

PARENT/STUDENT HANDBOOK

2019 - 2020



**Saint Michael School
48 Walnut Street
Brattleboro, VT 05301
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Administration and Facilities

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Philosophy

Saint Michael Catholic School is a non-profit, private school that has proudly served the local community and exemplified excellence in education since 1874. Saint Michael School currently provides an all-inclusive and well-rounded educational experience for students in grades Preschool-12th Grade. The program focuses on the intellectual, emotional, social, aesthetic, and athletic development of all its children. This is done with the Catholic Christian message serving as a beacon and guide for our faculty inside and outside of the classroom. Saint Michael School provides its students with a strong moral background and teaches personal responsibility through the dynamic Catholic spirit of the parish community. While Saint Michael School is a Catholic school, our doors are open to children and families of all faiths and backgrounds.

Educational Program

The educational program at Saint Michael School is developed with the expectation of high standards for achievement. We teach religious moral values within the educational process. We provide our students with the necessary knowledge and skills to excel in the areas of Mathematics, Reading/Language Arts, Science, Social Studies, Art, Music, Physical Education, Technology, and Religion.

The Catholic faith is integral in everything we do- within the classroom, the school, and the community. The school's mission statement affirms the belief that, "The soul of education is the education of the soul." We firmly believe that Christ is the foundation of the whole educational experience in a Catholic school.

Core Learning Goals

We set and accomplish the following educational goals in the course of our comprehensive Pre-K through 12th grade programs offered at Saint Michael School:

- To develop self-esteem and a sense of personal effectiveness while fostering our children's belief in their ability to shape the future and assume a responsible, active role in their Church and society.
- To develop knowledge and love of God and Church through prayer, good example and service to our local and global community.
- To develop critical thinking, i.e. assess a situation, bring prior knowledge to it, generate alternatives, make logical and reasonable judgments, implement the plan, and evaluate the results.
 - To promote independent reading, reading comprehension, thoughtful discussion, independent inquiry, and the desire to pursue lifelong learning.
- To develop the ability to read, write, communicate an idea, and provide supporting facts and research.
- To develop scientific knowledge and inquiry skills to be used in the collection and analysis of data, and to solve a variety of relevant life problems.
- To develop skill in general mathematics including estimation, mental math and math concepts.
- To develop timely, useful and appropriate use of technological skills in order to prepare for a technology-driven workforce.
- To nurture an appreciation of the value and dignity of hard work.
- To develop dependability, personal accountability, and resourcefulness in accomplishing tasks.
- To develop respect for the world's various cultures and demonstrate an appreciation of the richness that cultural diversity brings to the human experience.

The Family's Role in Education

We at Saint Michael School consider it a privilege to work with families in the education of children. We believe that parents/guardians are the primary role models for the development of their student's life. Your choice of Saint Michael School involves a commitment and responsibility.

Once you have chosen to enter into a partnership with us at Saint Michael School, we trust you will be loyal to this commitment. During these formative years, your student needs constant support from both the family and faculty in order to develop his/her moral, intellectual, social, cultural, and physical aptitude. Neither the family nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging and nourishing the student to reach his/her potential. It is vital that the family and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home, or within the home, will only teach disrespect of all authority. Evidence of mutual respect between families and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, the student may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for all assignments. This includes homework, long-term assignments, quizzes, tests, service projects, and all other assigned work. This responsibility also extends to times of absence.

Together, let us make a commitment to partnership as we support one another in helping your student become the best person he/she is capable of becoming.

Parents/Guardians as Partners

As partners in the educational process, we ask parents/guardians to do the following:

- Set rules, times, and limits so that your student(s) get enough sleep on school nights, and have a nutritious breakfast, snack and lunch every day. A healthy diet can greatly influence the student's ability to complete work and concentrate.
- Assure students are completing assignments on time.
- Make arrangements so your student(s) arrive at school on time and are picked up on time at the end of the day.
- Ensure that your student(s) dress according to the school uniform/dress code.
- Actively participate in school activities.
- Ensure that your student(s) pay for any damage to school books or property due to carelessness or neglect on the students' part.
- Notify the school by 10am when the student is absent or tardy.
- Notify the school of any changes to address, phone number(s), emergency contacts, or persons authorized to pick up your student(s).

- Meet all financial obligations to the school.
- Inform the school of any special situation regarding a student's well-being, safety, and health.
- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat faculty and staff with respect and courtesy.
- All members of our school community need to be good role models of our Catholic faith to our students. Therefore, it is our expectation that all written and verbal communication between parents, guardians and school staff will be respectful. Education in a Catholic school is a partnership.

Admissions

Admission of Students

Students will be admitted to Saint Michael School upon the completion of an admission interview with the school principal, receipt of registration/financial documents, appropriate health and immunization records, and relevant screening/testing results/transfer records. The principal will make the final decision regarding admission and appropriate grade placement.

Placement and Withdrawal

After consultation with parents and teachers(s), the principal will make the final decision regarding appropriate placement of students, including promotion and retention. Students/families withdrawing from Saint Michael School will be asked to complete an exit interview with the principal and/or completion of a survey in order to aid in our development.

Student Records

Saint Michael School takes great care to maintain the confidentiality and accuracy of all student records. The accuracy, privacy and confidentiality of all student records shall be preserved in accordance with Section 438 of the General Education Act of the Family Educational Rights and Privacy Act of 1974 PL93-3801.

Non-Discrimination - Students

The Catholic schools of the Diocese of Burlington are in compliance with the Civil Rights Act and where applicable, admit students of any religion, race, color, national and ethnic origin, handicap, or age to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

Preschool Program

The two-year, 4-STAR Preschool program at Saint Michael School offers two operational options for our families.

Half-Day Option: 8:15 a.m. to 11:45 a.m.

Full-Day Option: 8:15 a.m. to 3:00 p.m.

The program will provide children with a variety of developmentally appropriate activities to stimulate physical, emotional, social, and cognitive growth and confidence through teacher directed and child initiated activities, in the framework and philosophy of a Catholic Christian environment and the Vermont Early Learning Standards.

Kindergarten Program

Saint Michael School kindergarten provides a firm, basic foundation for the child's education. It is a program developed to make each child's first experience with formal schooling a successful and happy one. The kindergarten program stimulates a positive self-concept, providing each child with many diverse learning experiences. The children work and create independently, and learn to cooperate with others. The program provides opportunities for social and emotional development, inspires language development, fosters critical thinking skills and processes, and expands physical and mental growth, all in the framework and philosophy of the Catholic Christian tradition.

Students entering kindergarten must be five years of age before September 1st of that school year. Some exceptions may apply to children who were born in September or October and successfully pass a screening to indicate readiness. Each prospective kindergarten student is evaluated for readiness in the spring prior to the start of the new school year.

Computer Skills/Technology Lab

Saint Michael School strongly believes that every student needs a relevant background in computer keyboarding and technology programs that supplement the learning process and the school's curriculum. All classes have ample opportunity to work with computers and software in our fully equipped technology lab.

Physical Education

Students in grades K-8 participate in physical education two times each week. During the winter season, all students in K – 12, participate in the Saint Michael School Winter Sports Program. The program includes downhill skiing, snowboarding, cross country skiing, ice skating, bowling and additional supplemental programs.

Art Education

Art is a necessary and important part of the well-rounded educational experience. All Saint Michael School students participate weekly in our art program called *Meet the Masters*. The Art teacher may, at times, request special materials for a project.

Instructive Music & Choral Music

Saint Michael School provides Instructive Music for students in grades Pre-K through 12 once per week. The music teacher will assist the teachers in preparing songs for special Liturgies, special events and performances. All students perform in both Christmas and Spring Concerts under the direction of the music teacher.

Instrument lessons are available during school hours *for an additional fee*. Information will be sent home at the beginning of each school year.

Library

All students will have access to both the Brooks Memorial Library and the Saint Michael School Library on a regular basis. Every child and their parent/guardian(s) are responsible for the care of any books or magazines he/she borrows. If damaged or lost, the family is expected to pay to replace them. If a child repeatedly has overdue/unreturned library books, an overdue fine will be charged for each day the book is out. Library books should be treated with the same care as school textbooks.

School Prayer/School Mass

Saint Michael School is a Catholic school. Therefore, any student enrolled in the school must participate in the religious education classes taught in the school. In addition, students at Saint Michael School begin and end each day with a school prayer. All students attend Mass weekly on Wednesdays at 8:45 a.m. Full student participation is necessary to build the positive community we desire. The School Mass is open to the public. We encourage parents, relatives and friends to join us when possible.

Field Trips

Field trips are exciting educational experiences. We believe they play a valuable role in the development of our students. **In order to participate, a student must have all field trip permission slips filled out and in the office BEFORE leaving the school on such trips.**

Any class trip/outing is a privilege for students as well as an added responsibility for the teacher. A student's behavior in school prior to any activity will be an indication as to whether or not he/she will be able to participate in the activity.

Parents who volunteer to drive on field trips are required to provide evidence of current insurance coverage, and must ensure that each child is using a seatbelt and/or appropriate booster/car seat (if applicable) in their vehicle in compliance with Vermont state laws. In addition, drivers and volunteers are required to take the mandatory Diocesan Safe Environments training (Virtus Online) and to follow the proper volunteer registration procedures which include a background check.

SCHOOL DAY

The building is open from 7:15am to 5:30pm daily. (This includes Extended Care hours.)

Teacher Day:

8:00 a.m. to 3:30 p.m. (*Unless completing a school related duty or chaperoning a special event.*)
Please make every attempt to schedule meetings with teachers during this time.

Student Day:

8:15 AM to 3:00 PM	K-12 & Full-Day Preschool
8:15 AM to 11:45 AM	Half-Day Preschool
8:15 AM to 12:00 PM	<i>Early release days</i>

Please Note: The school playground is not supervised before school. Therefore, there is no playground time before classes commence for the day.

Unless enrolled in the Saint Michael School Extended Care Program, children are not to arrive at school prior to 8:15 a.m. ***Extended Care is available beginning at 7:15 a.m for an additional charge.*** Students participating in Extended Care will be sent directly to their homerooms at 8:15 a.m.

At 8:15 a.m., students may enter the building and report directly to their homeroom. All students must be in their homerooms by 8:25 a.m. Students arriving after 8:25 a.m. are considered tardy and must report to the school office for a late slip.

Parents bringing students to school substantially late (after 8:45 a.m.) are required to bring the child into the school office to sign them in. On these days, if the student requires a school lunch, parents are asked to call the school to place a lunch order no later than 8:45 am. Otherwise no lunch will be ordered and the school cannot guarantee a school lunch will be available.

Parents who must take their child out during the school day are to report to the office. A school employee/faculty member will get the child from class. The parent must sign the child out in the Administrative Office.

Tardiness Policy

Students are required to be in their homeroom by 8:25 am. If a student arrives after 8:25 a.m., they must report to the school office for a late slip. Tardiness is recorded on the child's report card and permanent record. If you have an issue that is consistently preventing your child/children from arriving at school on time, please schedule a time to discuss your concerns with the principal. **Ten (10) tardies, whether excused or not, will equal one absence.**

Absence

State law requires that the annual school calendar consist of at least 175 school days. If a student is absent, the parent must call the office by 8:45 a.m. to report the absence. Absences for illness of 3 or more days require a physician's note. If your child has contracted a contagious disease, please contact the school office so that we may notify the CDC. Please make arrangements with the teacher to have your child make up work that has been missed due to absence/illness. Whenever possible, appointments with doctors and dentists are to be made outside of school hours. Excessive, unexcused absences will be reported to DCF. A combined absence of 30 days or more may compromise academic promotion.

Unscheduled/Prolonged Vacations

While we acknowledge and respect parental rights related to this matter, we discourage taking students out of school for extended periods of time over and above regularly scheduled school vacations. Teachers are not obligated to provide work in advance or make-up work for unscheduled and prolonged vacations. Parents are asked to submit a notice in writing to the office and to appropriate teachers for any unscheduled or prolonged vacations including the dates and reason for the absence.

Dismissal Procedures

Teachers will determine dismissal routines that are best suited to their classroom environment. Please be respectful of closing activities when picking up your child. The first bell will ring at 3:00 p.m. to prepare for dismissal. A second bell will ring at 3:05 p.m. for students to be dismissed to after-school care. At 3:10 p.m., a third bell will ring to dismiss walkers and pick-ups. Please meet your child/children on the side yard at the fence next to the Parish Youth Center located in the parking lot. Teachers will accompany students to the side gate.

In order to maintain the safety of all students, please follow the entrance and exit arrows in the parking lot, drive very slowly at all times, and park in designated areas only. Cars should park in

the east side parking lot. **Our accessible parking spaces may be used at pick up and drop off as needed.** Parking is **PROHIBITED** in the bank parking lot across from the school, as well as in front of the Dead River Heating Company parking lot.

If a student is not picked up by 3:15 pm they will be signed into the Extended Care Program. A child may not be released from school into the custody of any person other than the child's parents or guardian (as listed in the school records) unless previous arrangements have been made with the school office. Please notify the principal and teacher if there are any parental restrictions due to custody settlements in a court of law. A copy of any relevant custody documentation from a court must be on file in the school office. The school will not release a child to a parent if such notification and documents are not provided/on file.

Lunch Schedule

<u>Grades</u>	<u>Lunch</u>
Preschool	11:45 – 12:10 p.m.
Grades K – 5	12:10 – 12:35 p.m.
Grades 6 – 12	11:45 – 12:10 p.m.

School Lunch Procedure

Students may order lunch daily during homeroom attendance. Lunches are billed on a monthly basis through FACTS Incidental Billing. Invoices are emailed on the 5th of each month and automatically withdrawn from the account provided on the 20th of each month. A reminder notice of a scheduled payment is sent 3 days prior to withdrawal. Students are permitted to charge lunch on account unless payment is over 30 days past due. If payment is over 30 days in arrears, students are required to pay daily, in the administrative office, at the time the lunch order is placed.

Those students who bring lunch are to have their names on their containers or lunch box. Please do not send glass bottles or sharp knives to school. **Microwaves are not available for student use. (No candy, coffee drinks or soda permitted.)**

AM Snack/Break:

Grades K-8 will have a 10-15 minute snack time from approximately 10:00 AM until 10:30 AM. Each classroom teacher will supervise his/her own class. Students may bring a nutritious snack for recess or snack break. The preschool will communicate separately with families at the start of the school year about the guidelines for snacks during the day.

Party Policy

Parents may send in a special snack to school to celebrate a birthday or special occasion. Please check with the teacher before bringing in any food as there may be special diets/allergies to consider. It is also required that a healthy option be available at all classroom parties per our

school Wellness Policy (available in office). Please discuss options with your child's teachers.
****Distributing party invitations in the classroom is only permitted if the entire class is invited.****

Visitors

Parents are welcome to visit the school, not only at stated times and for parent teacher conferences, but throughout the school year. For safety reasons, the door facing the school parking lot is the only accessible entrance to our school during the day. **All visitors, including parents, are to report to the school office upon entering the school building and obtain a visitor's pass.** At no time is any visitor, parent, etc. to go to any classroom to speak with a teacher unless a specific appointment has been arranged with that teacher.

Please schedule classroom volunteer times with the teacher so that instruction time can be maximized. Arrangements for parental visit to an individual classroom to observe the learning taking place should be at a time acceptable to parent, teacher and principal so that the parent may be accompanied from the principal's office to the classroom. Parents are asked to schedule meetings with teachers after school or at other appointed times so as not to interrupt class instruction or dismissal/arrival routines.

School Volunteers

Different kinds of knowledge, skills, interests and experiences are necessary to provide a well-rounded education. **All Saint Michael School parents are asked to volunteer 20 hours of their time at school, at a school related activity or helping on a school project at home.** Parents will be able to participate in various instructional and enrichment experiences. At the beginning of the school year, parents will be asked to make a commitment of time, energy and talent by signing up for events and activities.

Fundraising and Development

The cost of educating a child continually increases. Saint Michael School is a parochial school, and by virtue of that, it cannot be subsidized by Vermont State tax monies. Therefore, fundraising plays a key role in helping to educate your child and keep our tuition rates affordable for our families.

Everyone is asked to participate in and support fundraising efforts. Active participation will enhance the education of our entire SMS student body.

Expectations

Textbooks and School Property

Students are responsible for their textbooks. All books are to be covered and the child's name and subject must be written on the cover. Students are required to carry books to and from school in an appropriate bag or carrier (*i.e. a book bag*). Lockers are available for students in

grades 6 through 12. Cubbies/hooks are provided for each student in grades Pre-K through 5. Students who deface, damage and/or lose books must pay for the materials destroyed or lost. Any student found defacing desks, walls, or any school property will either pay to repair or replace the item(s). In some instances, a student may be asked to repair the damage themselves.

Student Work Expectations

At Saint Michael School we strive for excellence in educating your child/children. It is the expectation that all children do their personal best. The quality of their work should reflect that effort.

Quality writing and accuracy are key factors. Students should be instructed to present work that supports this expectation. Examples of what is expected include neat writing, proper headings, dated work, correct spelling, and regulation ruled paper. Pen and/or pencil are proper writing tools (markers are not to be used unless directed by the teacher). Students will be asked to redo all work that does not reflect their best effort.

Homework Expectations/Policies/Philosophies

Homework is defined as any assigned review and/or reinforcement of work the child knows and understands, as well as any incomplete class work or makeup work the student may have. Homework is to be done at home, and will be collected and checked so parents, as well as the student, can keep records of progress, increase classroom preparedness/participation, and identify any curriculum questions that may arise.

Consequences for forgotten, incomplete, or lack of homework will be set by each individual teacher. Homework may be included in the grading system set up by the teacher. Continued missed assignments will result in a conference with the student, parents, teacher and principal. It is strongly advised that an assignment book or log be kept by the student and checked daily by the parent. Homework should reflect the child's best ability and meet the expectations for quality work including accuracy and neatness. No teacher is expected to accept anything less than that and may require the student to redo the work. No phone calls may be made for forgotten homework.

Student Evaluation Systems

A variety of means are utilized to assess student performance. Assessment is an ongoing process and is not restricted to test performance. Each teacher's method and style may differ. Many factors are taken into consideration for measuring the progress a child makes during the school year. Teachers will send home a packet of completed/assessed work each week in a folder or portfolio with weekly feedback.

Standardized Testing

Along with other schools in the Diocese of Burlington, Saint Michael School will administer the appropriate standardized testing each spring to children enrolled in grades 1-12 as necessary. Test results will be mailed to parents/guardians in the summer or included with the last report card.

2019 - 2020 REPORT CARD SCHEDULES

<u>Trimester Dates</u>	<u>Progress Reports</u>	<u>Report Cards</u>
1st Trimester 8/29/19 – 11/26/19	10/18/19 <i>11/07 & 11/8 Parent/Teacher Conferences</i>	11/26/19 Trimester Ends 12/06/19 Report Cards Home

2nd Trimester 11/27/19 – 03/06/20	01/31/20	03/06/20 Trimester Ends 03/13/20 Report Cards Home

3rd Trimester 03/09/20 – 06/12/20	05/08/20	06/05/20 Trimester Ends 06/12/20 Report Cards Home

1. All Students (*Grades K-12*) receive a mid-term report during all marking periods.
2. Narrative comments are required on all **report cards**.
3. Parent conferences are to be scheduled by the homeroom teacher in conjunction with parents/guardians of students on 11/07 and 11/08 however, conferences can be scheduled and are encouraged at all times.

4. The final report card for grades 4-12 contains the third trimester grades as well as the final average grade for the year in each subject.

Conferences may be requested by the parent or the teacher at *any* time during the school year.

Parents who have concerns about their child or the classroom program are encouraged to first speak with their child's teacher concerning these matters. If the concern is not resolved or requires additional discussion, a meeting can be arranged with the principal and teacher.

Middle and High School Honor Roll

In grades 6-12, an honor roll and high honor roll will be released for each of the marking periods. In order for students to attain **High Honors**, an A (93% or above GPA) must be attained.

In order for students to attain **Honors**, an *average* of an A (93% or above GPA) must be attained with no grades lower than a B (85%).

Special Services

Saint Michael School employs a Title I teacher who will work with students needing academic intervention. In addition, if appropriate, we may utilize the services of a learning specialist if a child's ISP (Individual/Instructional Service Plan) indicates. Referrals may be made by the classroom teacher or requested by the parent in writing to the principal. Parents will be contacted for a conference with the classroom teacher and evaluators to determine the sequences of a plan for possible evaluation. Findings will be given to the parent. If services are needed, parents must arrange any special services required for their child with the local SU office case manager.

Fire and Lockdown Drills

Saint Michael School is required to hold fire drill/emergency preparedness or lockdown/Secure the Halls drills on a rotating basis each month that the school is in session (and two drills – one of each - during the first 30 days of operation each year).

Saint Michael School meets regularly with local emergency personnel to review and update our School Crisis Plan.

Health

Saint Michael School provides a health office for the well being of our students. The following policies and procedures must be followed to ensure the safety of all students.

Student Medication Policy

Prescription Medication:

Saint Michael School recognizes that many children are able to attend school because of the effective use of prescribed medication in the treatment of chronic disabilities or illness. It is more desirable for medication to be administered in the home; however, any student who is required to take prescribed medication during the regular school day must comply with the following regulations:

- Written orders from a physician detailing the name of the student, the drug dosage, reason for giving, and time medication is to be given. This must be received by the school office before the medication may be administered. A new, written order is required at the beginning of each school year.
- Written notice from the parent/guardian of the student requesting that the school comply with the physician's orders must accompany the physician's order. (These forms are available in the school office.)
- Medication must be brought to school in a container properly labeled by the pharmacy or physician. (As directed by the pharmacy and physician.)
- Medication will be stored in a locked cabinet in the school office. **The child may not carry any type of medication on his/her person.**
- Unused medication shall be destroyed or returned to parent/guardian for appropriate disposal.

Non-prescription Medication:

- Non-prescription medication will only be given on the recommendation of the parent/guardian.
- The school office must be notified if a non-prescription medication is to be used during school hours or activities.
- Non-prescription medications (including vitamins, cough drops, etc.) will be administered by office personnel or the classroom teacher only after written permission has been given by the parent/guardian. (Non-Prescription Medication Forms may be obtained from the school office.) Non-prescription medicine must be left in the school office. **No child may carry their own medicine on his/her person.**

Immunization

No student may be permitted enrollment without full and proper immunization. Philosophical exemptions will be reviewed on a case by case basis. You will be contacted by our school liaison for compliance.

Illness or Injury

In case of illness or injury, a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment. If emergency medical treatment is necessary, parents will be contacted. Parents must leave the names of other responsible persons who could be contacted in case the school cannot reach the parents. If time is critical, it will be necessary for the school to first contact the Emergency Medical Service, and then contact the parents as soon as possible. Parental permission must be given before a sick or injured child can be released from school, except when a serious emergency necessitates immediate medical assistance. It is essential that current emergency information be kept on file in the school office.

Fevers

Students must be fever free for 24 hours *without medication* in order to return to school in order to reduce the spread of contagious illness.

Universal Precautions

Universal precautions in the school setting will be used to reduce the risk of exposure to bloodborne pathogens. Universal precautions are used to prevent contact with blood and body fluids.

Physical Education Class – Participation Waiver

A student may be excused from physical education class only if he/she brings a doctor's and/or parent/guardian's note to the office stating that he/she needs to be excused due to health reasons. After two consecutive weeks of obtaining a physical education waiver, the matter will be referred to the principal for review. If necessary, a parent conference will be arranged.

Communication

School News

Parents will receive school/classroom information in either a paper packet or via email. The school newsletter is distributed via email every Friday, September through June. Important notices, permission slips and other time sensitive correspondence will be placed in student *Home and Back* folders or, if appropriate, attached to an all-school email. ***Most importantly, please take the time to read the information sent home each week in its entirety.*** Please return classroom folders each week (as classroom policy dictates) with any permission slips or forms that require signature and/or return. Please contact the school immediately if you are not receiving weekly communication/updates from the school.

School Closings and Important Announcements

In the event of a school closing, the school will use the RenWeb automated calling system to notify each family and staff member. Each family will receive an email, text, and/or phone call. We do not always follow the public school closings for snow days as we do not have buses on secondary roads.

The Extended Care Program

Saint Michael School provides extended care for our students from 7:15 a.m. to 8:15 a.m. and from 3:00 p.m. to 5:30 p.m. Care is available for the additional cost of \$5.00 per hour/per child. Our Extended Care Program is drop-in friendly however, if possible, we ask that parents provide an extended care schedule to our program support staff in advance so that we may staff appropriately. Payment for care services are billed monthly via FACTS Incidental Billing and **MUST** be paid upon receipt. Any student not picked up at dismissal by 3:15 p.m. will be sent to the After School Care Program. The charge for this service is \$5.00 per hour and is charged to the closest half hour. Likewise, any child dropped off before 8:15 a.m. will be required to report to the Before School Care Program. **There is no supervision outside the school prior to the start of the school day.**

Families are permitted to charge extended care services on account *unless payment is over 30 days in arrears*. If payment is over 30 days in arrears, families are required to pay daily, at the time of drop-off/pick-up.

Change of Address and/or Phone

It is required that parents inform the school office of any change in residence, telephone number, emergency information, or family situation. This allows us to keep our records up to date and to keep your child safe.

Change of Parental Custody

In cases where parents are separated or divorced, it is necessary that the principal be informed in writing as to who is the custodial parent. Supporting court documentation must be submitted to the school and will be retained in the office for reference. Any changes in custody must also be made known in writing to the principal.

Withdrawal and Transfer

Parents who plan to move out of area, or who are transferring their children to another school, must notify the school office in advance of their withdrawal. Parents must fill out the proper

forms for release of records. All financial commitments must be reconciled before records will be released. Failure to meet financial responsibilities will result in legal action.

Saint Michael School Behavior Code

1. Discipline

The idea of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline to discipleship. Children first must learn appropriate behavior through someone or something outside themselves. As they are maturing, they will be guided so as to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

Saint Michael School has established a school wide behavior plan for the benefit of all students and staff. Our plan follows the Responsive Classroom approach and is based on respect and responsibility for one's actions, and logical consequences. Behavior expectations apply during regular hours, at school-sponsored off-campus events, and at after-hours school functions. The following rules and consequences are in place:

2. Saint Michael School Campus Rules

- Love God and neighbor as you love yourself.
- Respect the rights and dignity of others.
- Be aware of the safety of others and yourself when acting.
- Be on time and prepared for school each day.
- Leave gum, candy, soda, and toys at home.

3. Recess and Playground Rules

- Show respect and dignity to your peers and adults on duty.
- Keep hands and feet to oneself at all times.
- Share equipment and acknowledge everyone's right to participate and play.
- Stay in the yard and on school property. Do not go into the school without permission, in the street or behind the Youth Center.
- Students must be dressed appropriately for all types of weather.
- Balls, of any type, are not to be bounced against the building.
- Do not throw dangerous objects at other people. This includes snowball, dirt and rocks.

4. Consequences for Violating any of the Above Rules

- Verbal warning.
- 5 or 10 minute time-out on the wall.
- Loss of recess the following day.
- After-school detention
- If inappropriate recess behavior is an ongoing problem, a parent-teacher-principal conference will be scheduled.

Saint Michael School has a no-tolerance policy for bullying and any violent behavior:

- No inappropriate physical contact. This may include hitting, punching, kicking, biting, wrestling, spitting, using anything as a weapon, or any other type of action deemed inappropriate by a staff member.
- No inappropriate language: No swearing, threats, gender slurs, racial slurs or sexual comments.

Consequences for inappropriate behavior

- If violent behavior or inappropriate behavior/language is used, an after-school detention will be issued and parents will be contacted. Detention time and date will be determined by the principal or her designee.
- If after three detentions, the student's behavior does not improve, a behavior plan will be established by the student's teacher, parent(s) and principal in order to help the child refrain from the inappropriate behavior. In extreme cases, a student may be suspended in accordance with Diocesan policy. (See Regulation 5152 below for further details on Diocesan policies)

Class Trips

Any class trip/outing is a privilege for students as well as an added responsibility for the teacher. A student's behavior in school prior to any activity will be an indication as to whether or not he/she will be able to participate in the activity.

Drugs and Alcohol

Students and parents may not possess, use, transport or be under the influence of illegal drugs or alcohol on the school grounds, on a bus, while serving as a school transport/chaperone for off-site school functions/trips, or at any school-related activity.

Weapons Policy

No weapons of any kind (guns, knives, martial arts weapons, etc.) are to be brought to school. Any weapons found on school grounds will be immediately confiscated and brought to the principal. If the principal deems it appropriate, the police will be notified as well. The principal has the right to expel a student if he/she deems it necessary, after consulting with the pastor and Superintendent of Diocesan Schools.

Any adult who brings a weapon to school will be immediately banned from school property.

Guns in School Policy

No gun of any type (including any type of toy gun) is allowed on the Saint Michael School campus. Any guns discovered in the school or on the campus will be immediately confiscated by the principal, or any authority figure delegated by the administration. Any student bringing a gun into the school or on campus will be referred to the Brattleboro Police Department, and his/her

parents will be immediately notified. The gun will be given to the principal, or any authority figure designated by the administration, after consulting with the Brattleboro Police Department and the parents of the child.

The principal will meet with the parents to discuss the incident with them. After this consultation, the student will be expelled from the school for a period of not less than 12 months from the date of the incident.

Cell Phones

Students may have cell phones at school, but they must remain turned off and secured away according to the policies outlined by their respective homeroom teacher and grade level. Cell phones are not allowed to be used on campus unless it is after school to contact a parent and/or arrange for pick-up. Students found out of compliance with this policy will have the phone taken away and held for parent pick-up.

Family Service Hours

Saint Michael School strives to keep tuition affordable. To this end, each family is required to provide a minimum of 20 hours of service to the school per year. These hours may be fulfilled in many different ways such as working with teachers on different projects, by supervising in the lunchroom or on the playground during recess, by helping in the library, supervising/driving on field trips, preparing food for special events such as the Parish Appreciation Brunch, dances, etc. or helping to keep our school grounds beautiful. If you have ideas for ways in which you can use your skills and talents to help the school, please contact us.



Saint Michael School Uniform Dress Code

Saint Michael School Uniform Philosophy – The use of uniforms has several significant benefits:

- They promote the mindset that school is a special place with special expectations.
- Uniforms help to develop and enhance school pride.
- They project a positive image to the community and eliminate the pressure of “dress competition.”

Please ensure that your child adheres to our Uniform Dress Code and treats this code with respect.

Students who do not follow the uniform dress code will be asked to change into appropriate attire. The Principal has final discretion about the appropriateness of student attire.

“A uniform silently teaches the lesson of equality while allowing individuality to shine through via action, words, and personality.”

Saint Michael Catholic School generally observes three time periods of dress code requirements:

1. Fall Uniforms: First Day of School – October 1st
2. Winter Uniforms: October 2nd-April 30th
3. Spring Uniforms: May 1st – Last Day of School

The Fall and Spring periods permit students to wear walking shorts. Regardless of the time period, uniforms must be worn on all Mass Days. “Dress Down” certificates may not be used on Mass Days.

Uniforms may be purchased from any clothing retailer, as long as the items comply with the school dress code as outlined below.

We have a school account with French Toast, a major supplier of school uniforms, where the school receives 5% back. You can visit the company website at: <https://www.frenchtoast.com>
School Code: **QS483B**

We also have an account with Donnelly’s clothing: <https://www.donnelysclothing.com>
Search for **Saint Michael School - Brattleboro VT**

General Guidelines for Boys

- Hair must be neat and clean; hair color must be natural in appearance; dying hair to an unnatural color (e.g., pink, blue, green, etc.) is not permitted
- Earrings are not permitted
- Tattoos and/or body piercings must not be visible
- Only khaki or navy dress pants are permitted; oversized or baggy pants, skinny pants, or cargo pants are not permitted
- The waistband of the pants must sit at the student's waste; drooping the waistline below the waist is never permitted
- The same policy regulating appropriate pants also applies to shorts
- Shorts must be at finger-tip length or longer
- Shirts may be either a button-down oxford shirt or knit polo shirt, depending on the uniform time period
- Oxford shirts may be short-sleeved or long-sleeved
- All shirts must be white, light blue, or navy according to guidelines for each grade, see below
- Shirts must be tucked in at all times
- Ties must be worn during the Winter Uniform time period **
- Vests, crewnecks, V-necks, cardigans or hoodies must be plain navy, or with SMS logo only
- Belts must be worn and must be either solid black or solid brown
- Solid black, solid brown, or solid navy dress shoes are to be worn on all Mass days
- Athletic shoes may be worn on non-Mass Days
- Crocks, sandals, flip-flops, or clogs are not permitted
- Boots may be worn to and from school, but may not be worn during the school day; all students must change into appropriate shoes when they arrive at school

Specific Guidelines for Boys

All boys in grades K-12 are permitted to wear short-sleeve or long-sleeve polo shirts, in white OR NAVY, *during the fall and spring periods only.*

Boys in grades K-5 are permitted to wear navy pants only. Students must wear white or light blue Oxford shirts during the winter period, but are permitted to wear white Oxford shirts year round if they desire.

Boys in grades 6-12 are permitted to wear khaki pants only. Students are required to wear white Oxford shirts during the winter period, but are permitted to wear white Oxford shirts year round if they desire.

Grades K-8 SMS **Plaid ties may be purchased in the school office.

Grades 9-12 SMS **Navy Striped ties may be purchased in the school office.

Boys in grades 9-12 are required to purchase a blazer. (Blazers must be labeled and left at school)

Uniforms must be worn to all away sporting events.

General Guidelines for Girls

- Hair must be neat and clean; hair color must be natural in appearance; dying hair to an unnatural color (e.g., pink, blue, green, etc.) is not permitted
- One small stud earring in each ear is permitted; hoop earrings or dangling earrings are not permitted
- Tattoos and/or body piercings must not be visible
- Shorts and slacks must be khaki or navy according to guidelines for each grade, see below
- Skirts and skorts must be SMS school plaid, khaki or navy according to guidelines for each grade, see below
- Oversized or baggy pants, cargo pants, or skinny-legged pants are not permitted
- Shorts, skirts, and jumpers must be finger-tip length or longer
- Short-sleeve or long-sleeve white blouses are permitted year round
- Short-sleeve or long-sleeve knit polo shirts that are white or navy are permitted
- Shirts must be tucked in at all times
- Vests, crewnecks, V-necks, cardigans or hoodies must be plain navy, or with SMS logo only
- Socks and tights must be solid navy or solid white in color; tights must be opaque; knee socks, crew and ankle socks are permitted
- Solid black or solid brown belts are required with pants or shorts that have belt loops
- Solid black, solid brown, or solid navy dress shoes are to be worn on all Mass Days
- Athletic shoes may be worn on non-Mass Days
- Crocks, sandals, flip-flops, clogs, or dress boots are not permitted
- Boots may be worn to and from school, but may not be worn during the school day; all students must change into appropriate shoes when they arrive at school
- School ties are permitted (optional), with a blouse, and may be purchased in the office

Specific Guidelines for Girls

All girls in grades K-12 are permitted to wear short-sleeve or long-sleeve white blouses year round.

All girls in grades K-12 are permitted to wear white or navy polo shirts ***during the fall and spring periods only.***

Girls in grades K-5 may wear navy or SMS school plaid jumpers.

Girls in grades 6-12 ***are not permitted to wear jumpers.***

Girls in grades K-5 are permitted to wear pants, skirts, and shorts in *navy or plaid only.*

Girls in grades 6-12 are permitted to wear pants, skirts, and shorts in navy, khaki or plaid.

Girls in grades 9-12 are required to purchase a blazer. (Blazers must be labeled and left at school)

Uniforms must be worn to all away sporting events.

Dress Code Policy: PE Uniform for Boys and Girls

On PE days, students in Kindergarten through 8th Grade will arrive at school in their PE uniforms.

Students in 9-12 grade should wear their uniforms to school, and bring a change of clothes for afternoon PE classes.

- Solid navy sweatpants, windpants or standard-length, navy, athletic shorts are required; “short-shorts” or leggings are not permitted
- Solid white or navy t-shirts (long or short sleeved) are required; students may also wear a solid navy sweatshirt or fleece as weather dictates
- “Saint Michael School” t-shirts or sweatshirts are also permitted on all PE days
- Athletic shoes are required

Dress Code Policy: Dress Down Days

From time to time during the school year, there will be announced Dress Down Days. These may be part of a celebration, a reward, or part of a school fundraiser. In addition, students are invited to “Dress Down” on their birthday, as a way to celebrate. If your student has a summer birthday, they are able to choose another day to redeem their “Dress Down” pass.

Students are expected to wear modest, casual clothes that are in keeping with the Catholic school environment. Tank-tops, yoga pants, mini-skirts, or dresses/skirts that do not conform to the established length requirements in the dress code policy are never permitted. If a parent or student is unsure if clothing is in compliance with these expectations, prudence would dictate that the outfit should not be worn.

Winter Dress for Recess

Boots are required when there is snow on the playground. Students who do not have boots will stay on the blacktop. Snow pants are required for playing in the snow. Please bring hats, mittens, and gloves each day.

****Please note: Students in our preschool program are exempt from the uniform dress code but are asked to follow the guidelines as they pertain to safety, cleanliness and modesty.**

POLICY 5152 ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

-From the Office of Catholic Schools of the Diocese of Burlington

I. Statement of Policy

As a Catholic institution, Saint Michael Catholic School is committed to providing its 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 to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the 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; and
 3. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report 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 .
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for 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 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:
 - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment 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 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.

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

- (i) the 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.
2. With respect to Hazing, **“Student”** means any person who:
 - (i) is registered in 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)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

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

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

- A. Upon **notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:
- i. Promptly reduce any oral information to writing, including the time, place, and nature of the 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 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 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, 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 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 of Saint Michael Catholic School 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: Elaine Beam
c/o
School Address: 48 Walnut Street
City, State Zip: Brattleboro, VT 05301
School Phone: 802 254-6320 Employee's Extension: 19
Employee's School Email: elainebeam@smsvt.info

Employee Name: Steven Duchaney
c/o
School Address: 48 Walnut Street
City, State Zip: Brattleboro, VT 05301
School Phone: 802 254-6320 Employee's Extension: 13
Employee's School Email: stevenduchaney@smsvt.info

Excellence in Education since 1874
Saint Michael Catholic School
Parent/Student Handbook 2019-2020

For your convenience, the Parent/Student Handbook is updated annually and made available on the Saint Michael School website, www.SaintMichaelSchoolVT.org – Please review the handbook online before signing. If you'd like a paper copy, please contact Lindsay O'Neil, lindsayoneil@smsvt.info or 802-254-6320

Dear Parents/Guardians,

Please take time with your child(ren) to review the 2019-2020 Parent/Student Handbook. In its pages, you will find the rules and procedures that govern our community and enable us to provide a safe, successful environment for all of our students. It is important that, following review, you sign the acknowledgement form and return it to school. Thank you.

Elaine Beam, Principal

Parent and Student Acknowledgement

It is my understanding that attending Saint Michael School is a privilege that may be revoked at any time for unsatisfactory academic and/or behavioral performance by students, or unsatisfactory compliance with policies, procedures and/or behavior by parents/guardians. By sending my son(s)/daughter(s) to Saint Michael School, I agree that the Administration and Staff of Saint Michael School have the right to expect myself and my son(s) / daughter(s) to comply with the rules and regulations set forth in this handbook, as well as other policies of this school. I also understand that the Administration has the right to make decisions not only in the best interest of my son(s) / daughter(s), but also in the best interest of the entire student body. I also understand that as a parent or legal guardian, I am required to follow the rules and policies set forth by the school, and to act in collaboration with the school in the best interest of my child.

By enrolling my student at Saint Michael School, I acknowledge that I will comply with the school rules and regulations as set forth in the family handbook, and will accept those decisions made by the school and Administration.

Please print names: _____

Parent(s) Signature: _____

Student(s) Signature: _____
