



ROCK POINT SCHOOL *Become Your Best Self*

# Student Handbook



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# Introduction

August 2024

Dear Rock Point School Students,

Welcome to a new year at Rock Point School. The school year 2022-23 was certainly a year to remember. As a community and school, we learned a lot together and now we are ready to get back to engaging with the larger community of Burlington, Vermont and the larger world.

In preparation for the 2022-2023 school year, we have begun to plan and prepare for more learning and personal growth opportunities. We are looking forward very much to the arrival of this year's student body. The days are still warm, but the nights are getting cooler, and the air is just starting to smell like back-to-school time.

We hope that this handbook is a useful guide to your student life at the school. We have reviewed and revised it this past summer, as we do every summer, and we think that the handbook is a great place to go if you want to learn about many different aspects of being a student at RPS. This handbook is full of many things: rules, of course, but also advice, suggestions, schedules, forms, and even pictures. It can make good reading on a rainy day when you get the feeling you'd like to know more about this school you find yourself attending.

There are changes to the rules this year, as there are every year – if you are curious about this, you can check out the “Recent Changes” section, which is the very next section of the book. Our way of doing things is always a work in progress, as we seek to continually improve and become the best school we can. At the same time, it's important to choose one way and stick with it for a while, and that's what these rules represent.

We think that the choices that matter most are the very small ones we make every day: how we choose to speak to one another, the food we choose to eat, and what we choose to do when we are alone. We hope that all of us at Rock Point School, students and staff alike, have the chance this year to discover how much these seemingly small decisions can make a big difference.

If you've made it this far in this letter, congratulations! Your persistence will serve you well in your student life. Please go to this handbook when you have questions, and, if you still have questions, or if you just want to talk, reach out to someone else and connect. Connection, after all, is what this school is all about.

Sincerely,

Ryan Weiland, Dean of School

## Recent Changes

All policy changes at the school are not necessarily reflected right away in this handbook. During the year, new policies are subject to a trial period, after which they are added to the handbook and this page.

Over the summer, new policies may be added to the handbook. This is also the time when this page is refreshed.

Minor updates like typo corrections, clarifications, or adding examples to the handbook are made on an ongoing basis and are not reflected on this page.

### ***List of recent changes***

1. Clothing Expectations: Expectations have been modified to provide clear guidance re appropriate physical appearance. ([pg. 23](#))
2. Re-Evaluation Process: has been reviewed and updated to include a Wellness Section to address both physical and emotional challenges that may affect a student's ability to participate fully in school. ([pg. 70](#)).
3. Academic Attendance: with an increase in chronic absenteeism, an Academic Attendance Policy has been designed to encourage students with this challenge to re-engage in the academic school day ([pg. 152](#) )
4. Academic Tech Policy: School laptops will be kept in classrooms ([pg. 39](#)).
5. Remote Credit Policy: should a student need to leave RPS but want to finish credit work ([pg. 75](#))

## INDEPENDENT SCHOOL STATUS

Rock Point School is an independent school approved by the New England Association of Schools and Colleges (NEASC) and the Vermont State Board of Education.



## Autobiography in Five Short Chapters

### I

I walk down the street.  
There is a deep hole in the sidewalk.  
I fall in  
I am lost ... I am helpless  
It isn't my fault.  
It takes me forever to find a way out.

### II

I walk down the same street,  
There is a deep hole in the sidewalk.  
I pretend I don't see it.  
I fall in again.  
I can't believe I am in the same place.  
But it isn't my fault.  
It still takes a long time to get out.

### III

I walk down the same street  
There is a deep hole in the sidewalk.  
I see it is there.  
I still fall in ... it's a habit.  
My eyes are open.  
I know where I am.  
It is my fault.  
I get out immediately.

### IV

I walk down the same street.  
There is a deep hole in the sidewalk.  
I walk around it.

### V

I walk down another street.

by Portia Nelson

## **Community Involvement**

The purpose of community involvement is to enrich oneself by giving to others.

Being involved in the community is vital for each individual's growth, as well as our growth as a community. Not only does being engaged in community help us grow, it also can be a lot of fun.

All students participate in Community Service as part of our academic and dormitory curriculum. In addition to Community Service Days that all students will participate in as part of our base program, more motivated students will have opportunities to do other work, too.

### **Different ways that students may participate in community service:**

#### **Help Around The School**

There are many ways that you will be able to help out around the school, many of which will happen organically and often be announced at a meal, Community meeting, or through a posted activity sign. Some examples of these activities include stuffing envelopes, giving tours, moving things (furniture, boxes, books etc.), involvement in the maple sugaring program.

More predictable and consistent opportunities that you can do involve taking on leadership by doing things such as supervising a work crew, planning and implementing Community meetings and helping with 2nd/3rd floor meeting preparations, or being in charge of posting the student calendar, activities, educational boards, etc.

#### **Help Around The Rock Point Property**

Types of community involvement opportunities available to students vary from year to year, depending on staff availability and student interest. The following list names examples of some of the past community involvement opportunities on the property.

Chuck Courcy, former dorm staff of seven years, is the current property manager. In the past, Chuck has offered to supervise volunteer positions, for example, working two afternoons a week for one quarter. Chuck also sometimes arranges other times when a group of staff and students may help do a short-term project on a particular day.

Dorm Staff have worked in collaboration with people from the greater community doing projects. An example of this collaboration happened when some Dorm Staff and Jordan Douglas, carpenter and friend of Rock Point, worked to fix and re-shingle roofs on the property.

### **Help Out Local Non-Profit Groups.**

Examples include C.O.T.S., the Peace and Justice Center, Bike Recycle, The Humane Society, Very Special Arts, etc., in Burlington. There will be a list of many organizations that could use our help. Specific opportunities will be announced and posted as they arise.

### **Participate In Short And/Or Long Trips**

We have done trips with the Green Mountain Club to do trail maintenance. Folks on this type of trip work a long day and may or may not stay overnight.

We usually offer an international and/or domestic trip. These major trips focus on community service and cultural learning. For students involved in these trips, the expectation includes meetings and time in preparation with the rest of the group. There is an additional expense to go on these trips.

Our international trips have been to Latin America and Asia. In the past, we have gone to Nicaragua, Costa Rica, El Salvador, Honduras, Japan and Cambodia.

Our domestic trips are either Habitat for Humanity Trips or community service trips with similar organizations. In the past, our domestic trips have brought us to Tennessee, Kentucky, West Virginia, Rhode Island and Pennsylvania.

\*\*\*\*\*For any trip, but especially regarding international trips, we reserve the right to cancel a student's participation. This situation could occur if the student breaks a major school rule or does not act in a manner consistent with the expectation of behavior for participating students. Other details relating to specific trips, refund ability of tickets – or lack of refund ability of tickets - as well as other details will be part of specific trip package materials.

## **Community Values**

We are committed to developing community values through our entire program. Students' participation in community life is reflected in both the academic program and dorm program.

The following list features seven characteristics of a healthy community and

describes how you can live at school with these ideas in mind:

### **Harmony**

You promote community harmony. You are looking for solutions to problems rather than trying to win arguments. This is evident in your behavior during Community meetings, your commitment to doing a work crew well, and your conscientious use of the school facilities. You refrain from gossip or fanning the fires of others' conflicts.

### **Honesty**

You are honest in dealing with yourself, other students, and with staff. Lying, cheating and stealing are behaviors that you choose to avoid in your life.

### **Healthy Relationships**

Your relationships with others are based in mutual caring and respect. You relate to others at Rock Point School without forming exclusive relationships. Affection and friendship do not turn into such tight bonds that they interfere with your relationships with other students or staff.

### **Personal Health**

You are healthy in all aspects of life at Rock Point School. This includes, but is not limited to, taking care of your body, getting a lot of rest, moderating your technology use, wearing appropriate clothing during cold or wet weather, exercising on a regular basis, eating well, not smoking and promoting both physical and mental health in the community.

### **Use Of Appropriate Language**

You use appropriate language. This means not swearing, keeping the volume down, and adjusting your manner of speaking to your immediate situation.

### **Sensitivity to Public Relations**

You are sensitive to public relations. This means that when you are out in public you dress appropriately, and you do not do or say things that will harm the public's opinion of Rock Point School.

### **Community Service**

You are willing and able to see the world from others' points of view and to

engage in community service. This might mean volunteer work, such as handing out water at the Vermont City Marathon, collecting sap during maple sugaring season, coaching t-ball, picking up trash on Green-Up Day, or mentoring at the Chill Snowboard Program. It might also mean service to the Rock Point School community in a recycling project, an awareness project, or lending a hand to keep the school's program running smoothly.



## **Honesty, Sobriety, Care For Self, Care For Others**

Honesty, Sobriety, Care for self and Care for others are goals that we strive to achieve as individuals and as a whole community at Rock Point School. As we grow together in the coming months, we may keep returning to these terms as we grapple with various situations that occur during the year.

In the “Community Values” section at the beginning of the handbook we refer to being honest by “dealing with yourself, other students, and with staff. Lying, cheating, and stealing are behaviors that you choose to avoid in your life and in this community.” When we start by being honest with ourselves, which is not always an easy task, we set solid foundation pieces from which we can build relationships and positive community experiences together.

One way that we care for ourselves and for others is by agreeing to maintain our own sobriety and support others to stay sober. In attempts to support sobriety as a school we offer transportation to AA meetings, counseling, a support group at the school, random substance use tests, and positive peer support.

There are many forums where you can call attention to situations where we are struggling as a community. A good starting place is in one-on-one conversations. There are also lots of informal times to talk in small groups. Additionally, there are gatherings throughout each week, such as boys' and girls' floor meetings, Community meetings (large group and small group), advisee meetings, and "Reflections", that can be used to address whatever happens to be coming up. If you are feeling like you want to get help working on an issue individually, or if you want to bring an issue forward in one of the forums listed above, talk with any staff member to find out who is the contact for each meeting.

# Daily Life



## Building Policies

### Pipes

Swinging and hanging on the pipes risks damage to the sprinkler system (which could cause Lake Champlain to empty into the school building). Do not do it. Please do not hang items on the pipes either. All sprinklers need a 2-foot clearance of items.

### Athletics

All sports (including wrestling and running) should be taken outside, unless organized by a staff member. Skateboarding, snowboarding, rollerblading, and biking are not allowed in the building or on the front porch and ramp.

## **Bare Feet**

Students are allowed to go barefoot on the 2nd and 3rd floor. In all other areas of the building, it is important to wear footwear - for health reasons, and for your own safety (staples, broken glass, or thumb tacks frequently find themselves on the floor).

## **Language**

Language is expected to be appropriate (no swearing) and at acceptable levels (no yelling or screaming).

## **Student Phones**

The staff phone may be used to call parents and family with the permission of the staff person.

Students now can receive their cellphones after being at school for 3 weeks (as long as there are no extenuating circumstances). The phones are put away at 9:15 pm on weekdays and 11:00 pm on weekends and students may pick them up after academic classes conclude. Phone calls are not to be taken during mealtimes. Students should limit phone calls to an appropriate time span.

## **Alarms**

During orientation, we will demonstrate the two alarm systems: fire alarms and security alarms.

## **Fire Alarm**

Whenever the fire alarm activates, get out of the building as fast as possible, and form a line on the front lawn in the yard across from the school, the Head's home (2nd floor in one line, 3rd floor in the other line). Numbers will be counted by the fire marshal (a student that is selected at the beginning of the year to be responsible for student attendance at these times.) Move quickly and safely.

- Line up alphabetically, by last name, from A to Z.
- Do not re-enter the building when there is a question about fire.

- In case of a fire drill, you may re-enter the building when instructed by a staff member.

## Security Alarm

Each floor is equipped with a security alarm that is turned on at 10 p.m. on weekdays, and at midnight on Friday and Saturdays. They are turned off at 8:00 a.m. on weekdays and Saturday and Sunday mornings. The windows in each dorm room are alarmed as well. Students should not set these alarms off; staff members are available at night on the floors if there is an emergency.

## Clothing Expectations and Physical Presentation

### Clothing Expectations and Physical Presentation

Rock Point School believes the clothing expectations help you be prepared for life after high school, where there will be times that it is suitable to dress more professionally. While you may, in the end, choose a career that doesn't require formal dress, it is our belief that learning to adjust your clothing choices to specific situations and audiences is important.

**Daily Life-** These are guidelines only, not an inclusive list.

Students should spend the day in suitable clothing.

- At all times, revealing clothing is not acceptable for all gender identities. This includes, but is not limited to, low cut shirts or sweaters, crop tops, short skirts or shorts, and low hanging pants.
- T- shirts may not illustrate sex, drugs, alcohol, smoking, nudity, etc.

You will be asked to change if you do not meet the clothing expectation.

There are special dress requirements for **kitchen work crew**. As part of Vermont's health code requirements, hats/hairnets and aprons must be worn. No sandals, flip-flops, or other open toed shoes are allowed for safety and health reasons. You must wear sleeves (long or short) and long pants.

### Special occasions

Students are required to dress more formally on occasion. Students can wear ties and jackets, a dress, or other more dressy outfits. These events include Thanksgiving, our

December Holiday celebration, the annual art show, our awards banquet, Prom, and Graduation.

### **Sports class**

The clothing expectations for our sports program depends on the sports activity. You should have safe footwear. Year-round, sturdy, well-fitting sneakers or boots, depending on the activity you choose, are required to participate in sports class. In the fall and spring, sneakers are appropriate for games and initiatives in the field and on the courts, as well as for walking. Boots are fine for walks. Flip-flops are not allowed during sports class. In the winter boots, hats, gloves, coats, snow pants (winter gear) are required for any outdoor activity. Indoor gym activities require sneakers.

- It is helpful if you wear a different pair of shoes or boots to the gym, so you can keep your playing sneakers dry and change into them when you get there. Playing with clean, dry shoes will help to keep the gym floor safer to run around on.
- Suggested clothing includes: shorts, sweatpants, sweatshirts, t-shirts.
- It is your responsibility to be sure your sports clothing is available and clean each day.
- Please be advised that the dorm staff running the sports class may ask you to change your clothes and/or shoes if they feel it does not meet our clothing expectations and you will be expected to comply with their request.

## **Helmet Policy**

Anyone using a Rock Point School-owned bike, skateboard, in-line skates, or roller skates must wear a helmet. The school will provide helmets for the school equipment.

Anyone using his or her own bike, skateboard, rollerblades, or roller skates must wear a helmet. Owners of equipment listed above must bring their own helmets to school. Students may borrow other students' equipment only if the owner also provides a helmet to use.

## **Grounds**

Rock Point is a beautiful place for you to enjoy. Your safety is our concern:

although Burlington is relatively small as far as urban areas go, it is a city! Rock Point is an isolated area and therefore you should never go anywhere alone; take a friend if you go on a walk and inform a staff of your destination and expected return time. There are some very high and steep cliffs on the point; you are not allowed to hike on the Point without a staff member present. Do not use the bike path after dark. Do not go out on the ice. North Beach is a great area that is available for your enjoyment.

During "open times" in the afternoon and early evenings, you may go for walks between the bridge, and the gate and within 20 feet of the road. The same standards apply for "open time" on weekends.

Swimming is not allowed anywhere unless accompanied by a staff member. It is against school rules and very dangerous to walk on the ice when the lake is frozen. DO NOT DO IT.

All students must stay between the gates and the bridge within 20 feet of the road at all times, dark or light. Students earn points for hard work in both the academic and dorm program and this may give them the privilege to take a walk to the beach after checking out with a staff member.

When you leave the building, always ask permission, make sure you check out, and check in. This is for your own safety, and also in case someone calls or stops by and is interested in your whereabouts.

## **Kitchen, and Food Policy**

Food must be eaten in the kitchen or dining areas. Food and other items from the kitchen may not be taken from the kitchen/dining area. This includes silverware, cups, plates, yogurt, leftovers or any other item that normally lives in the kitchen area. Any food purchased downtown may be eaten in the dining areas, in the student's room or outside.

Delivery ordering: Please coordinate food deliveries (pizza, Chinese, etc.), i.e., walk around the building to see if anyone else wants to order food. This will prevent delivery vehicles from coming out here several times in one night.

Deliveries can only be made on Fridays and Saturdays at least an hour after meals have finished. Please check-in with the staff before placing an order.

There are a lot of pets at Rock Point School. Your help keeping dogs and other pets out of the kitchen and dining area is appreciated. Please do not feed dogs and other pets without the owner's permission.

## **Eating**

Students must eat something healthy at lunch and dinner: soup, salad, sandwich, etc. You are expected to eat in a healthy manner because it is important to have healthy eating habits or be actively learning how to eat in a healthy way.

In addition to eating for health's sake, there is also a social component of sitting down and eating together. It is polite to bring something to the table and make the gesture that you are fully present with this daily event.

Some people are simply not hungry at meal times due to medications they are taking. If this is the case for you, tell the staff at your table that that is why you are not eating. In this case, please have a glass of juice, milk, or water.

## **Laundry**

You are responsible for taking care of your own laundry. The student body and some of the staff who live in the building and on the property (about 40 people) share the laundry room at the school. If we all maintain a general sense of respect for each other's clothes and move our own laundry through the wash and dry cycles in a reasonable time frame, we will collectively keep the laundry room running smoothly with a minimum amount of conflict. Please treat the laundry machines nicely, and do not overload them.

## **Office Policies**

The Office Manager in the main office is Mary. She is there if you need to mail letters, make phone calls to parents or other adults in your life, discuss money matters, et cetera.

## **Office Hours**

You may go to the office Monday through Friday when classes are not in session, such as during mid-morning break, after work crew if you finish your work crew early, and before sports. Mary's office is off limits unless Mary is present.

## **Stamps**

If you need to get stamps and/or envelopes or need help in mailing something,

you can go to the office during office hours. Stamps for letters home are free.

## **Telephone**

If you need to call your parents or other adults in your life during office hours (8:30- 4:30) to get a problem solved or a question answered, you can ask Mary and use the office phone during office hours. Personal phone calls to/from friends must be made on cell phones outside of class time. In the evenings, with the permission of a staff member, you may call your parents and family and therapists on a staff phone.

## **Allowances**

Allowances are handed out on Thursday evenings. The staff reserves the right to withhold your allowance if you are not meeting your responsibilities around the school, or if you owe for damages, as outlined in this Handbook. You will receive only the weekly amount that has been pre-determined by your parents or guardians. Any extra spending money will have to be approved by your parents through a staff member.

## **Mall Trips**

The dorm staff supervises mall trips. Any spending for clothes or personal items may be charged on the school credit card. The amount spent and items purchased will have to be pre-approved by your parents. Please make sure you have asked your parents to call Mary in advance of the mall trip. Money must also exist in your account if you want to charge. You need to plan ahead and have all charging approved by Mary.

## **Weekend Trips Home**

These must be pre-approved by your parents/guardians, teachers and dorm staff. Weekend plan sheets are available in the office and must be filled out and signed by each of your teachers/advisor and returned to the office by 3:30 p.m. Wednesday. Weekend privileges are granted to students who are meeting their responsibilities around the school. Students who leave for a weekend must return by 5:30 p.m. Sunday.

## Mail

Every student will have a key to a mailbox, which is located in Hopkins Hall, around the corner from the Main office. You are responsible for taking care of your key. Mail may be picked up before or after lunch. The mail generally arrives mid-morning, but has been known to arrive earlier and later than that. Packages via UPS or Federal Express generally arrive mid-afternoon.

## Therapy Appointments

The Admissions Director or the Dean arranges these. We work with you, your guardians, and a collaboration of local counselors and psychiatrists to try to make a good match between student and therapist.

Students who have a need to go into Burlington for counseling are sometimes given rides to their appointments, if a staff member is leaving at a convenient time. Mostly students take the city bus, walk or bike to and from appointments.

- **If you are taking the city bus, you will take the bus that is 45 minutes before your appointment (e.g., for a 2:00 appt., you take the 1:15 bus).**
- **When your appointment ends at 10 minutes to the hour, you must get on the bus that leaves 25 minutes later. (e.g., if the appt. ends at 2:50, you are on the bus at 3:15).**
- **If you leave earlier or return later than these times, you will get "time" and you may lose your privilege to take the bus.**

If a student is riding a bike or walking, a time can be negotiated. This time is not for hanging out downtown. That is a privilege that a student must earn.

## Doctor And Dentist Appointments

You and your parents should arrange regular, non-emergency doctor and dentist appointments during school vacations. For appointments that need to happen while you are at RPS, these all must be made through the school nurse. If you need to cancel or postpone an appointment, please do so at least 24 hours in advance through the nurse and Mary. Mary will remind you of your appointment on the day scheduled, and she will inform you how and when you need to leave RPS to get there on time. Rides from staff are not always available, and you will need to learn how to take the bus.

## School Vehicle Policy

Riding in a school vehicle needs to be a respectable, orderly event. Student behavior is critical to the driver's concentration. Students who do not abide by these guidelines risk distracting the driver, which could cause an accident. Safety is our concern. Students who are repeatedly asked to be quiet or to calm down may be asked not to ride in school vehicles for a certain amount of time. Please adhere to the following rules:

- Face forward and stay in your seat.
- Keep bodies inside the vehicle.
- Voice levels should remain low.
- Do not stand until the vehicle has stopped completely.
- Do not play with the horn, lights or other controls in the vehicle.
- Clean the vehicle on your way out each time to make it more welcoming on your way in the next time.
- Seatbelts must be worn.

## Sick Policy

It is no secret to anyone that the sick policy can be abused. Students might want to miss classes because they are tired and just do not feel like getting out of bed. Those who follow the policy should have no problem with the rules below.

- **A student who wakes up and is not feeling well must come downstairs to inform the nurse.** The nurse, at the first available opportunity, will examine the student and determine whether the student may be excused for the day or a portion of the day. The student must, in the case of emergencies only, when it is not possible for you to come down to see the nurse, you may have a student or one of the staff give the nurse a message to please come see you.
- If a student has not been excused by the Nurse and misses a class or responsibility, the student will need to make up the classes, activity, etc. Students must attend meals, classes and other school activities until the Nurse has excused them.

- If a student is excused for the day by the Nurse or the Dean, she/he may come down only during the following times:
- 12:45- 1:15 P.M. for lunch
- 5:30- 6:00 P.M. for dinner
- 9:00-9:15 P.M. for snack
- Excused students must remain upstairs and someone may bring you a snack in your room.
- The above statements clarify the expectations that you stay in your room when excused.
- Sometimes you may feel you need to move around after being excused. If this is the case, you need to communicate about this to the Nurse. The Nurse will make a decision about what you may do.
- If a student is excused on Friday, a dorm staff may recommend that the student rest during the entire weekend. The student may be asked not to attend activities so that he or she can maintain his or her health. He/she needs to clear his/her health status with a weekend dorm staff, AND if he/she is not going to do activities, he/she needs to abide by the times allowed downstairs that are listed in number 3.
- When a student is excused, he or she must remain in his/her room, alone, resting. Appropriate fluids and nourishment will be provided.

## **Music Policy**

- If a staff or student asks you to lower the volume of your music, please, turn it down
- If a staff member tells you your music is on at an inappropriate time, please turn it off.
- The times you turn your music down are at 9:30 p.m. on weekdays and 11:20 p.m. on weekends.
- The times to turn your music off are at 10:00 p.m. on weekdays and at 12:00 a.m. on weekends.

- Weekday nights = Sunday, Monday, Tuesday, Wednesday, and Thursday
- Weekend nights = Friday and Saturday
- If you use your devices with disrespect to others requests, you will lose the privilege to have the device.
- The Rock Point School building is not built for large devices. The dorm rooms are small and the walls are old and thin. Devices that are powerful and loud should be left at home.
- Devices, stereos, and amplifiers are a lot of fun. Cooperation in these areas will ensure that you are granted this privilege. Lack of cooperation (i.e., arguing) will ensure your device will be confiscated for a day, a week, a month, the rest of the year, or until you make plans to take the electronic device home, OR until you make the necessary behavioral/ amplification adjustments.
- Remember to keep your volume at a level that respects other people's activities and needs.

### **Roommate Clause**

The owner of the device is responsible for the device, which is to say, if Clara is playing Helga's IPOD too loud, Helga may lose her IPOD.

### **Absence Clause**

If the owner is not in his or her room and the IPOD is playing too loud, the owner may lose his or her device.

### **Library**

Music may be played in the library on weekends, and may be played quietly (1/3 level) in other places around the building as long as it is agreeable with others sharing the space.

## **Vacations And Travel**

### **Scheduling Vacation Travel**

Students may leave any time on the first day of the break. They must return by 5:00 PM on the last day of the break. Exceptions can be made for these times

due to extenuating circumstances by contacting the Dean or Office Manager for approval. Rock Point School will provide transportation to and from the bus stop, airport and train station on the travel days (the first and last day of the vacations listed above). Students who return late or leave early (after approving these arrangements with the Dean) may have to take a taxi to or from Rock Point School.

If students need to leave for or return from vacation outside of the posted hours, then parents are expected to communicate with the school to make arrangements, with return times being no later than 8:30 p.m. and departure times from the school no earlier than 7:30 a.m.

Thank you for your cooperation in making these logistics work for everyone.

## **Parent Conferences And Vacations Specifics**

On the departure and return dates of all vacations, we provide transportation to and from bus stations and airports between the hours of 8:00 a.m. and 5:00 p.m. If students return outside of these hours, they will need to take a taxi. Also, students are required to leave for and return from vacation at the posted time. If they need to leave for or return from vacation outside of the posted hours, then parents are expected to communicate with the school to make arrangements, with return times being no later than 8:30 p.m. Thank you for your cooperation in making these logistics work for everyone.

## **First Day Of School**

Arrive between 9:00 a.m. and 12:30 pm.

Buffet lunch 12:30-1:30 p.m.

Parent and Staff Meeting 1:30 p.m.-2:30 p.m.

Parents leave by 5:30 p.m.

## **Fall Parent Conferences**

The weekend begins with a Welcome Reception for parents and RPS staff from 6:30-8:30 on Thursday evening.

On Friday, parents attend advising meetings and conferences with teachers; may participate in a fun activity (often a game on the sports field or bowling); then gather for dinner and a slide show.

We continue Saturday with more conferences, activities and plenty of time to take your son or daughter out to eat and explore the area together.

The weekend ends Sunday morning.

## **Vacations**

Last day of classes (Friday)

Students leave anytime on Friday.

Return day (Sunday) (an exception to this is in January depending on the the day of the New Year- check the yearly calendar)

Students may return as early as 9:00 a.m. but are expected to return by 5:30 p.m.

## **Winter Parent Conferences**

The weekend begins with a Welcome Reception for parents from 6:30-8:30 on Wednesday evening.

On Thursday parents attend advising meetings and conferences with teachers; may participate in a fun activity (often a game in the gym or bowling); gather for dinner and a slide show or evening event.

Students may leave for February vacation on Thursday night after the evening event, if their parents do not come to Parents' Weekend, or if their parents do come and plan on leaving that night.

We continue Friday with more conferences and end the weekend the same day, with students leaving for vacation with their parents after lunch.

## **Graduation/Last Day of School**

Graduation is held at 10:00 a.m. in the library.

The fourth quarter ends after graduation. All students are expected to attend graduation. We see graduation as a valuable experience for all our students, not just seniors.

Graduation is an important opportunity for students, staff and parents to say goodbye and create a positive sense of closure.

A buffet lunch will be served directly following the ceremony either in front of the

school or in the dining hall, depending on the weather.

## **The Patton Clause**

The "Patton Clause" states that, on the first full day of school after vacation, students may opt to miss breakfast and breakfast announcements. They are still expected to be present in first-period classes as usual.

This rule is intended to help ease everyone's transition from vacation back into the schedule we all know and love at Rock Point School. This clause is named for the student who introduced it, Kelly Patton, '99.

## **Work Crews**

The mission of Rock Point School provides for growth in all areas of an individual's life. Every student is taught skills -- cooking, cleaning, washing, mopping, and more. As you mature, you learn to be a responsible adult by contributing to the work that goes into making a home livable. Every student is assigned to a work crew area and a supervisor at the beginning of the year. Work crew assignments change quarterly. Within the workstation, each student rotates through different jobs. Students can be chosen by staff members or their peers to be work crew supervisors.

Work crews are done each day after lunch and dinner. Work crews offer opportunities for students to demonstrate responsibility and commitment to community by pulling their own weight and helping others. Completing a work crew well and in a timely manner speaks louder than words of an individual's character.

In place of post-lunch and post-dinner work crews, there are some different work crew assignments:

### **Morning Dishes**

This work crew cleans up after breakfast. At the latest, the cleaning stops at 8:45 so you can make it to the start of the first class. Morning dishes work crew requires missing breakfast announcements, and counts as a lunch work crew. This means that whoever does morning dishes does not do a work crew after lunch.

## **Downtown Policy**

Students must earn the privilege of going downtown. A student must show that s/he is working toward fulfilling her/his responsibility here at the school and can earn credits for privileges on weekends. (See Incentive Plan [page \\_\\_\\_\\_](#)) In addition to having the credits, students must also have no other restrictions.

Other than for therapy appointments, new students may not go downtown without staff supervision for the first six weeks at Rock Point.

## **Expectations When Students Are Away From School**

When downtown, students are expected to follow many of the same rules they follow at school. They may not smoke. They may not get into other peoples cars. They may not go into homes or apartments. Students should stay out of alleys and stay in well-lit areas. Students should never compromise their safety in any way. Students are expected to be respectful, and make healthy choices at all times.

Times available for eligible students are:

- Friday
  - 6:45 pm - 9:00 pm
- Saturday
  - 2:00- 4:00
  - 7:00 pm - 9:00 pm
- Sunday
  - 2:00- 4:00

**Students who have received a pass are responsible to note other consequences that keep them from going downtown. If a student goes downtown with outstanding work, there will be consequences.**

## **Exclusive Relationships**

We have found that in our small and close community, exclusive relationships

lead to disruptions within the community and can impede students' progress toward their goals. Exclusive relationships, by definition, shut others out and can also isolate the students involved and weaken the community. For these reasons we discourage students from forming exclusive relationships. We expect everyone to work at both getting along with others and participating in the community. At all times, we expect students to conduct themselves using good judgment and courteous behavior and to act in a way that is respectful of the comfort levels of others.

## **Personal Videos And Video Game Policy**

Students that have access to their technology (cell phones and computers), may watch movies and play video games during the times that technology use is acceptable, during open times before 9:15 on weekdays and open times before 11:20 on weekends.

There are plenty of opportunities to watch videos in the Pool Room during the set video hours over the course of the weekend. If there is a particular movie that you would like to see that is appropriate to show at Rock Point, please talk with Res. Eds. who work weekend hours. Weekend Res. Eds. can help you arrange when it might be possible to see your movie choice as an activity.

Video game systems are not allowed in dormitory rooms.

Games on the computers or small hand-held devices are allowed, when used moderately and at appropriate times. All games must be of appropriate subject matter and playing style. No first person shooter games are allowed at Rock Point School.

The reason we restrict video game playing in isolation is to encourage more community engagement. We believe that moderate computer/video use is reasonable, but that excessive use is unhealthy and not what we are trying to promote at Rock Point School.

## **Student Technology**

At Rock Point School, we embrace new technology and the joy that many young people take in it. We believe that this technology can be a powerful tool to help people connect to each other and to things they love in life. At the same time, like any powerful tool, we are aware that information technology can also be used to form unhealthy connections or to isolate. We have found that many of our students (indeed, we suspect, many young people in general) are only just

learning to harness the power of technology for good. Because of this, we have created a set of clear and firm rules to help students make technology a force for good in their own lives.

We also acknowledge that information technology is a forward-moving curve, and that our students will likely always be further ahead on that curve than our staff members are. Therefore, while all policies must evolve in response to changing conditions, our technology policies are particularly subject to possible change and updates.

A cautionary note: be warned that leaving things of value in your cubby is never a good idea. iPods, iPhones, and the like are small and can easily be misplaced or stolen.

## Cell Phones

The world around us is changing rapidly. Cell phones have provided us the luxury of connecting to a larger world quickly and without much effort. Rock Point believes that it is important to be connected in this way, and to learn to use it moderately and in a healthy way. A cell phone is a wonderful tool, but it can also be overwhelming and quite consuming. Our goal is for students to learn more about their individual relationship with this technology and learn to deal with the rapid information flow.

After students have attended their academic classes, as well as afternoon Study Hall and P.E., they will have access to their technology, 4:30 pm.

Day students will hand their phone in in the morning and can pick it up at the same time as the boarding students.

Students are given access to their **cell phones** at the end of the school day (the exception is new students must be without it for 3 weeks. As long as they have engaged with the program and the community, they will get their phones at the end of the three weeks).

1. The phones can be picked up at 4:30 pm
2. If a student has shown a lack of engagement the time of phone pick up may be later in the day.
3. If a student misses the pick up time, they must wait until a staff member is available or 5:00pm to receive their phones.
4. If a student skips study hall, art, or sports they can have their phone during open technology time only (5:00pm- 9:00pm).

5. Student phones will be handed in to dorm staff at 9:15 pm Sunday-Thursday. On Fri. and Sat. phones will be handed in at 11:00 pm.
6. If a student makes a decision to refuse to hand the phone in at night, they will lose the phone privilege for 3 days starting the following morning. If this becomes a common tactic, it will be addressed on an individual basis.

Students must follow a certain phone etiquette.

- It may be used in specific spaces:
  - o outside
  - o in one's room
  - o or in a lounge quietly (with no disruption to others.)
- It may be used at specific times:
  - o during free time in the evenings and on weekends
  - o during short breaks during the day.
- During open time:
  - o It should be used in a private way
  - o Not distracting to others
  - o In moderation - not for hours on end
  - o And it should be put away when one is talking or doing something else with others

If students break the rules around cell phone etiquette, they will be required to hand in their phone for 24 hours. If a student continues to not follow the guidelines, the phone could be put away for longer periods of time, to be decided upon in an individual manner.

- Questions for students to think about?
  - o Are you using it in moderation?
  - o Do you need help to moderate your use?
  - o Is it getting in the way of making friends?
  - o Is it getting in the way of investing and "being" at Rock Point School?
  - o What are you using your phone for?
    - Connecting with old friends and family?
    - Staying connected with online friends?
    - Keeping up to date with social media sites?
    - Are you using it to isolate?
    - Are you using it in a healthy, balanced way?

Rock Point School believes that it is important for students to look closely at their relationships with technology. In a rapidly changing world where people are on their phones in line at the grocery store, or on their cell phones at a restaurant, we should be asking ourselves what is appropriate use. Just because certain behaviors have become more of the norm, doesn't automatically make them healthy behaviors or the most civil

behaviors. At Rock Point School we are committed to being thoughtful about the choices we want to make as part of caring for ourselves and others. We think there is great value in face-to-face interactions, and we are committed to making time for human interactions free from technology, as well as to honoring the positive ways that technology can support education and our lives.

Accepted cell phone times:

- Phones may be used after sports class during “Open Times.”
- Phones should remain off when requested by a staff member.
- Phones may be used from 4:40 pm to 9:15pm on weekdays and 11:00 pm on weekends.
- Please finish your conversations and turn off your phone by 9:00 pm on weekdays and 11:00 on weekends.
- If you choose to keep your phone after 9:15 pm on a weekday or after 11:00 on a weekend, you are putting your privilege of having a cell phone at school in jeopardy.
- Conversations are private; please keep them that way.
- Use your cell phone in private locations/away from public spaces.
- The Dining Room is always off limits to cell phone use.

Cell phones present new advantages as well as liabilities. How students use and/or misuse cell phones during this school year will influence Cell Phone Policies in the future.

## **Laptops and Tablet computers**

### ***Academic Tech Policy***

- All students use classroom chromebooks; they are not assigned to students, but to classrooms. Each classroom has a locked area where 10-12 chromebooks live, plugged in, and labeled “HIST 1 - HIST 10”

- Students don't have their personal technology to use in the classroom – they receive personal laptops, ipads, etc., at the same time as phone handout
- Teachers decide their classroom rules, as far as computer use, ie. Can students check email for 5 minutes at the start of class, earn time at the end of class, listen to music while working? This will be decided as part of classroom culture/management per teacher.
- Res. eds. unlock the phone closet at 4:30, allowing students to access their phones and other personal tech. Students then use their own tech for evening study hall, allowing flexibility in terms of where evening SH happens.
- Both afternoon and evening Study Halls will happen in classrooms, and staff members will hand out chromebooks to use, and will collect them at the end of SH.
- Day students who would like to request a computer overnight for schoolwork may speak with a staff member and we will arrange for a computer to be signed out for the night

### ***Personal Computers***

Students may have a personal computer. During evening study hall it may only be used for homework. Students are allowed to take notes on a Chromebook (provided by the school) in class and during study halls.

Students who have the privilege to keep their personal computer will follow the same guidelines as with their cell phones. They may get it after the academic day is over, 4:30 pm. and use it for non-academic purposes, as long as they are using it appropriately and in moderation. At 9:15 pm laptops will be put away with cell phones.

The primary use for computers at school is for doing academic work. Students may keep their computers at school if they use them responsibly.

“Using a computer responsibly” includes:

- Using the computer in moderation
- Accessing sites that are healthy for them
- Not isolating from other students and staff
- Using the computer at the correct times (during “Open Time”)

Students using a computer in the computer lab during study hall must be doing academic work on the computer.

If students play games on their computers during open time, the games must be appropriate. First person shooter games are not allowed.

Staff will take any game that does not seem appropriate, regardless of rating.

The times to turn your computers off are at 9:15 pm on weekdays and at 11:00 pm on weekends.

- Weekday nights = Sunday, Monday, Tuesday, Wednesday, and Thursday
- Weekend nights = Friday and Saturday

If you use your computer after the noted times, you will lose the privilege to have a computer at school.

There will be a consequence, if you allow a student who does not have access to their computer to use your computer, including the possibility of losing your own privilege to have a computer at school. An exception to this rule can be made if you talk with Residential Educators about playing a video game or watching a movie with a peer.

Each student must respect his or her own work and privacy. To that end, students must keep their own passwords secure and secret. Students must also respect other people's work and privacy. Any attempts to "hack" into accounts or determine others' passwords will be treated as a serious breach of school policy.

If a student's computer use does not fall within our "responsible use" outlined above, students will be addressed individually. The school will respond to their computer use and when/if they may lose the privilege to their technology.

## **Cell phones, iPods and Other Music Players**

Many students take joy and comfort in having their own personal source of music. We support this practice as long as it does not interfere with students' participation in the program, connection with others, or the peace and quiet of their neighbors. That is, responsible use includes:

- Listen when you are having time to yourself. Don't listen when others might need to connect to you.
- If you listen while you do something else, make sure it's something where you don't really need your hearing. Examples of appropriate activities are focusing on schoolwork, or taking a walk. An example of an inappropriate

activity is doing a work crew or activity with other students and staff.

- Listen with a low enough volume that you don't disturb others.

On evenings and weekends, students may listen to their music devices as long as they do so respectfully, as outlined above.

During the academic day, students may listen to a personal music device during study hall only. During the rest of the academic day, including work crew and (especially) all classes, music devices cannot be used unless there is permission from a staff member. Headphones are also not allowed at Flynn events.

If you choose to listen to an iPod during study hall, you should prepare a playlist ahead of time. The hope is that you will be ready to do your homework when you arrive to study hall. The music should not be audible to others in the room. If you are playing it too loud, you will be asked to turn it down.

If your study hall supervisor sees your music as a distraction from your work, they will remind you of ways to avoid being distracted. If your work seems to be suffering as a result of listening to music, the teacher may do one or more of the following as part of a consequence: ask you to meet with the Dean, forfeit your music for a determined amount of time, and log this disruption. Expect the consequences to increase with every infraction to this policy. The teacher in charge of the study hall will help determine these consequences.

## **Smartphones, iPod Touches And Other Internet-Enabled Devices**

Any device that can access the internet is subject to the restrictions and "responsible use" requirements outlined above for computers.

Any device that can make phone calls is subject to the "cell phone" policies outlined above.

As time goes by, more and more devices will be able to do more and more things. Our goal is to base our rules on the behavior, not the device, and we will continue to do so as devices and their abilities evolve.

## **Student Computers**

Every student will have a laptop computer that accesses the internet, containing a firewall and some restricted sites.

The student computers are not to be used to stream music for listening during study hall, although a student may request permission to do so from a staff member. We encourage students who wish to listen to music during study hall to use their cell phone.

The school computers are primarily for use on school projects and academic work. A secondary use of the computers is for communication with friends and family via email. The computers are not intended to be used for entertainment purposes. While this may happen from time to time, it is not the main purpose of the machines, and such use may be restricted at any time.

## **Student Internet**

Student use of the internet is available on the school issued laptops. The internet connection to these computers is filtered and some websites are blocked. Often, because of how many sites are blocked, students may have legitimate reasons for accessing a blocked website; in this case, please contact a teacher or the school “tech person” to see if you may be able to access the site.

It is essential that respectful, moderate use of the computers be the standard. Students will be discouraged from spending inordinate amounts of time on the internet.

It is strictly forbidden to use other proxy sites to get around our filtering software. If students are found to be on websites that have been blocked by the Rock Point School internet blockers, they will be prohibited from using the computer for an amount of time determined by the administration.

Additionally, students may not grant RPS employees “Friend” status (or the equivalent) on their Facebook or other social media accounts; nor may students request Friend status on any RPS employee’s Facebook or other social media account.

## **Traveling In Vehicles**

While at Rock Point School students are allowed to travel in:

- Vehicles with their parent or guardian
- School vehicles\*
- Staff members’ personal vehicles\*

- Burlington City buses\*
- \*Taxi

\*with permission from a staff member

Students are not allowed to ride in any other than their custodial parent or guardian's car without written, emailed, or verbal parental permission and/or staff approval.

When it is convenient, staff may give rides in their own vehicles during the normal course of business to help with transportation to appointments, and sometimes on school activities.

Students may never be in or ride in another student's car/family car (typically day students), without explicit, prior written or verbal parental permission.

## **Movie watching Policy**

**Movies will be shown as part of classes and on weekends as activities.**

### **Rules while viewing movies:**

- No blankets in viewing area
- Staff on duty must approve all movies
- All movies shown must have a PG-13 rating or lower, unless a staff member pre-approves an R-rated movie.
- At all times, staff planned movies take precedence over casual impromptu watching.
- Staff will resolve all conflicts around movies.
- Only one movie per weekend will count towards your activity credits.
- Weather may affect the number shown.
- Permission must be obtained from staff before putting on a movie.
- Good times to ask to put on a movie are:

- Friday night after work crew
- Saturday morning until 12pm
- Saturday afternoon after 3pm
- Saturday evening after work crew
- Sunday morning until 12pm
- Sunday afternoon from 3-5pm

It is not guaranteed that movie watching will be approved at these times unless there is a specific movie activity. During fine weather, we like to get outside!

# Major Expectations



## Alcohol And Drugs Policy

All Rock Point students are expected to abstain from substance use and other unhealthy or self-harming behaviors from the time they are accepted to Rock Point School. Students who use drugs or alcohol; bring drugs, alcohol onto campus or misuse medication may jeopardize their ability to remain at school. ([see Re-Evaluation Process](#) ). If a student is struggling to stay sober at home or elsewhere over school vacations, we require that a student get help to address their use. Use away from school could put a student's enrollment at Rock Point School at risk.

Because of the misuse of aerosol propellant products such as deodorant and hair spray, and the misuse of butane and other fuel-based products, and the damage of such products to the environment, the school has chosen to be propellant free. If you have such products, you should give them to a staff member who will keep them for you until you leave the school.

These items may be cause for disciplinary action or expulsion if they are in your room:

- Illicit drugs
- Prescription medications (the ones that you use under a doctor's prescription should be kept in the Nurse's office)
- Drug paraphernalia
- Alcohol or alcohol bottles
- Any AEROSOL products (mousse, hair spray, deodorant, etc.)
- Any prescription or over the counter medication: Tylenol, Midol, No-doze, ipecac, etc. If you have a prescription or particular brand of over the counter medication you like, you must leave them with the nurse upon arrival.

If a student is concerned that he/she will have difficulty following this rule, we strongly suggest talking with an adult member of the community and participating in counseling services, school support groups, or outside support services, all of which can be arranged by your advisor or a staff member with whom you feel comfortable talking. We may require particular students to participate in these programs.

Rock Point School may administer random urine screens to test for evidence of drug and/or alcohol use by students. Participation in random tests is not voluntary, and refusal may result in disciplinary action, including dismissal. As part of its effort to provide a drug and alcohol-free environment, Rock Point School requires the cooperation and support of students and their parents/guardians. Enrollment in the Rock Point School constitutes both parental and student consent to random urine screens to test for evidence of drug and/or alcohol use by the student. More information may be obtained by contacting the Head of School.

Drinking and drug related posters, t-shirts, mugs, bags and any other advertisements for alcohol or drugs are not allowed, since they promote ideas and behavior that does not support the mission of the school.

## **Fire Starting Policy**

You may not light anything on fire in the school building. If you are caught lighting anything (including candles, incense, or cigarettes) on fire, you will be suspended for one week. If you are caught lighting something on fire a second time, you will be re-evaluated.

## **\* (changed policy in the works) Policy On Tattoos, Piercings, And Other Bodily Alterations**

It is the goal of Rock Point School to provide you with education, support, love, and guidance. During your years at Rock Point School we ask that you refrain from making permanent changes to your body. You will have time after high school to make those decisions.

Regarding body piercing, students may have their ears pierced and may have a stud or ring in their nose. They may get the piercings at home with permission from their parents.

Students who have "Plugs" in their ears may not increase their size. A large "plug" can leave an irreversible hole.

If the violation is something temporary, such as a body piercing, you will be asked to take out the piercing. If the violation is something more permanent, such as a tattoo, the length of the suspension will be determined by the school administration. In every case, a student who violates this rule is forfeiting his or her chance to attain many privileges.

## **Violence**

Rock Point School must be a safe environment for everyone in our community. Violence is not acceptable and is grounds for dismissal. This includes verbal as well as physical violence. None of us can function fully in the presence of people who swear abusively and/or are physically threatening.

For everyone's safety, weapons of any kind are not allowed at Rock Point School. Weapons shall include but not be limited to guns, knives of any kind, brass knuckles, bombs and other explosive devices and other such items generally and reasonably considered something to fight with. If you have Swiss army style knives, they must be turned in to a staff member to be kept in the office. You may use them on camping trips, cook outs and other appropriate occasions (determined appropriate by the staff member supervising the event). Tools must be given to a staff member because they can be used for things they shouldn't be as well as serve as potential weapons. You may ask for them at any time and use them for repairs.

## **Gun Free Schools Act Of 1994**

The State of Vermont passed a law mandating that students who bring firearms to school be expelled for one year and be turned in to law enforcement, except in extenuating circumstances. Therefore, regarding firearms:

- Any student who brings a firearm to school will be referred to a law enforcement agency. In addition to any other action the law enforcement agency may take, it may report the incident to the department of social and rehabilitative services.
- The Head of School, with the approval of the Board of Trustees following opportunity for a hearing, will expel the student for not less than one calendar year. However, the Board of Trustees may modify the expulsion on a case-by-case basis. Modifications may be granted in circumstances such as but not limited to:
  - The student is unaware that he or she has brought a weapon to school.
  - The student did not intend to use the weapon to threaten or endanger others.
  - The student is disabled and the misconduct is related to the disability.
  - The student does not present an ongoing threat to others, and a lengthy

expulsion would not serve the best interests of the student.

## **Room Searches**

Rock Point School reserves the right to enter rooms and lockers and other private spaces at any time for purposes related to the safety or welfare of the school community, including policy enforcement. Where members of the staff have reasonable basis for belief that items or substances which violate school rules and threaten the safety of the community are present in a room or elsewhere, the school reserves the right to conduct a reasonable search either with or without the permission of the students whose property or room is involved. Enrollment in the Rock Point School constitutes permission for the student's room and possession to be searched in keeping with this policy.

## **Separation of the second floor and the third floor**

Third floor residents are not allowed on the second floor, and second floor residents are not allowed on the third floor.

## **Sexuality**

One might think that it would be easy to write a clear, concise explanation of our school perspective and expectations regarding sexual intimacy, but it is not easy. There are as many perspectives and opinions about sexuality and how to best establish guidelines as there are people in the conversation. As part of our life journey, our human development has various facets of development, including sexual development. Ideally, the best understanding of sexuality, from a school perspective, happens in dialogue with healthy adults.

Rock Point School is concerned with the development of the whole person, which includes social, emotional, and sexual development.

We believe that it is in the best interest of the students at Rock Point School to learn about themselves and each other without participating in oral sex, vaginal intercourse, and/or anal intercourse while at Rock Point School, due to the potential diseases, pregnancy, and emotional hardships that may be associated with the above-mentioned sexual behavior.

Rock Point School is unable to accommodate heterosexual, homosexual, or bi-sexual sexual activity on the dorm floors, anywhere in the building, and other

shared or public spaces. We ask that there be no sexual activity, as mentioned above, in those spaces.

On the dorm floor, we do not allow any sexual intimacy of any kind, ranging from handholding to anything more physically intimate. If this arises, it will be dealt with on an individual basis.

Rock Point School has a philosophy of wellness that encourages healthy and safe sexual development and positive and appropriate boundaries.

In keeping with that philosophy, conversations and actions taken by the school will be based on considerations of maturity, appropriateness, health, and safety.

“Action” may include one or more from the following list of actions:

- Conversing with staff
- Conversing with parent(s)
- Conversing with sexual partner and staff
- Having an appointment with the school nurse
- Having a medical check-up at health center
- Journaling about healthy sexual relationships
- Reading about healthy sexual relationships
- Meeting with the student’s counselor

If a relationship or an action is unhealthy, then we could implement a separation time period. In larger boarding schools and in day schools it is easier for students to find time away from each other because of the natural rhythm and geographical logistics of the school days. That is less the case in a school of 40 students, all of who take classes together in the same building and most of who live together around the clock.

A separation time period could include one or a combination of the following options:

- No same room rule for “X” number of days
- Concurrent times away to talk with parents and take space from partner

- Opposite (possibly consecutive) times away to talk with parents and take space from partner

The time can be flexible, number of days determined by how long it would take for the goals to be accomplished. Goals for being with family could include:

- Seeing parents face-to-face
- Talking about family expectations/guidelines
- Talking about how the family expectations interface with the expectations at Rock Point
- Taking space from the sexual partner
- Taking space from any peer stress/drama at the school to regain perspective

The parent or parents can come to Vermont and the student could meet with his/her parents away from the school.

If a relationship is particularly unhealthy and/or there is behavior involving oral sex or vaginal or anal intercourse, the students may be in-school or out-of school suspended. A “particularly unhealthy relationship” could be identified by a number of elements; some examples of elements that would cause concern include a significant age difference, a significant maturity difference, consistently unbalanced power, or too much focus on one person.

Please be cautioned that, under Vermont law, it is a crime for anyone age 19 or older to engage in a sexual act, of the types described above, with a child who is under the age of 15, even if the act is consensual. This includes sexual acts consisting of any intrusion, however slight, by any part of a person's body or any object into the genital or anal opening of another. All RPS employees are mandated reporters with respect to the sexual abuse of children or exploitation of vulnerable adults. This means that sexual acts between students with this age difference must be reported to the Vermont Department of Children and Families.

## **Tobacco and Nicotine Policy**

All tobacco and nicotine products are prohibited at Rock Point School. Tobacco/Nicotine products include but are not limited to pipes, chewing tobacco, cigars, cigarettes, vaporizers and e- cigarettes. Tobacco/nicotine-related posters, t-shirts, mugs, bags and any other advertisement are not allowed, since they

promote a product which is unhealthy for the school community.

This policy includes everyone at graduation, banquets, and any other event at the school. Rock Point School and its grounds are a Tobacco Free Zone and smoking and any type of use of tobacco products is not permitted at any time.

Students are not allowed to smoke or have tobacco/nicotine products at any time they are a student at Rock Point School. This means that students receive a smoking consequence if they are caught using any of the products listed above, away from campus, such as in downtown Burlington.

### ***Smoking or Using a Tobacco or Nicotine Product***

Rock Point School has continued to grapple with teenage smoking. Our goal is to help students who do not smoke to not start smoking and to help people who do smoke to stop. As a school we will educate on the costs of smoking. We will investigate together the financial burden, as well as the negative effects on a person's health.

Products now considered a "tobacco/nicotine product" include E- cigarettes (electronic cigarette, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) ), Nicorette gum (without permission from the nurse), and the use of a patch (without permission from the nurse).

Use of any personal vaporizer type apparatus is forbidden and will be considered to be a violation of the School's rules against smoking even if it does not contain tobacco or nicotine.

### ***Consequences For the Use of a Tobacco or Nicotine Product***

You will be considered to have broken the smoking rule if you smoke, if you possess tobacco products and/or paraphernalia, if you smell of tobacco or an agent that is covering it up.

If you break the rule, the following actions will occur:

- The first time you will lose your allowance, lose the Tuesday store trip, and be restricted from downtown (if you had the privilege) and we will contact your parents.
- The second time you will lose your allowance, lose the Tuesday store trip and have a "freeze" on any earned privileges for a week, and your parents will be contacted.

- For all additional instances you will lose your allowance, lose the store Tuesday store trip, have a “freeze” on any earned privileges, and your parents will be contacted.

If a student is caught smoking regularly, they risk serving an in-school suspension or out of school suspension.

In January, upon return from vacation, students who break the smoking rule will start again at the first smoking consequence.

### ***Students Who Provide Tobacco or Nicotine to Other Students***

- If you are caught providing tobacco/nicotine products to another student, you will be suspended for one week.
- If you are caught providing tobacco/nicotine products to another student a second time, you will be re-evaluated.

### ***Day Students and Tobacco/Nicotine***

The significant difference between day and boarding consequences is that if a day student gets a smoking consequence, for one week he/she will be asked to leave the school at 5:00 on weekdays and not come to the property on the weekend.

### ***Smoking inside the Building***

If a student smokes inside of the school building, lighting a cigarette or other device or product, it will be considered the same as lighting anything else on fire. This means the “Fire-Starting Policy” will apply to the situation.

The Fire-Starting Policy states:

“You may not light anything on fire in the school building. If you are caught lighting anything (including candles, incense, or cigarettes) on fire, you will be suspended for one week. If you are caught lighting something on fire a second time, you will be re-evaluated.”

### ***A Tobacco/Nicotine-free Environment***

The campus of Rock Point School is a tobacco/nicotine – free environment. The building, most importantly is to be safe from these products. If a student is using a personal vaporizer type apparatus, e-cigarette in the building, they will be suspended from school.

Continuing to become a tobacco/nicotine-free school requires communication, collaboration, and lots of effort by all the students, staff, parents, fans, and supporters of Rock Point School. We need to work together.

## **Stealing**

***Stealing is not permitted at Rock Point School.***

Dormitory rooms do not have locks on them; therefore, students need to develop a culture of trust and honesty. Students are not allowed in each other's rooms without explicit permission and/or an accompanying staff member. Money and valuables should not be kept in rooms. They can be locked in your file in the office, where you can retrieve them at any time.

Stealing, in any form, including theft of services, is against the law and will not be tolerated in or outside of Rock Point School.

Respect and honesty are pillars, which keep the school functioning as a community. We discuss this issue in floor and Community meetings. This is a small community, and when something happens, no matter how secret, often everyone finds out. We work toward a high level of trust and honesty, and each student is encouraged to actively pursue these virtues.

Steps to take if you think something of yours is missing:

- Retrace your steps. Make sure it is gone. Nine times out of ten, things that people think are stolen, are missing or have been lent out and forgotten about. If you still cannot find it, proceed to the next step.
- If you are a third floor resident, notify a third floor staff of the item that is missing.
- If you are a second floor resident, notify a second floor staff of the item that is missing.
- Set up a time to do a thorough room clean and search of your own room. This should include moving furniture, emptying drawers, and closets. This is to be done with another student (to be chosen by a staff) and checked or overseen by a staff of the same gender.
- Make an announcement at a meal or community meeting identifying your missing item.

- If stealing needs to be brought up as a floor agenda item, a separate meeting during an open time will take place. The meeting will be mandatory for all people on the particular floor

## Things Students Might Want To Do



## **Downtown Policy**

Students must earn credits (see incentive plan) in order to earn the privilege of going downtown without staff supervision. A student must show that s/he is fulfilling her/his responsibility here at the school. In addition to showing the responsibility necessary to go downtown, students also must have no other restrictions (like a smoking consequence or other disciplinary issues).

## **Expectations When Students Are Away From School**

When downtown, students are expected to follow many of the same rules they follow at school. They may not smoke. They may not get into other peoples cars. They may not go into homes or apartments. Students should stay out of alleys and stay in well-lit areas. Students should never compromise their safety in any way. Students are expected to be respectful, and make healthy choices at all times.

Times available for eligible students are:

- Friday
  - 6:45 pm - 9:00 pm
- Saturday
  - 2:00- 4:30
  - 7:00 pm - 9:00 pm
- Sunday
  - 2:00- 4:30

**Students who are eligible to go are responsible to note if they have other consequences that keep them from going downtown. If a student goes downtown with outstanding school work or other consequences, there will be additional consequences.**

## **Dyeing Hair Policy**

If you want to dye your hair, before you dye your hair, we expect you to arrange verbal or written permission from your parents to the Dorm Staff or the Dean of School.

If you dye your hair without verbal or written parental permission being clearly communicated to the school, in order to remain at the school, we will expect you to dye your hair back to its previous color.

## **Off-campus Jobs Policy**

To be eligible to apply for a job you must be age 16 or older and demonstrate that you are capable of functioning solidly within the Rock Point School program.

"Functioning solidly," means acting responsibly and respectfully on a daily basis in both dorm and academic life. Although students are eligible to apply for working an outside job while at Rock Point School, students acting responsibly have a much better chance of gaining permission to work outside of Rock Point School. Some specific examples of behavior that qualifies students to work an off campus job include the following:

- Treat people respectfully in the dorm and during the academic day
- Maintain and continue to maintain a grade average in the "C range" or higher in every class
- Take care and continue to take care of your dormitory responsibilities, such as being present at and participating in sports, thoroughly and positively participating in at least the required number of weekend activities, being a productive and positive contributing member of floor meetings, and being on time to the floor and in your room at night.

If you meet and maintain these requirements, then you may apply for permission to get a job. In order to keep a job you must continue to abide by the rules and standards listed above. If you don't continue to abide by them, you may be required to take a leave of absence or quit your job.

## **Job Hours**

The hours that eligible juniors and seniors have to commute to and from their jobs and to work are:

Monday	2:00 p.m. - 9:00 p.m.
Tuesday	2:00 p.m. - 9:00 p.m.
Wednesday	2:00 p.m. - 9:00 p.m.
Thursday	2:00 p.m. - 9:00 p.m.
Friday	2:00 p.m.-10:30 p.m.
Saturday	8:00 a.m.-10:30 p.m.
Sunday*	8:00 a.m. - 9:00 p.m.

\*(There is very limited bus transportation on Sundays.)

The hours that eligible first year students and sophomores have to commute to and from their jobs and to work are:

Friday	5:30 p.m.-10:30 p.m.
Saturday	8:00 a.m.-10:30 p.m.
Sunday*	8:00 a.m. - 5:00 p.m.

\*(There is very limited bus transportation on Sundays.)

You are responsible for providing your own transportation to and from work. The maximum number of hours per week that you may work is 18. Each situation will be handled individually.

## **Process For Getting Permission To Get A Job**

- Meet with your advisor and discuss whether or not you have established yourself enough at school to demonstrate that you will be able to maintain both your responsibilities here at Rock Point School (academic and dorm) and at work.
- Write a letter indicating interest in getting a job, either paid or unpaid.
- Get the signatures of each of your teachers on your letter to confirm that you are doing well in academics.
- Get the signature of all the dorm staff to confirm that you are doing well in

the dorm.

- Meet with the Dean to get final approval to look for a job. Bring a copy of your letter with all its signatures and comments to the meeting. You must also provide written permission from your parents to work if you are under the age of 18.
- If you need assistance in looking for work, ask any dorm staff for help.
- When you get a job, keep the Dean of School posted on your hours, any changes in your hours, and give her a contact name and phone number of your supervisor.
- The Dean will check in with your supervisor on a regular basis.
- If you use your job as a pass to go downtown to hang out, you may lose your privilege to have a job.

Please see Appendix F: Sample Job Request Letter on page .

## **Visitors Policy**

You may have visitors as long as a staff member has approved the visit in advance of their arrival. If you do not clear a visit in advance, you may lose your privilege to have visitors. Exceptions to visiting hours are made for family and social workers. If you want someone to visit at a time other than regular hours, ask for permission.

**VISITORS MUST STAY WITH THE PERSON THEY ARE VISITING AND ARE SUBJECT TO THE SAME RULES AS RPS DAY STUDENTS.**

**\* If a visitor has a car, he/she must park it in the lower parking lot. \***

- 1. When someone visits, he/she must immediately check in with a staff person on duty and say "Hi, I am \_\_\_\_\_; I am visiting \_\_\_\_\_; I will be here until \_\_\_\_\_."**
- 2. Visitors must stay on the main floor, undercroft/game room area, and/or in the academic wing.**
- 3. If a visitor comes to Rock Point during non-visiting hours, it must be for a specific and pre-arranged appointment.**

4. Visiting at times other than during visiting hours will result in the visitor possibly being asked not to visit again.
5. If a student has time, incompletes, owes activities, or has not met particular responsibilities, that student may not have visitors.
6. You are responsible for the behavior of your visitor.

**\* Reminder – no student is allowed in a non-school or non-staff vehicle without explicit permission by a staff member and written permission from a guardian.**

## **Visitors' Hours**

**Monday 8:30pm - 9:20 p.m.**

**Tuesday 8:30pm - 9:20 p.m.**

**Wednesday 8:30pm - 9:20 p.m.**

**Friday 6:00 - 11:00 p.m.**

**Saturday 1:00 - 11:00 p.m.**

**Sunday 1:00 - 4:45 p.m.\***

**\*There are no Visitors' hours on Thursday nights because we have "Wellness" on that night.**

**If you see an un-chaperoned visitor in the building at RPS, ask if you can help that person, and ask the person to check in with a staff member.**

## **Weekends Away**

If you wish to spend the weekend away from Rock Point School, you must fill out a Weekend Plan Permission Sheet and have it on Lonnie's desk on Wednesday by 3:00 pm. (See Appendix E: Weekend Plan Permission Sheet on page )

You must obtain signatures from teachers and advisors before spending the weekend away. Weekends begin Friday at 5 pm and end on Sunday at 5 pm. Plan ahead if you need transportation to/from somewhere. The dormitory staff

might not be able to come pick you up after 5 pm on Sunday. Everyone is required to be here the first weekend of the year, Graduation weekend, and during the End of the Year Camping Trip. New students are required to stay at school the first six weekends after they have arrived.

You must also have permission from your parents to spend the weekend away. Your parent/guardian should call Lonnie in the school office or send written permission.

If you plan on going anywhere other than to your own home, you will need advance notice. If you plan on staying at another student's house for the weekend, you will need school approval as well as parental approval. The school does not automatically approve students staying at another student's home for the weekend. We must determine that it is a good and healthy plan for all involved. In order to communicate properly with all of the people involved, you must have your Weekend Plan Permission Sheet in 10 days before the weekend dates being requested. Requesting to go to your own house only requires the three days notice.

Sometimes families have particular event that they want a student to attend away from Rock Point School. Unless a weekend away has been pre-arranged by parents and staff members, you may not leave for the weekend if you have time, owe back work, owe a weekend activity, or have another type of restriction.

Please see Appendix E: Weekend Plan Permission Sheet on page .

## When expectations are not met



## **Community Standards**

The rules and standards of Rock Point School are made to ensure a safe and healthy environment for all members of the community. Many of these rules are a response to students' needs and requests. For any event that occurs, the foundation for the rules is the same for everyone, although particular responses to students may vary slightly; different students have different needs. These rules are components of RPS' comprehensive plan for responding to student misbehavior designed to promote positive development.

Attendance at Rock Point School implies a sincerity of purpose and a sense of responsibility. We expect and generally find good behavior. Certain behaviors are not tolerated. Students will receive consequences when their behaviors don't adhere to the community standards and rules. There are many forms of consequences including restricting activities like movie watching or computer time. Other forms of consequences include, but are not limited to, oral or written warnings, In-School Suspension, Out-Of-School Suspension, Re-evaluation or Dismissals.

Re-evaluation is not the same type of intervention and does not require the same procedures as are utilized for Out of School Suspensions.

In all cases of Out-Of-School Suspension for ten days or less, the student and his or her parent/guardian shall be given an opportunity to present his/her side of the story before the suspension decision is made, unless the situation presents an immediate threat to the students or others, to school property, or to the educational environment.

The following process occurs before the Head of School, the Dean and any other administrator, faculty or faculty member who the Head names to assist him or her with the decision. The Head's decision is final. The Head of School's decision will reflect his or her best professional judgment in assessing the particular facts and circumstances related to a situation, including, for example, the credibility of the individuals concerned, circumstantial evidence, and the involved students' behavioral and academic histories. It is important for the School to acknowledge and clarify, at the outset of this academic year that, first, making a disciplinary decision is a matter of discretion and, second, parents and students may not always agree with the assessment made by the Rock Point School administration in response to specific events or student behaviors.

Before presenting his/her side of the story, a student (and his or her

parent/guardian) shall be told what the student is suspected of doing, and the information on which this suspicion is based. A decision to suspend a student shall be conveyed in writing to the parent/guardian.

In all cases of Out-Of-School Suspension for more than ten days, and in cases of expulsion, a more formal process shall be available to the student. It shall include the following:

- Written notice of the charge against the student and the opportunity to schedule a hearing before school officials, who are selected by the Head of School. Students may be supported at the hearing by their parents/guardian.
- Written notice of the penalty contemplated or possible;
- An opportunity to present evidence at the hearing, and to question witnesses who appear in connection with the charges; and
- A written decision to the parent/guardian.

Rock Point School's regular program, including Community, Academic and Dorm/Day Student Life and its policies and procedures, including Community Standards and Discipline in the form of consequences, as outlined in this Student Handbook, as well as the Re-evaluation Process, is, as a whole, designed to be the behavioral plan for our students. Sometimes additional behavioral management supports are added to our Individual Student Plans. Our discipline and re-evaluation processes are designed to help our students develop and are not punishment in response to the manifestation of any disability.

### **Discipline Policy and Plan**

It is the policy of RPS to maintain a safe, orderly, civil and positive learning and living environment. In order to ensure that the School is free from disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, are utilized as outlined throughout this Student Handbook. The goal of this policy is to create an environment where the rules for student behavior are clearly stated and are understood and accepted by students and staff. This policy is to be applied in conjunction with the school's overall Discipline Plan developed pursuant to 16 V.S.A. § 1161a the components of which are outlined throughout this Student Handbook.

It is also the policy of RPS to emphasize the use of positive behavioral interventions. Our policy is not to use physical restraint or seclusion. Our admission practices support this as we seek to avoid admitting a student

requiring this level of intervention.

## Consequences

### Our Approach

When students make the choice to sleep through class, miss an activity, or not fulfill an aspect of their responsibilities at Rock Point, we as a staff would like to know "Why?" Why are you sleeping in? Forgetting? Doing damage to yourself? Or others? What is going on in your life that is causing you to have difficulty fulfilling responsibilities?

We understand that students are learning how to operate, live and behave in a community. We expect that students will have occasional lapses of good behavior or good judgment. That is a natural part of growing into adulthood. At the same time, anyone who remains in conflict with the mission of the school will be dismissed.

When a student neglects to follow through with responsibilities, that student has taken something away from the community. This could be as simple as making a mess, frustrating a discussion group, being absent from class, or causing the need for someone else to complete a task because they refused to do that particular task. Therefore, we expect students to take responsibility for their actions and correct the behavior that is negatively affecting their growth as well as the health of the community.



### Making up for missed responsibilities

It should be noted that when you have "incomplete" work, or have repeated disruptive behaviors noted in the "ledger", you are restricted to the building/grounds (between the gate and the bridge), except for staff sponsored activities, until you are up to date. Failure to make up work and re-engage in the necessary way, will result in receiving additional consequences and a meeting with your advisor and the Dean of School or the Head of School.

The reason for the meeting is to find out why you are not fulfilling your responsibilities, and if you really want to be at Rock Point School. Part of being a student at Rock Point School means following our guidelines.

Any consequence, is an opportunity to make up for a mistake, or make amends for a wrongdoing. We recognize that everyone makes mistakes, and our hope is to guide individuals into learning to make wise decisions about their lives. People who get a lot of warnings about their behaviors on a consistent basis may be asked to leave Rock Point School.

## **Incentive Plan:**

A student begins the week with 100 points. Through engagement, follow through on responsibilities and the demonstration of healthy lifestyle decisions, students maintain their points. These responsibilities range from attendance, homework and work habits in the classroom, to work crews, room cleaning, and other evening and weekend activities.

Each Thursday, during Advising Meetings, a student looks at their points, the Incentive Log/ Ledger and is designated to a Tier.

**TIER 4 = 98 or more (Cannot miss an academic class, art, or sports)**

TIER 3 = 93 - 97

TIER 2 = 85 - 92

TIER 1 = 75 - 84

Each Tier has certain incentives and responsibilities. Students that engage with their classes and responsibilities and care for themselves get more incentives and freedoms on weekends and throughout the week.

Some incentives are:

1. Excused from Friday daytime study hall
2. Trips unsupervised downtown on the weekends and Thursday nights
3. Overnight with their cell phone on weekend evenings, Fri. and Sat.
4. Extra computer time
5. If a student is consistently on Tier 4 they can request a special Incentive.

Looking at a student's incentive log is a simple way for advisors, students, and parents to identify an "issue" that may be on its way to becoming a larger

problem. If a student misses class it will be noted here. If a student does not attend meals, has been warned about phone etiquette, or any behavior that affects the community poorly it will be noted in the log. Each week, the student and advisor look over the incentive log to address the challenges that came up and address them for the upcoming week.

If a student has an unexcused absence from one of the core classes (this includes P.E), they are not eligible to be on Tier 4.

**Making up missed assignments:**

Students are required to meet with teachers to make a plan to stay up to date. If at the end of the quarter the teacher deems unable to give the student a grade, a student will be required to finish some work to change the incomplete to a grade. Students may be required to work one on one with teachers in the afternoon study halls.

**Responses To Lack of engagement in both the dorm and academic program**

This is the menu of responses and restrictions that will accompany a student who is not engaging:

- Note home from advisor describing the lack of engagement
- No special store trips
- No cell phone or personal computer
- No allowance
- No store trip
- Note from advisor to the Dean of School
- No paid weekend activities
- Meeting with the Dean of School to set up a plan with help from advisor
- A plan will be developed to address the issue at hand.
- If the plan hasn't been followed, an in school suspension, out of school

suspension or a Re-evaluation Process will be implemented (see Re-Evaluation Process.)

## Re-Evaluation Process

### Re-evaluation

- a process that is useful for both a student and the school to determine if a student is still appropriate for the school.
- when a student's behavior has been determined as detrimental to the health of both the student and the school community.
- Some examples of these behaviors
  - drug and alcohol use
  - aggressive behaviors
  - total disregard for the school rules
  - disengagement from the responsibilities of being a student at Rock Point.

### Assessment

- an "in house re-evaluation."
- a student's behavior needs to change to remain at Rock Point, but the behavior does not put the community in further risk if the student remains at school.
- an opportunity for a student to address
  - minimal self harm,
  - a minimal run in with a substance (often in a peer pressured situation)
  - attendance issues.

If their behavior does not pose a harm or disruption to the community, they may participate with the process at school while still attending to their daily responsibilities. If a student can reflect on the behavior and come up with a plan with a mental health professional and commit to following through on the plan to stay healthy, they may remain at the school.

### Wellness Evaluation

- NOT a medical leave
- to determine if a decline in a student's mental or physical health is preventing them from engaging in our programming in an effective way.
- *As in the Re-evaluation process*, it requires that a student meet with primary care physicians and/ or mental health professionals to determine if Rock Point is still an appropriate fit.
- *Differing from the Re-evaluation process*, a Wellness Evaluation will not involve input or discussion with the student community regarding another student's process. This process will be between a student, their family and the school staff.

- It will be determined if this process can happen at school, or if it is important that a student go home and evaluate with their home Doctors and families.
- if there is a risk of safety it will be determined that a student leaves the school for the process.
- Reasons for this process may be:
  - self harm
  - suicidal ideation
  - extreme physical pain that is preventing a student from engaging in day to day programming.

This page details how the re-evaluation process works, ***using our drug and alcohol policy as an example.***

When the school determines whether a student has broken the prohibition against using drugs or alcohol, the following decision-making process will be used as a guide in re-evaluating whether or not to dismiss the student or to allow the student to continue enrollment at the school.

1. The first step in the process is to determine that the student has indeed used drugs or alcohol. We will make use of staff judgment, statements from the student in question, drug and alcohol screens, statements from other students and any other sources of information appropriate to the factual assessment.
2. If the determination, in the sole judgment of the RPS administration, is that the student has used drugs and alcohol, then the RPS administration will determine whether this is a case in which re-evaluation is appropriate. If not, then the student will be dismissed, at least for the remainder of the year.
3. If re-evaluation is appropriate, then the student will be sent home for re-evaluation. The first step is for the student and their family to decide if they want to return to RPS. If no, then the student withdraws from the school. If yes, then the school will request that a certified drug and alcohol counselor evaluate the student. If the evaluation indicates that the student is not able to be sober and fit within the limits of the RPS program, the student will not be allowed to return.
4. If the re-evaluation supports the possibility of the student's return, then it will be used as part of the discussion by the school staff in answering this question: "Does having the student return to the school pose a danger to the student or others at the school or to the integrity of the school program?" If the answer to this question is yes, then the student will not be allowed to return to the school. If the answer is no, then the school will determine under

what conditions (e.g., short-term substance abuse treatment, schedule of urine screens, counseling, participation in AA meetings, access to downtown unsupervised) the student will be returned.

5. Once the RPS administration determines the conditions under which the student is to be returned, then the student and his or her parents must decide whether they agree with the plan for return. If no, then the student will be dismissed. If yes, then the student will rejoin the School program subject to the agreed-upon conditions and compliance with all other School rules and requirements or continue participation in the School program in a limited manner as determined to be appropriate by the School's administration. For example, participation in certain RPS events may be denied, e.g., graduation, night of recognition, end of year camping trip.

## **Suspension**

### **In-School Suspension**

During an In-School Suspension, a boarding student must attend all study halls, and may have further restrictions added. Restrictions might be altered, depending on the specific situation and why the student is on In-School Suspension.

Starting base possibilities for In-School restrictions:

The student is restricted to the school grounds as well as follows other guidelines, which may include specifics such as the ones listed below.

- Must be on the dormitory floor and in room 1/2 hour early
- May not have their cell phone
- May not have weekend home permission granted
- Must participate in 4 weekend activities chosen by the staff
- Must also help cook 2 weekend meals per weekend
- May not watch movies
- May not have visitors

- May not use the RPS telephone, except when calling family members with permission from staff.

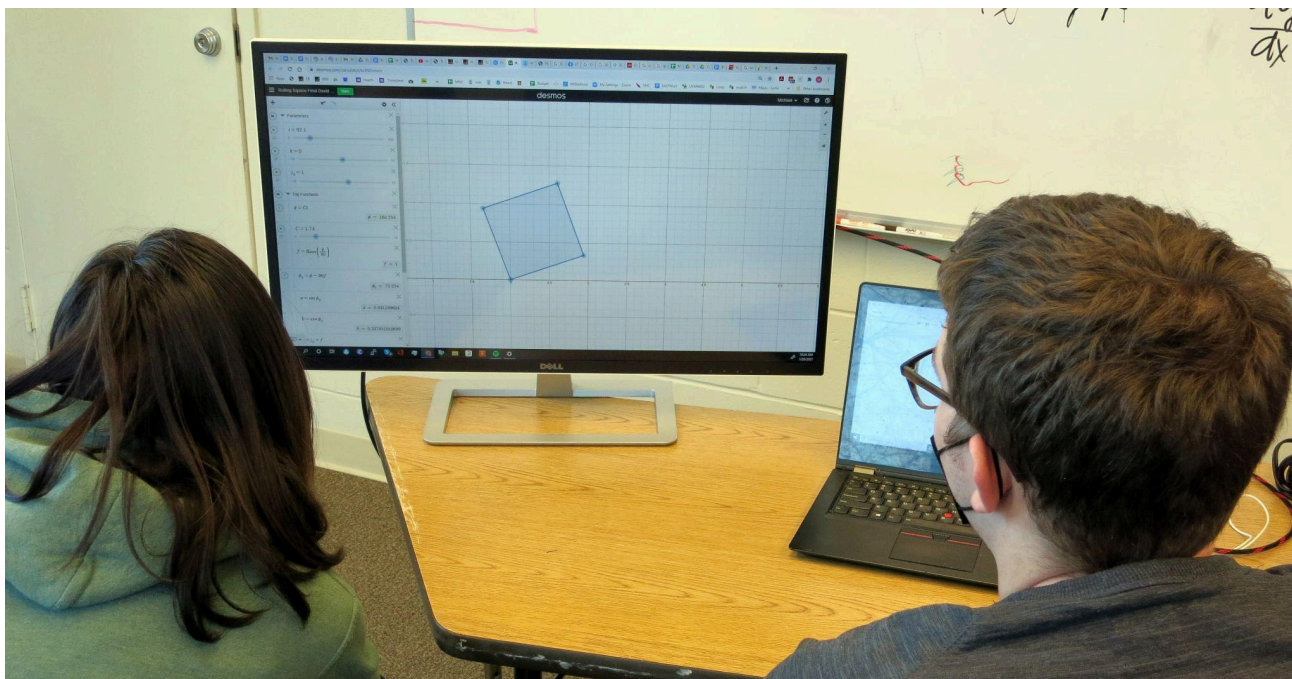
Other guidelines not listed may be implemented in addition to or in lieu of the above list.

During an "In-School Suspension", a day student is restricted from the school grounds after 4:45 on weekdays and on weekends.

## **Out-Of-School Suspension**

During an Out-of-School Suspension, a student (boarding or day) must leave Rock Point School as soon as possible for the determined length of time and then return to resume full enrollment at the school. If you can arrange assignments with teachers before you leave, you can take work home with you. Otherwise, you are responsible for making up work missed upon your return. Rock Point School rules that apply throughout the school year regardless of time and location also apply to periods of out of school suspension.

# Academic Program



## Academic Schedule

### Important Events

#### *Community Meeting*

- Once per week, the whole school has a one-hour community meeting.
- It is a forum to bring up issues that are important to the community, ie. Healthy ways to live at RPS, avoiding cliques, etc.

- Students plan and implement the plans for this meeting

### ***Study Hall***

- Study Hall will convene in the same place and time with the same teacher.
- You may customize the location of all or part of your study halls if you have made it to the Tier.

### ***Electives***

- Electives are morning classes that are selected quarterly.
- Electives meet for one-forty-five minute sessions three times per week.

### ***Advising Meetings***

- Once a week you will meet with your advisor for 40 minutes on Thursday afternoon.
- When you are not meeting with your advisor, during the other 40-minute time block, you will have art class/SH.

## **Remote Credit Policy SY24-25**

If a student leaves mid-quarter, they may request to finish their credits for the current quarter remotely.

Depending on the nature of the student's situation, the school may deny this request. Situations that may cause the school to deny the request include lack of engagement up to the current point in the quarter, attendance issues, and egregious disciplinary infractions.

If the request is approved, the student will develop a plan with the Academic Coordinator to earn credit for the current quarter. While RPS teachers will grade the work, there will be no virtual classes or regular instruction from teachers, so it may be necessary for the student to seek tutoring or other structured support.

The student will be graded on a Pass/No Credit basis. If they complete sufficient work, they will receive a "P" for the completed quarter, and if they do not, they will receive "NC" for No Credit.

If the student plans to return to RPS, they and their parents may propose continued credit-earning remote work past the current quarter, and the school will consider the request.

If they are not returning to RPS, they will not be able to earn credit past the quarter they were in when they left school.

## **Maintaining success in the Academic Program**

For a student to achieve success academically, he/she must keep current with the standards in the classroom. If the student is not current with the standards, he/she will be expected to follow a plan set forth by your teachers. Failure to follow the plan, or a repeated need to make plans, will result in a meeting with the Dean and the parents, and possibly a teacher, to discuss a plan to get the student back on track.

The following may lead to making a plan:

- Class average below 70%
- Chronic lateness or absenteeism
- Disrespect to peers or teachers
- Disruption in class or study hall
- Not making up back work or incompletes in a timely manner

If a student needs to make an action plan, a meeting with the teachers will occur. The student's parents will be notified when a

plan is needed.

The following may be put in place to support a student:

- Daily attendance at “materials management”
- Extra tutoring and/or individual work with teachers during study hall
- The student will be required to attend all extra study halls
- Evenings and weekends will be planned and monitored by his/her advisor or a member of the school administration to help maximize his/her involvement in structured, supervised activities
- He/she will be required to stay on the school property except when participating in staff-supervised activities
- The use of personal computers, Internet access, cellphones and other devices, may be restricted or more closely supervised
- Meet with your advisor to review your level. Is the level appropriate? If you and your advisor think that your level could be raised, make a list together of the things that support the level raise and draft a letter of request to the academic staff. Your letter should explain how you are modeling the behavior of the level for which you are applying. You must write a letter to go from Level 2 to level 3 and from level 3 to level 4.
- Attach a copy of the level description as well as a page with the list of academic staff members. Leave space between each name for staff to write comments and responses to your

letter.

- Bring the letter to each member of the academic staff, discuss your request with them, and ask them for their comments. You will need to leave the letter with each staff member and get it back later in the day or the next day.
- After the last teacher writes comments, your request will be reviewed at the next teachers' meeting.
- Expect that the process from the time you submit your letter for comments to the time when you hear feedback from the review at teachers' meeting will be approximately two weeks.

## **College Advising and Plans for After Graduation**

In September of their senior year, students begin to discuss their post-graduation plans with their advisors. Working with parents, therapists, educational consultants and their advisor, the student is able to pursue various possibilities. Seniors also attend a college fair hosted by a local college. Seniors also take a senior seminar, where they discuss, plan, and prepare for life after school.

## **Community Meeting**

Community Meeting is a meeting where issues are presented and discussed. The topics may be about issues and events that are happening at Rock Point School, or that are more global in scope. There are presentations given by people from within the school and from outside of school. If you have a concern or would like to engage in a larger discussion of something you have been thinking about, this may be the place to do it. Discuss your idea with a staff member and talk with Ryan or a student facilitator about getting on the agenda.

Community Meeting is held weekly, from 8:45 a.m. to 9:30am. on Tuesdays.

- The format for community meetings may alternate between one large discussion group and small groups.
- Both the large and small discussion meetings have the same format:

announcements, student talent, current events, agenda items and kudos.

- Announcements are informative statements that do not warrant a response. "Next Thursday afternoon we will play our annual All-school Halloween Soccer game. Start getting your costume ready ... there are prizes for the best ones." One announcement should not rebut another. If an announcement elicits a response, that is a good indicator that the topic of the announcement may be better served as an agenda item.
- Agenda items are questions or statements that do not require discussion and can be responded to quickly. "Kate is leading a trip to Boston to see the Bruins play a pre-season game. Whoever is interested in going to see the Bruins, please raise your hand. We will leave Friday after lunch and return Saturday night."
- Agenda items are statements or questions that require a response. "Some people have been saying hurtful things and excluding people socially at meals and during open time. So far, the people doing it have not responded to individual conversations with their peers. I'd like to brainstorm about what things we can do to remedy this situation. Any comments? Ideas?"
- Kudos are comments that are made to thank someone publicly for something. "Kudos to Mike for playing his guitar and sharing his story during chapel."

## **Entering School After the Start of a Quarter**

For students who don't start classes at the beginning of a quarter:

- To earn a letter grade: If a student has current grades from the current marking period from another school, we will take current letter grades from the previous school and average the grades with grades earned during the Rock Point School current quarter.
- Students who arrive before mid-quarter with no current grades will earn letter grades for the quarter so long as their attendance is strong and their grade average is above a C. Students whose grade average is below a C will have the chance to earn a grade through our regular Incomplete System.
- Students who arrive after mid-quarter with no current grades from another school program will not receive credit for the current quarter. However,

teachers may award credit with a grade of “Pass” in special instances where a student’s attendance, effort, and mastery of the topic warrant credit.

## **Honor Roll**

Rock Point School calculates honor roll each quarter. You will be on the honor roll if you have earned all A's and B's for the quarter, including passing afternoon arts class and sports class, if grades are calculated for you in these classes. You must also earn A's and B's for the quarter in any class you are taking outside of Rock Point classes, such as classes at Burlington High School and the Community College of Vermont. You may not have any incompletes.

In addition to the letter grade requirements, you may not have plagiarized nor cheated.

## **Incompletes**

Occasionally, a student will not have completed the course work by the end of the quarter, or will have completed the work but will not have mastered the skills, as evidenced by a grade of D or lower. In this case, the student is given a grade of INCOMPLETE on the grade report, with the actual letter grade earned in parenthesis. The student is expected to complete the course work as soon as possible, or within two weeks of the quarter's end (one week for seniors).

This is usually a straightforward process. Teachers give the student a list of work that the student needs to finish. The student and the student’s advisor review the list of work due to complete the course, and/or to show acquisition of the skills. A copy of this list is also kept in the Back Work notebook in the office to help staff who are monitoring detentions and study halls during this time. If a student is making progress but struggling to meet the educational goals of a particular curriculum, the teacher should consult with the administration to determine the best course of action, such as finding other resources available to help the student.

Students with incompletes will be required to attend all extra study halls during this two-week period. At the end of this time, if all course work is not completed, but the student has mastered the educational goals of the quarter to the teacher's satisfaction and is sufficiently prepared to go on in the course, the teacher will record the grade earned (affected as it is by incomplete or undone assignments). If the student has not mastered the educational goals of the quarter to the

teacher's satisfaction, the student will be required to meet with the teacher and an administrator to draw up a plan for completing the course. This plan, along with a list of work needing to be completed and an accounting of completed and graded work, will be turned over to the Dean of Students. If, for some reason, the course work is then not completed according to the plan, the administration, in consultation with parents, will decide on appropriate action, including, but not limited to, placing the student on academic probation. A student's failure to complete coursework may result in loss of privileges, suspension, re-evaluation, or expulsion.

When a student does complete work for a course in which she/he received an INCOMPLETE, the teacher will record the new grade and the student and parent will get an updated grade report.

At Rock Point School, it may be possible for a student to receive an F, but all students will be given a chance first to make up incomplete work.

For juniors and seniors who have indicated that they are college bound, however, an emphasis will be placed on encouraging them to take responsibility for meeting educational goals and deadlines. Mid-quarter reports serve as notice of progress and grades, and we expect juniors and seniors to use them accordingly and make changes or seek assistance. (Juniors will still be allowed two weeks from the quarter's end—and seniors one week—to finish any incomplete work, but it will be rare for an extension to be granted beyond that. At that point, it is expected that teachers will record the grade earned, except in cases where there are special circumstances determined by the administration). Please note that grades are affected when work is turned in late. If you feel the amount of work being assigned to you is too much, speak with your teachers directly as early as possible.

These grading guidelines and guidelines for dealing with incompletes may be changed at the school's discretion at any time it seems prudent or necessary. Students and parents will be notified of changes. These guidelines cannot anticipate all circumstances. They are meant as guidelines only.

Notes to remember while working off an incomplete:

- Students with incompletes will attend all extra study halls until the incomplete work is made up. Students will work specifically on their incomplete work.
- Teachers will review the incomplete work within a reasonable time from when it is handed to them. Incomplete status will change after teachers have had a chance to review the work, not the moment the work is handed

in.

- Students with incompletes may be required to attend special "incomplete" study halls during the two-week period following the end of the quarter.

## **Policy on Academic Ethics**

Throughout all of your time at Rock Point School, you are expected to strive to find out how you want to live. What is the personal code by which you are going to make your way in the world? One aspect of developing this code is how you approach your learning and academic studies. In order to learn in a way that is accepted at Rock Point, you need to commit to your own learning process, and you need to do your own work.

This means that you may not “plagiarize” or “cheat.”

What does “plagiarize” mean?

- According to the third edition of The American Heritage Dictionary, “to plagiarize” is
- “1. To use and pass off as one’s own (the ideas or writings of another)
- 2. To appropriate for use as one’s own passages or ideas from (another).”

How does this definition translate into your academic work at Rock Point School?

- Examples of actions that are considered plagiarism include, but are not limited to, copying something from a book, the Internet, or another student and handing it in as your own work.

What is considered “cheating?”

- Referring to The American Heritage Dictionary definition, “to cheat” is
- “1. To act dishonestly, practice fraud.
- 2. To violate rules deliberately....”

How does this definition translate into your academic work at Rock Point School?

- Examples of actions that are considered cheating include, but are not limited to, looking at a portion of, or all of, a test ahead of time; not doing original work; misusing extended time for testing by additionally studying

without a teacher's knowledge.

What are the school's responses to plagiarism and/or cheating?

- o You will receive additional education on what plagiarism is and how to avoid it in the future. Please ask your teacher for guidance about giving credit to and citing your sources. Such guidance is also available on line.
- You will likely be asked to re-do work, and your grades will also likely be lowered in response to your choice to plagiarize and/or cheat.
- If you plagiarize or cheat, there will be some form of consequence, ranging from lowered grades and parental notification to in-school academic probation, re-evaluation or dismissal, depending on the nature and extent of the plagiarism or cheating.

## **Study Hall**

In addition to the daytime study hall, there is an hour-long study hall starting at 7:00 p.m. This hour is expected to be a quiet studying time spent in a designated study space downstairs. You must be seated at a desk or table during study hall.

The following are guidelines to follow at this time:

- Be in your study hall, ready to do academic work by 7:30 p.m.
- Stay in your assigned room and work quietly until 8:30 p.m.

A dorm staff will be in the room, or may frequently visit the room and check-in to see how your work is going, especially if a teacher requests particular attention or support for you.

You may work with another student if

- You have a note from a teacher, and
- You have permission from the study hall supervisor, and
- You work quietly and productively with your classmate

Students on Tier 3 or 4 may study in their rooms on designated days for evening study hall after checking in with a dorm staff

There will be a group in the computer lab and the library. During study hall, the

computers are for schoolwork only.

You are expected to comply with staff requests regarding where you sit and work during study hall.

You may not study in Hayden Lounge during evening study hall.

## **Taking Classes Outside of Rock Point School**

Classes are generally taken at Burlington High School or Community College of VT, both easily accessible from RPS.

You must successfully complete a semester at Rock Point School before you may take a class at another school.

If you are interested in taking a course at another school, you should speak with your Advisor or the Dean. You should speak to them well before the semester begins, so that they can check out availability of classes.

- Your eligibility to take a course outside of Rock Point School will be based on your good standing in the academic and dorm programs. For example, you should have no incompletes on your progress reports and grade reports (except due to extenuating circumstances). In addition to behaving respectfully and responsibly while at school, your behavior on out-of-school trips through the dorm and academic programs must be responsible & respectful.
- You will need to complete all pre-registration requirements of the other school.
- You should understand that by taking a course at another school you may miss out on some field trips and other Rock Point School activities because you will be obligated to attend your outside class.
- You will need to pay any fees associated with the class at the other school.
- You are subject to the other school's policies as they pertain to that class, and it is your responsibility to become aware of the policies, including grading & attendance.
- If you are taking a class at another school, and your grades here begin to slip, you will be given a period of time to get your grades back up. If your

grades here drop below C, you may be asked to drop the class at the other school.

Classes that are shorter in duration, such as a 6-week writing workshop or a weekly Martial Arts class can be arranged, as available and accessible, through permission of the Advisor, who will work with your parents/guardian, and Ryan to determine if you are in good standing to take the course.

## **Transcripts and Graduation Requirements**

Rock Point School's mission points the curriculum towards high standards. We want all of our graduates to be ready for a further step in their educational journey.

We require all enrolled students to attend our full academic program of classes. Our full academic program includes English, math, science, history, art, and physical education and to participate in chapel and in community service. We want RPS graduates to take full advantage of their time in high school, whether or not they plan to go on to further education.

We know that many of our students may come from school situations where they failed to earn full credit for their work, and their transcript may reflect missing credits and courses. It is for that reason that we have purposely kept the minimum number of credits required for graduation to 18.5 credits. This is a minimum requirement, not a target. We do not automatically graduate students when they accumulate 18.5 credits. Rock Point School awards diplomas only to students who have attended four full years of high school and who have met the credit requirements for graduation. We do not offer "early graduations."

The RPS transcript consists of three pages (only the first two of which are mailed out when another school requests a transcript). The first page is usually sufficient to hold all the student's coursework, and the second page is used as a backup for courses and other credits earned which do not fit easily on page 1. The third page is an informal credit inventory, which is used to track the student's progress towards graduation. This third page is not mailed out to other institutions. No official transcript will be provided for a student whose RPS accounts/payments are not current. Please refer to the RPS Notification of Rights Related to Student Records that is included in the RPS Student Handbook Additional Policies, below.

## **Transfer Credit**

We will accept all transfer credits from other accredited schools.

We will accept all transfer credits from accredited Distance Learning programs.

We may accept credits from therapeutic programs for all English, Math, Science, History/Social Science, Art, and Physical Educations courses whose course names easily identify them as such.

For all courses that are not easily identifiable as one of the above, we will accept credits if/when we can determine the course content and if, based on curriculum description, we determine that the course is academic in nature or fits into the category of an arts or physical education class.

When credit is earned or work is completed through another school or institution, Rock Point will indicate on the transcript where the credits were earned or work was completed.

If work is completed through a non-degree or credit-granting institution, it is necessary that the institution provide Rock Point with the following: course description, evaluation of student's work and grade (can be pass/fail), number of hours that the course met, and recommended units of credit.

For academic credit, we consider that a course that will earn 1 Carnegie Unit for a year is a course that has a minimum of 3.75 hours of class time per week, plus a minimum of 2 hours expected work outside of class per week.

# Dormitory Program



## Activities

On the weekends, we plan many fun and exciting events. The planning takes place during the prior week so if there is anything you want to do, let us know. Over the years some of the most successful activities have been student-created activities. If you create/sponsor an activity, you are guaranteed a sign-up spot for you and you may not offer guaranteed spots to your friends or other students. Every activity is open to all, regardless of who plans it. The school, with the exception of downhill skiing, snowboarding, and rare events that may require partial contribution, pays for weekend activities. Everyone is required to participate in a variety of activities. Sign ups for activities are on Thursday and are based on each student's dormitory level. The number of activities you need to do is also based on your dormitory level. You are committed to an activity once you sign up for one. Refer to Weekend Activity Sign-ups on page for more details on sign-ups.

In general:

- When you are signing up for activities, you are committing to participate in the activity. It is important for planning purposes to know actual numbers of people and to gauge whether or not there is enough interest for an activity to work.
- If you do not participate in the number of required activities you no longer qualify to be on Tier 4 for the upcoming week.
- You are always welcome to do more activities, as long as there is room in the activity you want to do.
- Although the dorm staff are very creative and energetic in providing a variety of activities each weekend, it is strongly encouraged that students share particular interests by co-sponsoring activities with a staff member. Student-generated activities are often well received and attended.
- If you need particular assistance or support to participate in an activity, please make a timely request to ask your advisor or the Rock Point School staff member responsible for the activity.

## Major Activities

At the beginning of the year, there is a poster listing all the major activities

planned for the first semester. Students get to choose which they prefer. The list often includes camping, Montreal and Boston trips, skiing, rock climbing, and more! During the first semester, you are encouraged to get involved in the designing of Major Activities for the second semester.

## Sports Class

During sports classes, between 3:30 and 5:00, Monday, Tuesday, Wednesday, and Friday, everyone must be active.

You may choose between various sports classes that are offered during each quarter. An excused absence from sports includes events such as, a scheduled doctor's or counseling appointment. Examples of sports classes that have been offered before include the following:

### First Quarter

- Soccer
- Ultimate Frisbee
- Capture the flag
- Speed ball
- Street hockey
- Volleyball
- Walks

### Second and Third Quarters

- Basketball
- Weight training
- Aerobics
- Floor hockey
- Yoga
- Sledding
- Skiing
- Snowboarding
- Dance
- Walks

### Fourth Quarter

- Softball
- Running
- Weight training
- Ultimate Frisbee
- Street hockey
- Basketball
- Volleyball
- Walks

## **Clothing for Sports classes:**

\*\*\* You are required to have safe footwear. No Flip-flops.

Suggested clothing include:

- Shorts
- Sweatpants
- Sweatshirts
- T-shirts.

Year-round, sturdy, good fitting sneakers or boots, depending on the activity you choose, are required to participate in class. Flip-flops and slippers are not permitted.

In the fall, sneakers are appropriate for games and initiatives in the field and on the courts, as well as for walking. Boots are fine for walks, too. Flip-flops and slippers are not permitted.

\*\*\* In the winter, boots, hats, gloves, coats, snow pants (winter gear) are required for any outdoor activity.

\*\*\* Indoor gym activities require sneakers.

It is helpful if you wear a different pair of shoes or boots to the gym, so you can keep your playing sneakers dry and change into them when you get there. Playing with clean, dry shoes will help to keep the gym floor safer to run around on.

## **Dinner**

During weeknights, dinner is served at 5:30. You must be in the kitchen serving yourself at 5:30. Unlike lunch, when you need to sit at your assigned table, at dinner you may sit anywhere in the main dining room. You are asked not to wear hats at dinner, as well as lunch, and to please keep aware of the noise level, so that everyone can have a peaceful, enjoyable meal. You must eat something at

dinner: soup, salad, sandwich, something, not just a drink or dessert. When you are finished eating you may clear your plate into the correct bins for dishwashing and you must return to your seat until after announcements, which happen around 6:00.

## **Evening Work Crew**

The evening work crews happen after dinner. The work crews start right away, following announcements. Most work crews require about 30 minutes of work, some more, others less, but at some point during the year every student will have done many different work crews varying in length and difficulty. For more details about work crews and their place in our community, refer to “Work Crews” on page .

## **Room Checks**

### **Evening Room checks**

If your room does not pass the morning room check, you may be required to clean it again during the evening open time.

### **Daytime Room checks**

Daytime room checks happen from 8:30-8:45 a.m. Monday through Friday. Students are required to have their rooms ready for room check before they go to class. Refer to the “Room Cleaning Guidelines” on page 91 for clarification about what is expected for a regular room check.

A room check is not a room search. Room checks happen Monday through Friday at pre-stated times with the purpose of making sure people are keeping orderly rooms. Students are asked to be in their rooms during room check times. For more clarity on a room search, see “Room Searches” on page .

If your room is getting out of hand and your advisor is informed, then your advising meeting on Thursday will start in your room. At this time, your room should be neat, organized, and clean. If it is not, you and your advisor will work out how to get the room to a functional state. There will be a follow-up room check in the evening.

If you have been having trouble passing room checks, you may be asked to stay

back from the store trip on Tuesday to get your room cleaned up.

If a students' room does not pass room check, he/she may be required to return to it to clean it in the evening.

## **Room Cleaning Guidelines**

Rooms: Students are responsible for maintaining the cleanliness of their rooms throughout the school year. This includes pre-vacation and year-end cleaning. Any damages to a room are the financial responsibility of the student.

Because of asbestos regulations, tacks or nails are not allowed in the wall or ceilings. Wooden strips are provided in some rooms for hanging posters. Staff must approve posters. Staff members will also provide students with "sticky stuff" to affix posters. Extension cords or plug extenders (unless they are fuse protected), incense, candles, hot plates, and other appliances are not allowed. Because of fire regulations, you may not hang tapestries, blankets, bandanas, flags, etc. from the ceiling or windows. Also, all wall hangings must be flush against the wall. Male or female posters and literature of an obscene nature are not allowed in the school.

Rooms should be kept clean and will be checked after work crews and before each evening study hall. If, upon inspection, staff is not satisfied with your room, you will be asked to stay after study hall to clean it and to remain in your room until a dorm staff has indicated that your room passes inspection. This cleaning is not to be done during study hall. You are expected to see to the following on a daily basis:

- Trash is picked up and trashcan is emptied as necessary
- Recyclable material is placed in proper bins
- Bed is made
- Clothes are put away and laundry gathered together
- Bed sheets are changed and washed regularly
- Laundry is attended to
- Desktops are clear and neat
- Floor is made neat and clean

- Any outstanding messes are taken care of, and the sources of any unpleasant odors are attended to
- Anything else the staff deem necessary is done

A weekly super duper room inspection will take place on Wednesday evenings. You are expected to have completed extra weekly cleaning requirements that include:

- Vacuuming the carpet, or sweeping and mopping the floor
- Emptying your trash can
- Clearing counter tops of excess debris and dusting as necessary
- Cleaning closets and under beds of nondescript "piles" or dirt
- Washing laundry (in excess of one washer-load) and putting away clothes
- Cleaning any other messes, or fingerprints on walls, doors, etc.
- Doing anything else the dorm staff deem necessary
- Rooms should always be kept tidy.
- Staff may deem it necessary to have you remove items from your room in the case of excess clutter.

STUDENTS MAY NOT REMOVE FURNITURE FROM THEIR ROOMS, SWAP BEDS, ACCUMULATE EXCESS MATTRESSES OR EXCHANGE ANY OTHER FURNITURE.

## Open Time

"Open" times are periods of time when you may choose whether to relax and hang out, play pool, go for a walk, get a jump on homework, clean your room, or whatever else you feel like doing at school because there is nothing scheduled for you to do. Depending on the night and the work crew you have, you may have "open" time in between dinner and work crew, or work crew and room check, or room check and study hall. Everyone has "open" time before dinner and after study hall, unless you need to be in your room because you have been excused for being sick, have a restriction as a consequence for breaking a rule or are called back for additional room cleaning.

"Open" times are unscheduled times on weekdays and weekends during which

you need to decide how to best utilize the time to get things done.

## **Snack**

During the week, evening snacks are from 9:00-9:15. The type of snacks that are put out will be something healthy, such as fruit or yogurt. Snacks are put away at 9:15 to allow the dorm staff to clean up and attend to other nightly tasks by 9:30pm. Please be aware of the time if you plan to microwave something or make a bagel etc.

## **On Floor - In Room - Lights Out**

During the week, you need to be on your respective floor at 9:30 and in your room at 10:00. These times are important to adhere to because school starts early - breakfast at 8:00 a.m.!! The time between 9:30 and 10:00 is for relaxing and getting ready for bed. It is also the time to brush your teeth, wash up, make sure your materials are organized for the next day, and do whatever you need to so that you can and will be in your room by 10:00 p.m.

At 10:00 all music and other sounds need to be inaudible from outside your room. For more details, refer to the Music Policy on page .

## **At 9:30, all must be turned off**

You need to turn off all music and hand in cell phones, and computers at this time. The academic day starts early, so it is important to be getting good sleep every night. Lights out is at 10:30.

## **Floor Meetings**

2nd and 3rd Floor Meetings are held on a weeknight (day TBD) from 8:30 to 9:30. These gatherings are required.

The objective of the meeting is to gather together by Floor (2nd and 3rd) and laugh, play, have a positive, inclusive, community building experience. This time may also be used to discuss issues that arise on the Dorm Floor. Examples of what might happen include, but are not limited to: taking a full moon walk, making something (a quilt? a movie?) together, going for an ice cream, going sledding, watching a movie or sporting event, playing in a music jam, etc. We hope that

you will bring your ideas of what you would like to do together!

## **Store Trip**

In the evenings, a store trip allows students to be responsible for purchasing his/her own personal products such as soap, shampoo, feminine products, snacks, etc. Due to the purchasing of excessive amounts of soda, energy drinks, and candy students will not be allowed to buy any of these things on this school sponsored outing.

## **Order of signing up for activities:**

The sign-ups also go in order of Tier level. Dorm staff will facilitate the sign ups on Thursday evening.

## **Weekend Meals**

You must attend meals on weekends unless you clear your absence beforehand. The weekend meals are at the following times:

Friday dinner	5:30-6:15
Saturday breakfast	8:15 - 9:00 (optional)
Saturday brunch	12:00
Saturday dinner	5:30-6:00
Sunday breakfast	8:15 - 9:00 (optional)
Sunday brunch	12:00
Sunday dinner	5:30-6:00

## **Weekend Work Crew**

Each weekend everyone is required to do one work crew. Most of the time, work crews are in the kitchen, except when you are on a major activity and may be asked to help out in some other way, or when a different work crew is scheduled ahead of time for sign-ups. Weekend work crew sign-ups happen at the same

time as weekend activity sign-ups. If you choose to skip your weekend work crew, you will not qualify for Tier 4 in the upcoming week and you may have other responsibilities to make up for the missed work crew.

## **Life Skills Class**

The Dorm Staff teaches a Life Skills Class from 7:00 to 8:00 pm on Thursday nights. This class is required.

Course goals include:

- Each student getting to know more about him/herself and to know better how to care for their physical, emotional, mental, and spiritual well-being
- Each student experiencing wellness during the course of this class
- Each student to further develop their capacity for independent thinking
- Each student gains experiences they can access for years to come

Life Skills curriculum will be supported by activities and conversations in Community Meetings and Floor Meetings.



# Day Student Life

## Calendar Notes for Day Students

The following list of Calendar notes is intended to help clarify expectations for day students at times when people have traditionally asked, “I am a day student, do I have to be there for that?” If you have any questions about anything that is on (or off) this list, please do not hesitate to contact the school.

### ***First Day***

Today you are expected to come to a Day Student and Family meeting at 11:30, lunch at 12:30, stay through advising meetings, and to be at the evening community meeting, which is from 7:30 pm to 8:30 pm. You are welcome to choose to stay through dinner or to leave and come back for the evening school-wide. It makes for a long day, but you are encouraged to come around 9:00 or 10:00 in the morning, if you want to, because it is a fun time to meet people and help them move in. Bringing bags to the floor on opening day will be one of the times that you will be allowed to be on the same gender dorm floor.

### ***First Week***

Returning day students will come at breakfast on Monday and depart at 9:00 am on the Returning Students Trip. Students return from the trip in the late afternoon (3:00ish) Tuesday. Later that same evening there will be another school-wide orientation meeting from 7:00 to 8:00 in the library. You are welcome to go home and take a break or stay and follow the school program between returning from the trip and the 7:00 starting time for the evening orientation meeting.

If you are a new day student, you are expected to come at breakfast time and stay through sports, which ends at 5:00. There is also an evening orientation meeting from 7:30 to 8:30, which all day students will attend.

Wednesday is the first official day of classes.

There will be an optional evening orientation meeting on Wednesday (8:30-9:30). Wednesday's meeting is a general follow-up for questions that have come up and

also an opportunity to review rules that are more specific.

Thursday evening (7:30-8:30) there is a mandatory meeting about the boys and girls' camping trips and also about weekends in general.

### ***Beginning-of-the-Year-Camping Trip***

The Beginning-of-the-Year Camping Trip you will attend is either the "All-2<sup>nd</sup> floor crew Camping Trip" or the "All-3<sup>rd</sup> floor crew Camping Trip." Both trips leave Friday afternoon (usually departing between 1:30 and 3:30), go to a state park, and return mid-afternoon on Saturday. You will get a packing list at the Thursday evening meeting. If you would like a packing list before Thursday, please contact the Dean of Students.

### ***Weekend Activities***

As written above, you are welcome and encouraged to come to the school on weekends.

There is one "day student" space reserved for day students to sign up for major activities for every six "boarding student" spaces. This number is figured out by the current ratio of day and boarding students. If there are, "boarding student" spaces that are left open, day students may take that space. The reverse also works. If there is a "day student space" left open, a boarding student may take that open place. The dorm staff typically posts the weekend activities by dinner on Thursday evenings. Sometimes the general activity list is sketched out by Wednesday, so if you are really interested in certain activities, you might be able to find out what is happening during your advising meeting.

There are no spots specifically reserved for Day Students on regular weekend activities.

Day students will need to pay any expenses that are incurred for their participation in weekend activities.

### ***Fall Parent Conferences***

There are parent conferences on Friday and Saturday. You do not need to be at school on Friday. Any time you are at school during the Fall Parent Conferences, you are expected to participate in whatever scheduled programming is happening for boarding students.

## ***Holiday Dinners***

These dinners are required and are “dress-up.” “Dress-up” means button-down shirts, jackets, dresses, skirts, ties, bolos – in general, fancier than usual, but short of “formal.”

### ***Thanksgiving Service and Dinner***

Thursday before Thanksgiving vacation

5:00 Service in the chapel

5:30 Dinner

### ***Christmas Service, Dinner, and Party***

Thursday before Christmas vacation

5:00 Service in the chapel

5:30 Dinner

6:30 Holiday Party (ends about 7:30)

### ***Last Day of classes before vacations***

On the last day of classes before vacations, day students may leave at 1:30. Classes run until 12:30, then we have lunch and all help out by cleaning up the lunch together in the kitchen, which is often done by 1:30. If a student has back work due, he/she may be required to stay for the afternoon to complete or work towards completing that work.

### ***Winter Parent Conferences***

The Winter Parent Conferences occur on the Wednesday-Friday immediately preceding February vacation.

There are parent conferences on Thursday and Friday. You need to be at school on Thursday. Any time you are at school during the Winter Parent Conferences, you are expected to participate in whatever scheduled programming is happening for boarding students. You are expected to come to the dinner and slide show on Thursday night. This dinner is a “dress-up” dinner (see Holiday Dinners on page for clarity on “dress-up.”) Although you are not required to be at the school during conference times, there may be times you want to be around

so you can meet other students' parents and siblings.

### ***School Play***

Date of the play is typically on the Friday and Saturday nights following the end of the second quarter.

Parents are welcome to attend. All students (day and boarding) must attend. Many of you might even choose "theater" as a second quarter arts class and be in the play, either on stage or behind the scenes.

### ***Prom***

The Prom is held on a Thursday night in May.

Our prom is both traditional and very untraditional. It is a lot of fun and is also a required event for all students. Day students are required to participate through pictures, dinner, and the very beginning of the dance part of the prom. The dance part usually starts at 7:00, so you may leave as early as 7:15 or stay longer, as late as 10:00, when the dance is ending.

### ***Art Show***

The Art Show is typically the 1st Friday in May.

For the last few years Jeannie Waltz, our Art teacher, has created art shows displaying Rock Point students' art at the Rose St. Gallery in Burlington, as well as at Rock Point School. In each of those years, we have had a wonderful opening, 5 pm until about 7 pm. We are estimating our annual art show will be on the first Friday in May. Jeannie and students will work out the exact date as spring approaches. The Art Opening is a required event for all students and is definitely open to family and friends.

### ***End-of-the-Year Incomplete Study Hall***

The End-of-the-Year Incomplete Study Hall is 1:30-3:30 on the last academic day of the 4th quarter, typically a Wednesday.

At the end of the year students who have outstanding work are required to complete the work by attending an incomplete study hall from 1:30 to 3:30 on the Wednesday afternoon of the last academic day of the fourth quarter. If a student has incomplete work after that study hall, any "open time" during the days and evenings in the week following the end of the quarter will be required incomplete study halls. All students must have their academic work completed by noon on

the first day of the End-of-the-year camping trip.

### ***Field Day***

Field Day is at 2:30 p.m. on the last academic day of the 4th quarter, typically a Wednesday.

It is a celebration of the end of the fourth quarter and a great excuse to play and laugh with friends and staff. All students are required to be at this event. Families are welcome to come and watch. Folks are usually hitting the showers and/or jumping in the lake by 4:30. You may leave after the festivities are done or stay until the usual 4:45.

## **The Last Week of School**

### ***End of the Year Camping Trip***

The End of the Year Camping Trip occurs Tuesday -Friday before graduation.

As part of our closure at the end of the year, you will go on a three-day/three night camping trip to Lake Elmore with the whole school. The trip leaves Rock Point at 9:00 am on Tuesday and returns Friday around 9 am.

After returning from the campground, we clean up until lunch. You may leave after lunch (12:45) or stay at school and relax until the Senior Banquet.

### ***Night of Recognition***

The Night of Recognition is held from 5:00-8:30 on the Friday before graduation.

The Senior Banquet is an awards banquet for all students and a night of recognition for our seniors. All students are required to attend and “dress up” for the appetizers and student recognitions.

### ***End-of-the-Year Slide Show***

Students are required to go to the slide show and everyone else is welcome and encouraged to attend. The slide show is held in the library directly following the Recognitions portion of the evening.

### ***Graduation***

Graduation begins at 10:00 am on Saturday.

Graduation is the final required activity of the year. It is another “dress-up” event and is a very important piece for final closure for the school year. Families are definitely encouraged to come to this community celebration. The ceremony ends by 11:45 and is followed with a buffet lunch in front of the school or in the dining hall, depending on the weather, where folks eat one last time and say their summer goodbyes.

## **Day Student Policies**

### ***In General:***

As a day student, you are invited and welcome to participate in everything at school, except to sleep over. The only time this would change is if you did not follow, the rules that both day and Boarding students are expected to follow.

### ***The Specifics:***

Monday through Friday day students shall arrive at Rock Point School by 8:00 a.m. and leave Rock Point School at 5p.m. according to a plan that the parents make with the school. The plans and any permission that a parent of a day student gives will be kept in the front office.

If a day student will be missing school for any reason, the student's parent needs to call the school to let us know not to expect the student and to help make plans to make up work.

Having a car at Rock Point School is a privilege. Day students may drive to Rock Point School and leave their car here for the day, if approved by the Head of School.

Day students must park in the lower lot at all times. Under no circumstances shall a day student give another Rock Point School student a ride anywhere at any time. The only exception to this rule is that a day student may drive another day student to or from school (Monday through Friday at 8:00 and 5:00) with written permission from both sets of parents.

Day students are welcome to attend weekend activities, meals, trips, and overnights away from the building following the guidelines explained below.

- Day students are welcome to visit Rock Point School during normal visiting hours (8 pm to 9 pm on weekdays; see visiting hours) provided they are following the rules and have no time or other consequences.

- If a parent requests a student to stay past 5:00, the student may stay through study hall provided he/she follows all the rules of the boarding program.
- Day students will sign-up for weekend activities after boarding students.
- Day students are expected to pay their own way on weekend activities.
- If a day student does not have any class or dorm time on Thursday afternoon, he/she may leave at 3:30, after advising meetings, if a staff member has confirmed approval from a parent in writing or over the phone.
- Day students who accumulate dorm time must make up dorm time (6 hours/week) when appropriate, as listed in the student handbook. If this is not possible for some reason, contact the Dean of Students to make arrangements.
- Day students are not allowed on the dorm floor.
- Day students are not allowed to sleep over at Rock Point School.
- Day students shall store their belongings in the wooden lockers provided outside the laundry room.

### ***Evening guidelines for Day students***

- Dorm Staff should be told that a student is staying after 5pm and when he/she is leaving.
- Weekend dorm staff should be made aware of day students coming and going.
- A day student is required to balance exclusive relationships with other friendships.
- A student may not skip a dinner, work crew, study hall, detention (if required), wellness or any other mandatory activity, or they will be asked to go home early.

Failure to follow these guidelines can result in the day student's being ineligible to participate in any evening, weekend or other activities at Rock Point School other than academics and sports (Monday through Friday 8:00 am until 5pm).

## Day student Incentive Plan: Thursday am- Wed. pm

Day students are required to attend all classes and activities during the school day.

\*Students go over the Tier with their advisor on Thurs. Afternoon.

\* Highlight any problem areas and make a plan with the advisor to address the issue.\*

Highlight any problem areas and make a plan with the advisor to address the issue.

Tier 4: (97- 100 points) \*missing 1-3 points

- Arrival time 8:45 (if possible for parent drivers)
- Cell phone pick up at 1:40
- Excused from study hall to work in *craft room* (pending approval from Jeannie)
- Welcome to join weekend activities and/or evening meals

Tier 3: (93 -96) \*missing 4-7 points

- Excused from SH to work in *art room* (pending approval from Jeannie)
- Pick up cell phone at 3:15
- Welcome to join structured staff organized activities on weekends

Tier 2: (90-92) \*missing 8-10 points

- Student will not have cell phone at school
- 

Tier 1: missing 9 or more points

- Meet with Advisor and Dean and make a plan to engage more productively with school in the following week. Are there supports that you need to remain productive?
- Parents are informed that student is missing key parts of the school day
- Student will not have their cell phone at school
- Will work 1 on 1 with teachers during afternoon study halls
- May be required to stay for extra study hall

## **What is it like to be a day student?**

### ***Fun***

Being a day student is fun because:

- “ You can enjoy the comforts of home, while enjoying the comforts of Rock Point School.”
- “ You can enjoy the hard water of home.”
- “ Being a day student is good because you can get a break from everything, and everyone.”

### ***Challenging***

- Being a day student can be challenging, too. Sometimes you may find it hard to be out of the loop regarding experiences that happen in the evenings and/or on weekends.

### ***Getting Involved***

You are encouraged to come to school and participate in weekend activities. Please see Day Student Policies on page for how to sign up and get involved.

There are also lots of fun and exciting events that happen during the academic day, which you will be a part of and help to create on a daily basis. You do not have to join in activities on the weekends. The number of day students in relation to the number of boarding students has grown in recent years. This change in the ratio of boarding students and day students has naturally shifted the conversation about how and when more overlap and collaboration can happen. Therefore, consider this new section in the handbook a “first draft,” and expect it to change as we collectively figure out how to proceed.

In addition to figuring out how to get day students more involved in the boarding program, there is also some energy from day students, the school and their families to get boarding students more involved in local experiences led by day students. These activities will be determined on an individual basis as they are proposed.

As a day student, it is up to you to figure out how much or little you want to participate in the Rock Point School community outside of your regular requirements. We are glad you are here, whatever ways you decide to be involved at Rock Point School.



# Additional Policies



**Class of 2017 and ES**

## **Animal Dissection Policy and Procedure**

It is the intent of Rock Point School to comply with the requirements of 16 VSA 912 regarding the right of students to be excused from participating in or observing activities involving the dissection of vivisection of animals. Students shall have the right to be excused from participating in any lesson, exercise, or assessment requiring the student to dissect, vivisect, or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

### ***Definition***

As used in this policy, the word “animal” means any organism of the kingdom Animalia and includes an animal’s cadaver or the severed parts of an animal’s cadaver.

### ***Alternative Education Method***

A student who is excused under this policy shall be provided with alternative methods through which he/she can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the Head of School, if necessary.

### ***Discrimination***

No student shall be discriminated against based on his/ her decision to exercise the right to be excused afforded by this policy.

### ***Procedures***

Notice will be provided to students enrolled in a course, and to the students’ parent(s) /guardian(s) of the student’s right to be excused from participating in or observing the lesson and the process by which students may exercise this right.

## **Non-Discrimination Policy**

**RPS does not discriminate on the basis of race, color, ancestry, national origin, place of birth, citizenship, religion, sex, gender identity, sexual orientation, age, marital/civil union status, military/uniformed services/veteran status, disability, genetic information, being a crime victim, having a positive test result on an HIV related blood test or other legally protected class in the provision and administration of its education programs, activities, services or in the access provided to the public, and the School accommodates individuals with disabilities, all in accordance with and to the limits of the requirements of state**

and federal laws.

# Hazing Harassment and Bullying Policy and Procedure

## Statement of Policy

Rock Point School (“RPS” or the “School”) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of Rock Point School to prohibit the unlawful harassment of students based upon the student’s or his/her family member’s actual or perceived race, color, ancestry, national origin, creed, religion, sex, gender identity, sexual orientation, marital/civil union status, age, military/uniformed service or veteran’s status, disability, or other legally protected classification. Harassment may also constitute a violation of Vermont’s Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of Rock Point School to prohibit the unlawful hazing and bullying of students. Conduct that constitutes harassment or hazing may be subject to civil penalties under state law.

Rock Point 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 – subject to the jurisdiction of the Head of School – who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the School’s disciplinary policies or the School’s code of conduct.

**Privacy Considerations.** Under this policy, the privacy of the Complainant, the

accused individual, and the witnesses shall be maintained consistent with Rock Point School's obligations to investigate, to take appropriate action, and to comply with common law privacy rights and the School's policies governing the disclosure of student records or other applicable discovery or disclosure obligations.

**Response to Complaints.** The scope of the School's response to a harassment/ hazing/bullying complaint may depend upon whether a student or parent of a minor student reporting the misconduct asks that the student's name not be disclosed to the alleged wrongdoer or that nothing be done about the alleged harassment/hazing/bullying. In all cases, the investigator will discuss confidentiality standards and concerns with the Complainant initially. Rock Point School will inform the student that a confidentiality request may limit the school's ability to respond. The School will remind the student that retaliation is prohibited and that if he or she is afraid of reprisals from the alleged wrongdoer, RPS will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student continues to ask that his or her name not be revealed, RPS will take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the School from responding effectively to the harassment/hazing/bullying and preventing harassment/hazing/bullying of other students. Rock Point School will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The factors the School might consider in this regard include the seriousness of the alleged harassment/hazing/bullying, the age of the student targeted, whether there have been other complaints or reports of harassment/hazing/bullying against the alleged wrongdoer, 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/hazing/bullying, the School will consider whether its Policy related to Student Records prohibits it from disclosing information without the student's consent. Similarly, our policies and laws related to student privacy may prohibit disclosure of any discipline imposed under this policy unless the parent/guardian of the accused student and/or the accused eligible student (18 years or older) consents to such disclosure.

**Notifications.** All notifications made under this policy and the underlying procedures shall be subject to the RPS policy related to educational records and general laws protecting the confidentiality of personally identifiable student information. 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 or bullying, or other misconduct occurred. Only if the parent/guardian or eligible student provides a signed and dated written consent may the School disclose personally identifiable information from the student's education records.

**Reporting to Law Enforcement Authorities.** Again, 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 School's Student Records Policy. Accordingly, such information may not be disclosed to law enforcement authorities without prior parent approval (or approval of the accused eligible student) 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, except in so far as any school employee may report the matter to the Department of Families and Children (DCF) or the Department of Disabilities, Aging and Independent Living (DAIL) as mandated reporters .

**Document Maintenance.** The Head of School or his/her designee 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 policy and procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator and Rock Point School for at least six (6) years after the investigation is completed.

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

**"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:

- is repeated over time;
- is intended to ridicule, humiliate, or intimidate the student; and
- (i) occurs during the school day on the School's 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 the School's property, on a school bus or at a School-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access

educational programs.

**“Complaint”** means an oral or written report 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 harassment, hazing, or bullying.

**“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of harassment, hazing, or bullying, or a student who is the target of alleged harassment, hazing, or bullying.

**“Designated Employee”** means an Employee who has been designated by the school to receive complaints of harassment, hazing, and bullying.

The following Employees of Rock Point School have been designated to receive complaints of harassment/hazing/bullying pursuant to this policy and 16 V.S.A. §570a (a)(7), 16 V.S.A. § 570b(7), and 16 V.S.A. § 570c(7) and under applicable state and federal anti-discrimination laws:

C.J. Spirito, Head of School  
1 Rock Point Road  
Burlington, Vermont 05408  
802.863.1104  
[cspirito@rockpoint.org](mailto:cspirito@rockpoint.org)

Ryan Weiland, Dean of School  
1 Rock Point Road  
Burlington, Vermont 05408  
802.863.1104  
[rweiland@rockpoint.org](mailto:rweiland@rockpoint.org)

Hillary Kramer, Director of Admissions  
1 Rock Point Road  
Burlington, Vermont 05408  
802.863.1104  
[hkramer@rockpoint.org](mailto:hkramer@rockpoint.org)

**“Employee,”** for purposes of this policy only, includes any person employed directly by or retained through a contract of employment with RPS, including but not limited to ” includes but is not limited to all teachers, support staff, administrators, bus drivers, custodians, cafeteria workers, and coaches employed full- or part-time who are awarded an employment contract, a Trustee, a student teacher, or an individual who has entered into a volunteer agreement with the School.

**“Equity Coordinator”** is the Rock Point School Dean of Students, Ryan Weiland, who is responsible for overseeing implementation of the School’s policies against harassment, hazing, and bullying of students and compliance with applicable state and federal anti-discrimination laws.

**“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, color, ancestry, national origin, creed, religion, sex, gender identity, sexual orientation, marital/civil union status, age, military/uniformed service or veteran’s status, disability, or other legally protected classification, 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 means unwelcome conduct of a sexual nature, which 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:
  - Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
  - Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

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

from the educational program on the basis of sex.

1. Racial harassment 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.

1. Harassment of members of other protected categories means conduct directed at the characteristics of a student's or his/her family member's actual or perceived race, color, ancestry, national origin, creed, religion, sex, gender identity, sexual orientation, marital/civil union status, age, military/uniformed service or veteran's status, disability, or other legally protected classification, and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

**“Hazing”** means any intentional, knowing or reckless act committed by a Student, whether individually or in concert with others, against another student: (a) in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the School; and (b) 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.

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

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

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

- Is registered in or in attendance at RPS;
- Has been accepted for admission at RPS; or
- Intends to attend RPS during any of its regular sessions after an official

academic break.

**“Notice”** means a written complaint or oral information that harassment, hazing, or bullying may have occurred which has been provided to a Designated Employee from another Employee, the student allegedly subjected to the harassment, hazing, 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 harassment, hazing, or bullying through other means, for example, if information about harassment, hazing, 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 misconduct 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 the authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment, hazing, or bullying.

**“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

**“Pledging”** means any action or activity related to becoming a member of an organization.

**“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the complaint. Such adverse action may include conduct by a School Employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, hazing, bullying, intimidation, and/or reprisal.

**“School Administrator”** means the Head of School or his/her designee, the Dean of Students (the School’s Equity Coordinator), the Director of Admissions.

**“Student Conduct Form”** is a form used by students, staff, or parents, to

provide, in written form, information about inappropriate student behaviors that may constitute harassment, hazing, or bullying.

## **Reporting Complaints of harassment, hazing, or bullying**

1. Student Reporting: Any student who believes that he/she has been harassed, hazed, or bullied under this policy, or who witnesses or has knowledge of conduct that he/she reasonably believes might constitute harassment, hazing, or bullying should promptly report the conduct to a Designated Employee or any other school Employee.

1. School Employee Reporting: Any school Employee, as defined in the policy above, who **witnesses conduct** that he/she reasonably believes might constitute harassment, hazing, 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 harassment, hazing, 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 another of the School's Designated Employees or to a School Administrator.

1. Other reporting: Any other person who witnesses conduct that he/she reasonably believes might constitute harassment, hazing, or bullying under this policy should promptly report the conduct to a Designated Employee.

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

1. False complaint: Any person who knowingly makes a false accusation regarding harassment, hazing, 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 harassment, hazing, or bullying when the person has a good faith belief that harassment, hazing or bullying occurred or is occurring.

1. Rights to Alternative Complaint Process for Harassment: 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 at the address 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](mailto:human.rights@state.vt.us)

## **Responding to Notice of Possible Policy Violation(s)**

Upon Notice of information that harassment, hazing and/ or bullying may have occurred, the Designated Employee shall:

1. Promptly reduce any oral information to writing, including the time, place, and nature of the conduct, and the identity of the participants and Complainant.
2. Promptly report the information to the Head of School.
3. If in the judgement of the Head of School, the information alleges conduct which may constitute harassment, hazing, or bullying, the Head of School shall, as soon as reasonably possible, provide a copy of the policy on harassment, hazing or bullying and these procedures to the Complainant and the accused individual, or, if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.
4. Assign either the Dean of Students or the Director of Admissions to investigate the complaint who will then carry out the responsibilities of the Investigator as set out in this Policy.

Upon **initiation of an investigation**, the Investigator shall:

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

- an investigation has been initiated;
- retaliation is prohibited;
- all parties have certain confidentiality rights; and
- they will be informed in writing of the outcome of the investigation.

## **Investigating Harassment, Hazing, and/or Bullying Complaints**

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 Investigator shall, no later than one school day after notice to the Head of School, initiate or cause to be initiated, an investigation of the allegations, which the Investigator reasonably believes may constitute harassment, hazing, or bullying.

Investigator Assignment. As assigned by the Head of School, the Dean of Students or the Director of Admissions shall conduct the investigation and carry out the responsibilities of the School’s Investigator, as outlined in this policy. No person who is the subject of a complaint shall conduct such an investigation.

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, RPS 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, Rock Point 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.

Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved

and the context in which the alleged incidents occurred. The Complainant and the accused will be provided the opportunity to present witnesses and other evidence during an investigation. The investigator will also consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.

Completion of Investigation – Timing - No later than five school days from the filing of the complaint with a Designated Employee, unless special circumstances are present and documented, the Investigator shall submit a written initial determination to either the Dean of Students or the Director of Admissions as the School Administrator who did NOT investigate the complaint.

Investigation Report The Investigator's written report should 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 harassment, hazing, and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by either Vermont AOE or investigations of harassment conducted by the Vermont Human Rights Commission

Review and Final Determination The School Administrator who did not conduct the investigation, i.e., either the Dean of School or the Director of Admissions, will review the Investigator's report and, within two days of receiving it, issue a determination as to whether the findings of the Investigator support his or her conclusion and whether there has been a violation of the School's Harassment/Hazing/Bullying Policy. Within five school days of the School Administrator making the determination, the School Administrator will notify in writing both the Complainant and accused individual (or, if either is a minor, inform their respective parent or guardian) that:

- the investigation has been completed;
- this School Administrator has determined that a policy violation occurred (and which policy term was violated, i.e., harassment, hazing, and/or bullying) or that no violation occurred.

The School Administrator making the determination shall also notify the Complainant Student – or if a minor, his/her parent(s) or guardian – in writing of the Complainant's rights to:

- an internal review by the School of its determination as to whether harassment, hazing, or bullying occurred;
- request an Independent Review, within thirty (30) days of the final determination, of the School's "final" determination as to whether harassment, hazing, or bullying occurred or (although a "final" determination was made that harassment, hazing, or bullying indeed occurred) the school's response to that conduct was inadequate to correct the problem; and that the review will be conducted by an investigator to be selected by the Head of School from a list developed by the Agency of Education;
- (if a claim of harassment is substantiated), file a complaint with the Vermont Human Rights Commission.

The School Administrator making the determination shall also notify the Accused Student – or, if a minor, their parent(s) or guardian – in writing of his/her right to appeal as set forth in Section V of these procedures.

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 School Administrator shall also report such conduct to the Dean of Students for action in accordance with relevant school policies or codes of conduct.

## **Responding to Substantiated Claims**

Scope of Response After a final determination that an act(s) of harassment, hazing, and/or bullying has been committed, the School shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment, hazing, 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 RPS rules applicable to student conduct may provide guidance, but the specific procedures set out here will be followed to the extent they are inconsistent with those rules. For example, the appeal process set out in these procedures will apply in cases involving expulsions for harassment, hazing, and bullying. In determining an appropriate response to a substantiated claim, the following should be considered:

- Potential Remedial Actions Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, re-evaluation, 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 harassment, hazing, and/or bullying. To prevent recurrences, counseling for the offender may be appropriate to ensure that he or she understands what constitutes harassment, hazing, and/or bullying and the effects it can have. Depending on how widespread the harassment, hazing, and/or 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 harassment, hazing, and/or bullying if it recurs and know how to respond.

- School Access/Environment Considerations Rock Point School will also make 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, RPS may deliver special training or other interventions for that class to repair the educational environment. If RPS 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 harassment and/or bullying and will be responsive to any student who reports that conduct.
- Hazing Case Considerations Appropriate penalties or sanctions or both for organizations that (or individuals who) engage in hazing, and these may include 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.
- 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).

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

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

#### Alternative Dispute Resolution

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

### **Post Determination Reviews**

#### Rights of Complainants

##### Internal Review for Complainant of the School Administrator's Determination as to the Allegations of Harassment, Hazing, and/or Bullying

A Complainant or parent of a Complainant may request an internal review by the Head of School of the School Administrator's determination (following investigation) that harassment, hazing, and/or bullying has not occurred via written request submitted to the Head of School. All levels of internal review of the School Administrator's determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by Rock Point

School, be completed within thirty (30) calendar days after review is requested.

#### Independent Reviews for Complainants of Final Harassment, Hazing, and/or Bullying Determinations

A Complainant may request an independent review within thirty (30) days of the School Administrator's determination if she/he (1) is dissatisfied with the final determination as to whether harassment, hazing, and/or bullying occurred, or (2) believes that, although the School Administrator's determination was made that harassment, hazing, and/or bullying occurred, the School's response was inadequate to correct the problem.

The Complainant shall make such a request to the Head of School within thirty (30) days of a final determination. Upon such request, the Head of School shall promptly initiate an independent review by a neutral person and shall cooperate with the independent reviewer so that she/he may proceed expeditiously. The review shall consist of an interview of the Complainant and relevant school officials and a review of the written materials from the school's investigation.

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

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

Rights to Alternative Harassment Complaint Process In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights at the address 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](mailto:human.rights@state.vt.us)

### Rights of Accused Students

Appeal. Any person determined to have engaged in an act(s) of harassment, hazing, and/or bullying may appeal the School Administrator's determination and/or any related disciplinary action(s) taken, directly to the Head of School. The Head of School shall conduct a review on the record. The standard of review shall be whether the determination that an act(s) of harassment, hazing, and/or bullying has been committed constitutes an abuse of discretion by the School Administrator. Appeals should be made to the Head of School within ten (10) calendar days of receiving the notice of the School Administrator's determination that an act(s) of harassment, hazing, and/or bullying has occurred and/or any announced discipline. The Head of School shall set the matter for a review hearing as soon as practicable, but not later than 30 days from receipt of the appeal filing.

Accused Student/Appellant Access to Investigative Reports/Findings Subject to the privacy considerations outlined in the above policy and Rock Point School's Student Record policy, and the best interests of the School, Rock Point School will make available upon request of the accused student/appellant, any relevant information, documents, materials, etc. related to the investigation and/or related to any decision made after appeal that can be redacted and de-identified. For those documents that cannot be provided due to the requirements of these policies and general privacy rights, when the accused student/appellant seeks a review on the record before the Head of School, 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. Before Rock Point School discloses personally identifiable information from the student's education records, the parent/guardian or eligible student must provide a signed and dated written consent.

## **Reporting to Other Agencies**

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 The Department of Disabilities, Aging, and Living Independently (DAIL) in accordance with 33 V.S.A. 6901 et seq.

Reports to Vermont Agency of Education If a complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the Head of School is encouraged to report the alleged conduct to the Secretary of Education.

#### Reporting Incidents to Police in Response to a Subpoena or in an Emergency

- First Hand Reports. Subject to the privacy considerations outlined in the School's harassment/hazing/bullying and Student Records policy, nothing in the 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.
- 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.
- Continuing Obligation to Investigate. Unless instructed otherwise by the authorities, reports made to DCF, DAIL 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 harassment, hazing, and/or bullying. Any such reports, however, may justifiably affect the timing of the initiation of an investigation by the School.

#### **Disseminating Information, Training, and Data Reporting**

Disseminating Information Annually, prior to the commencement of curricular and co-curricular activities, Rock Point 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 Rock Point School Student Handbook (that composes the plan required by 16 V.S.A. 1161a). Notice to students is provided in age-appropriate language and include examples of harassment, hazing, and/or bullying.

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

Staff Training The Head of School or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to harassment, hazing, and/or bullying.

### **Legal References:**

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.  
DAIL, 33 V.S.A. 6901 et seq., all as they may be amended from time to time  
Washington v. Pierce, 179 VT 318 (2005).

## **Notification of Rights Related to Student Records**

Rock Point School affords parents and students over the age of 18 years of age ("eligible students") certain rights with respect to student education records and the student record information.

Student educational record means those records that are directly related to a student which maintained by RPS. The term does not include those records that are kept in the sole possession of the maker or records that are maintained by a physician, psychiatrist, psychologist or other recognized healthcare professional or paraprofessional that are made, maintained or used in the treatment of the student.

1. Provided the student's account is fully paid and current, as determined in the sole discretion of the Rock Point School Head of School or Dean of Students, parents and eligible students have the right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The Head of School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected, or if parents or the student live at a distance that makes inspection and review impracticable, then a copy will be sent to them. RPS reserves the right not to disclose certain portions of a student record including confidential letters of recommendation, the financial records of the parents, or other materials as determined by the Head of School to be in the student's best interests. RPS reserves the right to redact portions of the student record prior to providing it to an eligible student or parents in order to protect the privacy of other students or RPS employees.

2. Again, provided the student's account is fully paid and current as determined in the sole discretion of the Rock Point School Head of School or Dean of Students, parents or eligible students may request the School to amend a record that they believe is inaccurate or misleading. They should write the Head of School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision.

3. RPS parents have the right to consent to disclosures of personally identifiable information contained in the student's education record or the record itself.

a. One exception, which permits disclosure without consent, is disclosure to RPS school officials with legitimate educational interests. A school official is a person employed by RPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another RPS official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record or obtain educational record information in order to fulfill his or her professional responsibilities.

b. "Directory information" will be provided without parental or student consent by the Rock Point School, in its discretion, to third parties. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

c. Additionally, RPS will, without parental or student consent, disclose student records or educational record information to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

d. RPS will, without parental or eligible student consent, disclose educational record information pursuant to a judicial order or lawfully issued subpoena or as the law may otherwise require.

e. RPS will disclose records in connection with a health or safety emergency without parental or

eligible student consent.

f. RPS will, without parental or eligible student consent, disclose student records or student record information to an accrediting agency to carry out its accrediting functions.

g. RPS will, without parental or eligible student consent, disclose student record or student record information including to the School's insurers and attorneys, in order to defend the School and its staff in response to any claims from the student and/or parents, or related to any claims advanced by the School.

## Concussions

1. In compliance with state law, the Head of School (or a designee) ensures that the information about concussions developed by the Commissioner of Education is provided annually to each youth athlete participating in team sports and the athlete's parents or guardians. This information is presented below.

2. Each student athlete and a parent or guardian of the athlete is required annually to sign a form acknowledging receipt of this information and return it to the school prior to the athlete's participation in training or competition associated with a school athletic team. This form is included at the end of this section.

3. Each coach of Rock Point School's athletic teams is provided training every two years on how to recognize the symptoms of a concussion or other head injury; and

4. Each coach who is new to coaching at the school receives training prior to beginning his or her first coaching assignment for the school.

**Participation in athletic activity.** A coach will not permit a student athlete to train or compete with a school athletic team if the athlete has been removed or prohibited from participating in a training session or competition associated with the school athletic team due to symptoms of a concussion or other head injury until the athlete has been examined by and received written permission to participate in athletic activities from a health care provider licensed pursuant to Title 26 of the Vermont Statutes Annotated and trained in the evaluation and management of concussions and other head injuries.

### What Is A Concussion? (Information for Athletes)

Source: U.S. Department Of Health And Human Services Centers For Disease Control And Prevention  
[http://www.cdc.gov/concussion/pdf/athletes\\_Eng.pdf](http://www.cdc.gov/concussion/pdf/athletes_Eng.pdf)

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport

- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

#### WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

#### WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- Tell your coaches and your parents. Never ignore a bump or blow to the head even if you

feel fine. Also, tell your coach if one of your teammates might have a concussion.

- Get a medical check up. A doctor or healthcare professional can tell you if you have a concussion

and when you are OK to return to play.

- Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

#### HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.

- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
  - > The right equipment for the game, position, or activity
  - > Worn correctly and fit well
  - > Used every time you play

### **WHAT IS A CONCUSSION? (Information for parents and guardians)**

Source: U.S. Department Of Health And Human Services Centers For Disease Control And Prevention  
[http://www.cdc.gov/concussion/pdf/parents\\_Eng.pdf](http://www.cdc.gov/concussion/pdf/parents_Eng.pdf)

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

#### **Signs Observed by Parents or Guardians**

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall

- Can't recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

#### HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

#### WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. Tell your child's coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**Acknowledgement of Receipt of Information Concerning Concussions  
in Student Athletic Activities**

The undersigned hereby acknowledge their receipt of the following information from Rock Point School:

(1) Information concerning the nature and risks of concussions and other head injuries during athletic activities;

(2) Information concerning the risks of premature participation in athletic activities after receiving a concussion or other head injury; and

(3) Information concerning the importance of obtaining a medical evaluation of a suspected concussion or other head injury and receiving treatment when necessary.

Signature of student athlete \_\_\_\_\_  
\_\_\_\_\_

Date

Signature of parent \_\_\_\_\_  
\_\_\_\_\_

Date

## **Immunization Policy**

Vermont law requires that all high school students be fully immunized against the following: diphtheria, pertussis tetanus (DPT,DTdaP), polio, measles, mumps, rubella, hepatitis B, varicella (chicken pox), and (for students living in campus-based housing) meningococcal vaccine. The actual immunization dates must be on the student's record. Each student must have had five doses of DPT or DTaP, plus a ten year tetanus booster, four doses of polio vaccine, two doses of MMR, three doses of hepatitis B, two doses of varicella vaccine, and if applicable, one does of meningococcal vaccine. Students may be excluded from school for failure to comply with these state requirements, but parents who desire that exceptions be made for their child should contact the Head of School, Dean of Students, Assistant Academic Dean or the school nurse.

We request that all students have the full Covid vaccination prior to arriving to school. If there are reasons that the student may not get the vaccine, the Administration at Rock Point School will discuss the situation further. The school may put protocols in place to keep the student safe from COVID as well as protecting the rest of the community.

## **Life-Threatening Allergies**

Those students who are aware that they have a history of life-threatening allergies are responsible for reading and complying with the School's Policy and Procedures on Life-Threatening Allergies, a copy of which policy and procedures is available from the School Nurse.



# Appendices



## **Appendix A: What NOT To Bring to Rock Point School**

### **DO NOT BRING:**

- Extension cords without a built-in circuit breaker
- TV or VCR
- DVD's or Videos
- Halogen lamps
- Hot plate, refrigerator, popcorn popper, microwave, toaster, coffee maker, coffee grinder, hot pot, kettle, or any item of this kin
- Pets (except fish)
- Tools of any kind (unless you keep them in the office)
- Anything, including clothes, bags, posters, etc., with writing and or pictures promoting cigarettes, drugs, alcohol, or anything offensive
- Too much stuff – bringing too many things makes your room hard to keep organized

Bringing any of the following items to school or having them in your room or in your possession is cause for disciplinary action, re-evaluation or expulsion:

- Pornography
- Illicit drugs
- Tobacco or tobacco related items (including e- cigarettes or vapes)
- Drug paraphernalia
- Alcohol or alcohol bottles
- Any AEROSOL products (mousse, hair spray, deodorant, leather/suede weather proofing, etc.)
- Guns magazines
- Weapons of any kind (Swiss army or whittling knives are ok if kept in the

office)

- Any prescription or over the counter medication: Tylenol, No-doze, ipecac, cough drops, vitamins, etc. If you have a prescription or particular brand of over the counter medication you like, you must leave them in the prescription container with the nurse upon arrival.

## **Appendix B: What To Bring To Rock Point School**

### ***Academic, Required Items:***

- Scientific calculator
- Canvas book bag or a day backpack

### ***Dormitory, Necessary Items:***

- Alarm clock
- 2 sets of Sheets (twin - extra long)
- Pillow
- Pillowcase
- Blanket/comforter/bedspread
- Desk lamp
- Toiletries (NON AEROSOL)
- Towels
- Laundry basket or bag
- Sleeping bag - a good quality 3-season bag (if you have one)
- (A 4-season bag, if you plan on winter camping)

### ***Clothing, Necessary Items:***

- Winter boots
- Heavy winter jacket
- Rain coat/windbreaker
- Long underwear tops and bottoms (polypropylene is best, duo fold is ok)
- 2 pairs of wool socks

- Wool mittens and a wool hat
- Heavy mittens/gloves
- 3 Thick sweaters
- Sneakers (we try to exercise each day)
- 2 Sweatshirts
- Indoor shoes
- Outdoor shoes
- Underwear (one week's worth minimum)
- Athletic socks (one week's worth minimum)
- \*Boys: 2 dress shirts and dress pants
- \*Girls: 2 dressy outfits (dress, blouse and skirt or blouse and dress pants)

\*These clothes will be needed for 5 events – Thanksgiving and Holiday Celebrations, Prom, Senior Banquets, and Graduation – over the course of the year.

### ***Clothes For The Academic Day***

One successful way to arrange clothing for the academic day is to look at the dress code and then put together a week's worth of outfits.

8:00 am to 3:30 pm

- T-shirts or collared shirts (with no holes or inappropriate messages), shorts (hemmed), skirts, dresses, long sleeve shirts, pants/jeans (with no holes and hemmed)

Sports (overlaps with dormitory program)

- T-shirts, sweatshirts, shorts, sweat pants, rain gear, bathing suit, winter gear, snow pants, boots, hats, gloves/mittens, sneakers/running shoes, scarves, sweat socks

Evenings and weekends

- Casual clothes (except clothes that are revealing, provocative, or sexual, or that advertise tobacco products, drugs, or alcohol, or are offensive).

***Additional Items To Bring If You Have And Want Them:***

- Bicycle (road, mountain, or BMX), bike lock is recommended, helmet is required
- Basketball, football, Frisbee
- Games
- Musical instruments
- Skis, snowboard, ice skates, hockey stick; a helmet for any of these activities is required
- Posters (NO semi-nude or nude bodies, drugs, alcohol, or cigarette ads)
- Pictures from home
- Radio, stereo, speakers
- Power tap/surge protector with circuit breaker
- Sleeping bag
- Hiking/camping gear (Rock Point School provides sleeping bags and camping gear for trips, but if you have your own, you are highly encouraged to bring them)

## **Appendix C: Academic Daily Schedule**

8:00am	Doors Open
8:00 – 8:30	Breakfast
8:45- 9:30	Elective/ Community Meeting/Reflections
9:30- 10:15	1st Period
10:15-11:00	2nd Period
11:00- 11:15	Snack/ Break
11:15-12:00	3rd Period
12:00- 12:45	4th Period
12:45- 1:15	Lunch
1:15- 1:35	Work Crews
1:45- 2:30	Study Hall/ Art
2:30- 3:15	Study Hall/ Art
3:45- 5:00	Sports Class
5:30- 6:00	Dinner
6:00- 6:20	Work Crew
6:30- 7:00	Open Time
7:00- 8:00	Study Hall
8:00- 9:30	Open Time
9:30	To Floors

10:00- 10:30                      To Rooms/ Lights  
out

## Appendix D: Dormitory Daily Schedule

### *School Nights (Sunday through Thursday evenings)*

	Sunday	Monday	Tuesday	Wednesday	Thursday
<b>3:45-5:00</b>		Sports Class	Sports Class	Sports Class	
<b>5:30-6:00</b>	Dinner	Dinner	Dinner	Dinner	Dinner
<b>6:00-6:30</b>	Work crew	Work crew	Work crew	Work crew	Work crew
					<b>6:30- 6:45</b> Room Cleaning
<b>7:00 – 8:00</b>	Studyhall	Studyhall	SH	SH	LifeSkill Class
<b>8:00-9:30</b>	Open time	Open Time	Open Time	Open Time	Open Time
<b>9:30</b>	On floor	On floor	On floor	On floor	On floor
<b>10:00</b>	In room	In room	In room	In room	In room
<b>10:30</b>	Lights out	Lights out	Lights out	Lights out	Lights out

***Weekends (Friday evening through Sunday afternoon)***

<b>1:00 – 5:30</b>		Activities & Open time	Activities & Open time
<b>5:30 – 6:00</b>	Dinner	Dinner	Dinner
<b>6:00 – 6:30</b>	Work crew	Work crew	Work crew
<b>6:30 – 11:20</b>	Activities & Open time	Activities & Open time	See above (School nights)
<b>11:20</b>	On floor	On floor	
<b>11:50</b>	In room	In room	
<b>12:00 a.m.</b>	Lights out	Lights out	

## Appendix E: Weekend Plan Permission Sheet

Student Name: \_\_\_\_\_

Person to be  
visited: \_\_\_\_\_

Address  
:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

**Permission to return after 5:00 pm** \_\_\_\_\_ (Dean or Head  
**Sunday** \_\_\_\_\_ signs)

Name of Substitute: \_\_\_\_\_

Transportation: \_\_\_\_\_

Money/Ticket/Voucher: \_\_\_\_\_

Permission granted  
by: \_\_\_\_\_  
\_\_\_\_\_  
Parent or Guardian

### Staff Approval

\*\*Nurse: \_\_\_\_\_ English: \_\_\_\_\_

\*\*only if on medication

Math: \_\_\_\_\_ History: \_\_\_\_\_

Art: \_\_\_\_\_ Science: \_\_\_\_\_

Director of Dorm: \_\_\_\_\_ Advisor: \_\_\_\_\_

**This portion is due to the Front Desk by Wednesday, 3:00 pm. Try to get all**

**signatures.**

---

WEDNESDAY TIME:

FRIDAY TIME:

DORM: \_\_\_\_\_ DORM: \_\_\_\_\_

CLASS : \_\_\_\_\_ CLASS : \_\_\_\_\_

Previous Weekend Activities

Done: \_\_\_\_\_

FINAL TIME CHECK FRIDAY 12:00NOON: YOU MAY NOT GO HOME IF YOU HAVE OUTSTANDING CONSEQUENCES. YOU ARE EXPECTED TO RETURN BY 5:00 PM ON SUNDAY UNLESS YOU HAVE PRIOR APPROVAL FROM THE DEAN OR HEAD OF SCHOOL

## Appendix F: Sample Job Request Letter

Dear members of the dorm and academic staff,

**I believe that I am doing very well at Rock Point School. I am writing this letter to solicit your perspective about how I am doing. I am interested to find out whether you agree because I would like your endorsement to allow me to look for and keep a job during the school year.**

**As a sophomore, I am allowed to work some weekend hours after successfully completing this job approval procedure. I think that my newly acquired dorm level reflects my consistent preparedness and participation in the dorm program. I earned dorm level two last month after a lengthy process, similar to this one. In my last letter I described how I am always on time for meals and work crew. If there is extra work that needs to be done, I am constantly chipping in. Basically, I am where I am supposed to be when I need to be there. Since September, I have been doing five or six activities (three or four more than the required number for my Tier) each weekend. It makes sense to me that I can easily adjust to having a 10-15 hour per week job by cutting back on my activities. I would still fully participate in my required activities and be a contributing member of the community, just not as involved as I have been. I have also brought my own poetry to girls' floor meetings on a regular basis and encouraged others to bring thoughts from their journals to help spark discussions during those gatherings.**

**During the academic day, I have maintained an unblemished attendance record and kept a positive attitude while participating in my classes. I struggle in science (my only "C"), sometimes getting distracted, but I have been listening to Mari's feedback and trying to focus more on the subject matter in class and less on side conversations that might seem more interesting to me. Aside from the science challenges, I feel that I do well in my classes. I also have been dependable about doing my lunch work crew and motivating myself during afternoon study hall.**

**I could write more, but I think you get the sense of why I feel like I am doing well enough to get a job. If you need other details or have concerns, please feel free to ask. I look forward to hearing your constructive responses.**

Poetically, I am

A handwritten signature in black ink, appearing to be 'May', followed by a long horizontal line.

## Maya Ingénue

**Signatures:**

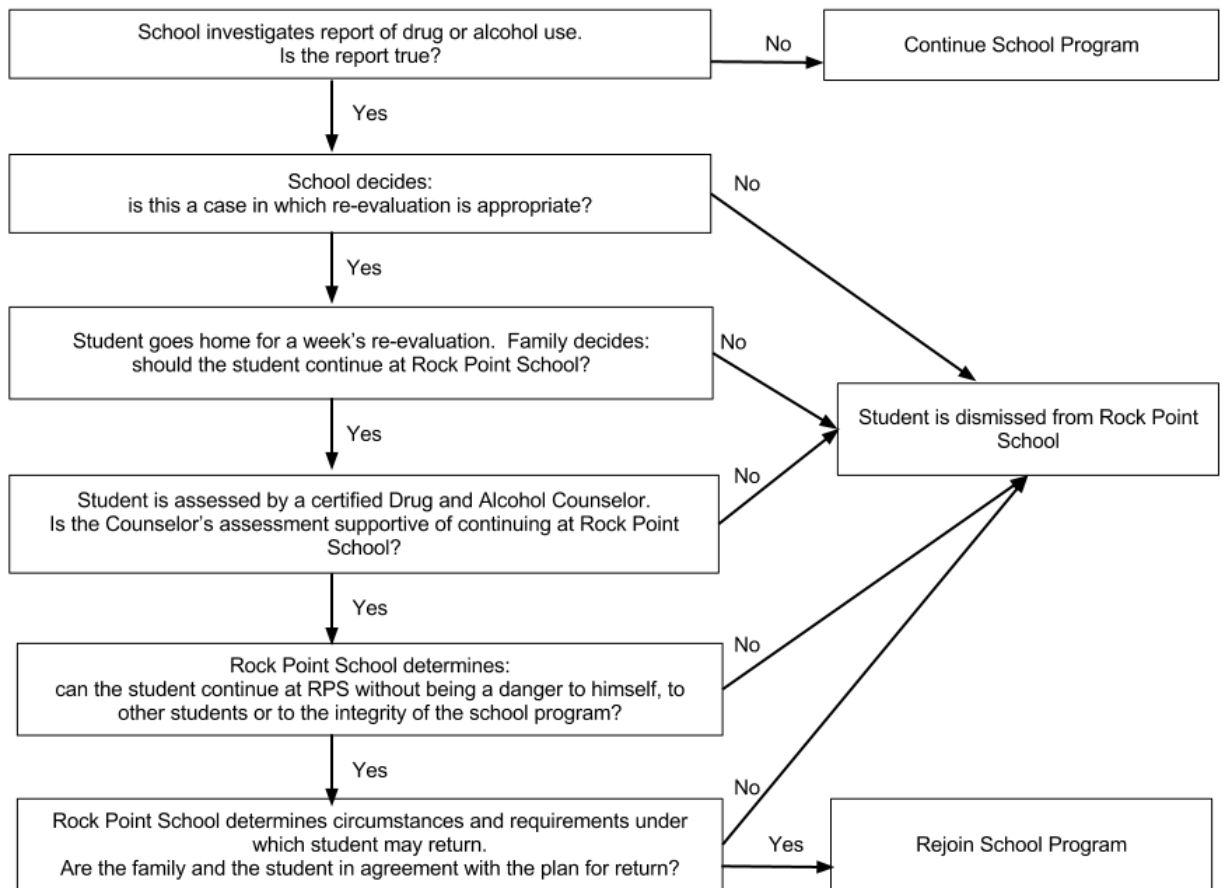
- **Staff signatures**

**Comments:**

- **Feedback from teachers and staff; suggestion of the best ways to create a successful experience (ie. strategies for using the important afternoon study hall to get ALL homework done for the following day)**

**Advisor Signature:**

## Appendix G: Re-evaluation Flow Chart



## Appendix H: Academic Attendance

### POLICY FOR ACADEMIC ATTENDANCE

#### I. Overview of Policy

If a student misses class, Rock Point School staff will support and intervene in a number of ways to help them engage. This support includes staff members going to their room and helping them get out of bed in the morning (including walking students to classes if need be), helping them to proactively create a morning routine, and addressing what underlying challenges may exist and contribute to their absences. Advisors will notify parents through their weekly emails if there is a pattern of absences. Students will be encouraged to use resources like their therapists, advisors, teachers, and other support staff to address the growing concern around their attendance.

As part of this level of support the school will withhold the student's personal technology for a period of time, including at least the day that they missed one or more core classes

Depending on the nature of the student's situation, Rock Point School staff may:

- administer a drug screen.
- have the student walk through their dorm room with a staff member, making sure they do not have technology or anything else that may be adding to their challenge to engage (an excess of caffeine, substances, etc.)

If the structure and support offered does not help the student to get into the routine of attending classes regularly, we will take the following steps to support their success:

#### **Step 1: Academic Support Plan:**

A student who has established a pattern of chronic absences may be put on an Academic Support plan. The academic staff (teachers, academic coordinator, tutors, dean) will determine when a student is placed on an Academic Support plan.

- The plan will be developed by the Dean, academic staff, and residential staff. The Dean will communicate the plan to the student, who will have the opportunity to add input. The plan will then be communicated to staff and parents. [\*Sample Support Plan\*](#)
- The student will remain on the Support Plan until, with the input of the academic team and advisor, the Dean deems that the student has reached a solid routine of academic attendance. When the student comes off of the plan, the Dean will meet with the student to reflect on their success and discuss maintaining supportive parts of the plan. The Dean will communicate to teachers, the advisor, and parents that the plan has been

successful in getting the student back on track, and what they plan to do to maintain success.

### **Step 2: Review of Support Plan & other measures:**

If the student continues to have a concerning number of unplanned absences, while they are on the support plan, at the discretion of the academic team, the following may take place:

- The student will meet with the Dean, and together they will review the support plan, and make any adjustments necessary to help the student get back on track with attendance.
- The student will also review with the Dean the next steps in the attendance policy, and be reminded of the consequences of continued absences.
- Rock Point School staff may again administer a urine screen to test for evidence of drug and/or alcohol use by the student.
- Rock Point School staff may again have the student walk through their dorm room with a staff member, making sure they do not have technology or anything else that may be adding to their challenge to engage (an excess of caffeine, substances, etc.). We may also enter the student's dorm room to conduct a reasonable search either with or without the permission of the student(s) whose property or room is involved.

### **Step 3: Re-Evaluation and/or Pass/Fail grading:**

If the student continues to have chronic absences after this review meeting, and at the discretion of the academic team and the Dean:

- The student may be placed on Re-Evaluation, which is a process for evaluating whether the student can remain at Rock Point School and may require a student to go home.
- The student may be notified that, due to chronic absences, they will be graded for the quarter on a Pass/No Credit basis, emphasizing work completion, participation when in class, and comprehension of material.

