”** is the person responsible for the implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) and for coordinating the School’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing the implementation of the School’s harassment policy. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile or offensive environment.

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

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature and includes situations when one or both of the following occur:
 - a. Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status or progress.
 - b. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
 - c. Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment on the basis of sex. A hostile environment exists where the harassing conduct is contrary to the mission of the school as a Catholic institution, severe, persistent
 - d. and/or so pervasive as to deny or limit the student’s ability to participate in or benefit from the educational program.
2. Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material and taunts on manner of speech and negative references to cultural customs.

3. Harassment of members of other protected categories means conduct contrary to the mission of the school as a Catholic institution and is directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
- H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and
1. Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.
 2. Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular or military training program goals, provided that
 - i. goals are in keeping with the teachings of the Catholic Church,
 - ii. are approved by the educational institution, and
 - iii. the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution and normal and customary for similar programs at other educational institutions.
 3. With respect to Hazing, **“Student”** means any person who
 - i. is registered or in attendance at an educational institution,
 - ii. has been accepted for admission at the educational institution where the hazing incident occurs or
 - iii. intends to attend an educational institution during any of its regular sessions after an official academic break.
- I. **“Notice”** means a written complaint or oral information that hazing, harassment and/or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment and/or bullying, another student, a parent or guardian or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment and/or bullying through other means; for example, if information about hazing, harassment and/or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful hazing, harassment and/or bullying.
- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club or other similar group, whose members primarily are students at an educational institution and which is affiliated with the educational institution.
- K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- L. **“Retaliation”** is any adverse action by any person against any person involved in an alleged or substantiated case of hazing, harassment and/or bullying. This includes but is not limited to the complainant, the alleged or substantiated perpetrator, any witnesses, and any person who assists or participates in an investigation, proceeding or hearing related to the hazing, harassment and/or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student or school employee in the form of further and/or newly initiated hazing, harassment, bullying, intimidation and reprisal.

- M. **“School administrator”** means a superintendent, principal or his/her designee, assistant principal and/or the School’s Equity Coordinator.
- N. **“Complaint Reporting Form”** is a form used by students, staff or parents to provide in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

Approved: September 12, 2019
Bishop of Burlington

Regulation 5152

PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS

- 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, 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)

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 alleged conduct, the identity of the complainant, alleged perpetrator and any witnesses;
 - 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; and
 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 School employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal 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 School will ensure that steps 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 be mindful of the mission of the school as a Catholic institution as s/he considers 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 has the discretion to 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 the Bishop of the Roman Catholic Diocese of Burlington, or his designee, 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;
 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. Request (within 30 days) an internal review by the school of the investigator's determination as to whether hazing, harassment and/or bullying occurred;
 2. Request (within 30 days of the school's determination after internal review) an additional review by the Bishop of the Roman Catholic Diocese of Burlington as to (1) whether hazing, harassment and/or bullying occurred or (2) if hazing, harassment and/or bullying was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment and/or bullying;
 3. Request an Independent Review of the school's determination (within 30 days of the school's determination after internal review or, if requested, within 30 days of the review by the Bishop) as

to (1) whether harassment occurred or (2) if harassment was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment and/or bullying and 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;

4. File complaints of hazing, harassment and/or bullying 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 School will also take efforts to support victims' access to the School'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 School 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 behaviors contrary to the mission of the school as a Catholic institution; harassment, hazing, 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 hazing, harassment and/or bullying or against a person who assists or participates in an investigation, proceeding

or hearing related to the hazing, harassment and/or bullying complaint or against a person accused of and/or found responsible for the hazing, harassment and/or bullying, of another.

A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of hazing, harassment and/or bullying is substantiated.

The school will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the hazing, harassment and/or bullying), against the person who filed a complaint on behalf of a student, the person who is accused of and/or found responsible for the behavior 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 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:
- i. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
 - ii. the age of the complainant and the accused individual,
 - iii. the agreement of the complainant, and
 - iv. 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. Request Internal Review of Initial Harassment Determinations.

A complainant or parent of a complainant if the complainant is a minor, may request internal review by the school of a designee's initial determination (following investigation) that hazing, harassment and/or bullying has not occurred via written request within 30 days submitted to the superintendent of schools. All levels of internal review of the investigator's initial determination, and the issuance of a decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after review is requested.

B. Request Additional Review by the Office of the Bishop.

A complainant, or parent of complainant if the complainant is a minor, may request in writing and within 30 days of the internal review, an additional review by the Office of the Bishop. All levels of this additional review of the investigator's initial determination and the results of the internal review along with the issuance of a final decision, shall, unless special circumstances are present and documented by the Office of the Bishop, be completed within 30 calendar days after review is requested.

C. Independent Reviews of Final Hazing, Harassment, and/or Bullying Determinations By Complainant.

A complainant may request an independent review within thirty (30) days of a final determination if s/he:

- i. is dissatisfied with the final determination as to whether harassment occurred, or
- ii. if a final determination was made that harassment had occurred, and s/he believes the steps taken by the school were inadequate to protect the complainant and prevent further hazing, harassment or bullying.

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, the

accused, any witnesses, 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:

- i. 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
- ii. 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 Superintendent of Schools for the Roman Catholic Diocese of Burlington.

The reviewer shall advise the complainant, or if a minor, the parents of the complainant, 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 School. The School may request an independent review at any stage of the process.

D. Rights to Alternative Process.

In addition to, or as an alternative to filing a hazing, harassment and/or bullying complaint pursuant to this policy, a person may file a hazing, harassment and/or bullying 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, in writing, the determination and/or any related disciplinary action(s) taken, directly to the superintendent. The superintendent, or his/her designee, shall conduct a review of the record. The standard of review by the superintendent, or his/her designee, 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 superintendent in writing and 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.

- b. Accused Student/Appellant Access to Investigative Reports/Findings. The school 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 by the Superintendent, 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 School'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 Hazing, Harassment, and/or Bullying Complaints.** The scope of appropriate response to a hazing, harassment and/or bullying complaint may depend upon whether a student or parent of a minor student reporting the hazing, harassment and/or bullying asks that the student's name not be disclosed to the accused person or that nothing be done about the alleged hazing, harassment and/or bullying. 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, or if a minor the student's parents, continues to ask that his or her name not be revealed, the school will secure this request in writing and 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 hazing, harassment and/or bullying and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to act in accordance with the teachings of the Catholic Church and 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 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 School 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 the school administrator for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

- A. **Reports to the 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 hazing, harassment, and/or bullying complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal will report the alleged conduct to the Superintendent who in turn will report it to the Secretary of Education.
- C. **Reporting Incidents to Police**

- i. 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.
 - ii. 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.
 - iii. 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 School 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 school that sets forth the comprehensive rules, procedures and standards of conduct for the school.
- 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 ensure their actions are in keeping with the teachings of the Catholic Church and in an effort to prevent hazing, harassment and/or bullying.
- C. Staff Training. The principal or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying. This training will occur in a manner consistent with the teachings of the Catholic Church.

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).

Promulgated: September 12, 2019
Bishop of Burlington

APPENDIX 5152

Designated Employees

The following employees have been designated by the School to receive complaints of hazing, bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(7) and 16 V.S.A. §570c(7) and under Federal anti-discrimination laws:

Employee Name: Lila Millard
c/o Christ the King School - Rutland
School Address: 60 S. Main Street
City, State Zip: Rutland, VT 05701
School Phone: 802-773-0500
Employee's School Email: lmillard@cksrutland.org

Employee Name: Christine Cirelli
c/o Christ the King School - Rutland
School Address: 60 S. Main Street
City, State Zip: Rutland, VT 05701
School Phone: 802-773-0500
Employee's School Email: ccirelli@cksrutland.org

Christ the King Catholic School is an “Approved Independent School”.

Statutes Relating to Approved Independent Schools

Definitions

16 V.S.A. § 11

20) "Approved Independent School" means an independent school which is approved under 16 V.S.A. § 166.

Approved Independent Schools

16 V.S.A. § 166

An independent school may operate and provide elementary education or secondary education if it is either approved or recognized as set forth herein.

b) Approved Independent School. On application, the state board shall approve an independent school which offers elementary or secondary education if it finds, after opportunity for hearing, that the school provides a minimum course of study and that it substantially complies with the board's rules for approved independent schools. Except as provided in subdivision (6) of this section, the board's rules must at minimum require that the school has the resources required to meet its stated objectives, including financial capacity, faculty who are qualified by training and experience in the areas in which they are assigned, and physical facilities and special services that are in accordance with any state or federal law or regulation. Approval may be granted without state board evaluation in the case of any school accredited by a private, state or regional agency recognized by the state board for accreditation purposes.

- 1) On application, the state board shall approve an independent school which offers kindergarten but no other graded education if it finds, after opportunity for hearing, that the school substantially complies with the board's rules for approved independent kindergartens. The state board may delegate to another state agency the authority to evaluate the safety and adequacy of the buildings in which kindergartens are conducted, but shall consider all findings and recommendations of any such agency in making its approval decision.
- 2) Approvals under this section shall be for a term established by rule of the board but not greater than five years.
- 3) An approved independent school shall provide to the parent or guardian responsible for each of its pupils, prior to accepting any money for that pupil, an accurate statement in writing of its status under this section, and a copy of this section. Failure to comply with this provision may create a permissible inference of false advertising in violation of T.13,V.S.A. § 2005.
- 4) Each approved independent school shall provide to the commissioner on October 1 of each year the names and addresses of its enrolled pupils. Within seven days of the termination of a pupil's enrollment, the approved independent school shall notify the commissioner of the name and address of the pupil. The commissioner shall forthwith notify the appropriate school officials as provided in section 1126 of this title.
- 5) The state board may revoke or suspend the approval of the approved independent school, after opportunity for hearing, for substantial failure to comply with the minimum course of study, for failure to comply with the board's rules for approved independent schools, or for failure to report under subdivision (b) (4) of this section. Upon revocation or suspension, students required to attend school who are enrolled in that school shall become truant unless they enroll in an approved public school, approved or recognized independent school or approved home instruction program.

RIGHT TO AMEND HANDBOOK

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.