

Rivendell Academy 2022-2023



Student/Parent Handbook

School Guidelines



District Guidelines



Rights & Responsibilities

RIVENDELL INTERSTATE SCHOOL DISTRICT

Mission Statement and Design Principles

The Mission of the Rivendell Interstate School District is to foster the intellectual, social and personal development of its students. Our goal is that they will become life-long learners, positive contributors to their communities, and positive healthy adults.

The Design Principles guiding development of Rivendell program are:

- An engaging, team designed curriculum
- Significant and ongoing connections between school and community
- Structures and practices that support teaching and learning
- Clear standards and accountability

Rivendell: An Overview

The Rivendell Interstate School District was formed in 1998 by the towns of Fairlee, West Fairlee, and Vershire, Vermont and Orford, New Hampshire as a self-contained Pre k-12 public school district. It assumed responsibility for the education of children in these towns in July 2000. Rivendell operates on Pre k-4 elementary school in West Fairlee, Vermont, one Pre k-5 elementary school in Fairlee, Vermont and Rivendell Academy in Orford, New Hampshire, which educates grades 6-12. The Rivendell Interstate District is a Vermont Supervisory Union using Vermont standards and assessments. Their office in Orford, New Hampshire provides superintendent and special education services.

Rivendell Commitment to Non-Discrimination

The Rivendell Interstate School District shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, religion, or handicap under the provisions of Title VI of the Civil Rights Acts of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the school district's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

School District Policy

As required by State Statutes in Vermont and New Hampshire, the Rivendell Interstate School District Board has adopted many policies. Where appropriate, reference has been made to specific policy. School district policy books are located in the Superintendent's office, the Academy office, each school library and on the District website at www.rivendellschool.org.

School District Handbooks

The Rivendell Interstate School District publishes five (5) handbooks each year. They cover a variety of rules and procedures which are of interest to students, staff, parents/guardians and community members. A list of those handbooks follows: Student/Parent Handbook for Rivendell Academy (Grades 6-12); Co-Curricular Handbook for Advisors/Coaches; Student/Parent Handbook and Program of Studies for Rivendell Elementary School (Grades K-5); Employee Handbook and Substitute Handbook.

Samuel Morey Elementary	Westshire Elementary	Rivendell Academy
214 School Street	744 VT Route 113	2972 Route 25A
Fairlee, VT 05045	West Fairlee, VT 05083	Orford, NH 03777
Tel: 802-333-9755	Tel: 802-333-4668	Tel: 603-353-4321
Fax: 802-333-9601	Fax: 802-333-4744	Fax: 603-353-4414

Table of Contents

Rivendell Interstate School District -----	page 2
<i>Rivendell Academy Guidelines</i>	
Academics -----	page 6-8
Assemblies -----	page 8
Attendance -----	page 8-12
Cell phone use -----	page 12
Community Service -----	page 13
Dances -----	page 13
Discipline System -----	page 13-24
Dress Code -----	page 24-25
Eighteenth Birthday -----	page 25
Elevator Use -----	page 25
Emergency Closing/Snow Days -----	page 25
Entering and Exiting the Building -----	page 25-26
Facility Use -----	page 26
Food & Drinks -----	page 26
Hall Lockers & Locks -----	page 26-27
Interscholastic Sports/Co-Curricular Activities Eligibility -----	page 27-28
Laser Pointers -----	page 28
Loitering -----	page 28
Medication -----	page 28-29
Personal Electronic Devices -----	page 29-32
Public Display of Affection -----	page 32
Redress of Interpersonal Grievances -----	page 32-33
School Choice -----	page 33
Search and Seizure -----	page 33-34

Senior Privileges ----- page 34-35

Student Fees, Fines & Charges ----- page 35

Student Records – Family Education Rights & Privacy Act (FERPA) ----- page 35-36

Title I – Parents Right to Know ----- page 36-37

Transportation ----- page 37-40

Vandalism/Negligent Behavior ----- page 41

Visitors to School ----- page 41

*COVID -19 related rules and expectations -----page 41-44

Rivendell Academy Administration, Faculty & Staff ----- page 45-46

Rivendell Interstate School District 2021-2022 School Year Calendar ----- page 47

2022-2023 School Year:

Due to the COVID-19 global pandemic guidelines in this handbook may be modified at any time for the health and safety of students and staff. The guidelines as they are written are intended for non-COVID times and may return to being in full effect if the pandemic ends. Please see the COVID-19 supplement at the end of this handbook for specific rules and guidelines regarding health, safety, transportation, and instruction guidelines as they relate specifically to the academy during this school year if it is necessary to return to Covid safety protocols. Please also see the district COVID-19 handbook for more in-depth information and for district policies regarding COVID-19, which can be found on the district website www.rivendellschool.org.

Curriculum/Academics:

Due to the comprehensive nature of the curriculum/academic information, a separate Rivendell Academy Program of Studies is available. This guide is distributed each spring when students sign up for the following year's courses. Some general information follows.

Grading Information Procedures

Report Cards – Report cards will be issued three (3) times per academic year.

Interim Reports – Interim reports will be given to Academy students at the mid-point of each trimester. Interim reports for students at risk of failure will be mailed home.

Online Grade Portal – Student grades can also be accessed online by parent/guardian/student via a password protected online grade portal. (Please be aware that the times at which these concurrent grades are posted by individual teachers may vary).

Academic Concern Reports – Academic Concern Notices will be sent home bi-monthly via email or regular mail when deemed necessary by a teacher.

Three-Way Conferences – The school provides parent/student/advisor conference opportunities two times per year. Individual course conferences may be scheduled at any time through the main office.

Incomplete Grades

The term of “Incomplete” may be given at a teacher’s discretion based on extenuating circumstances such as health or family emergencies or a Pre-arranged Absence. Incomplete grades must be made up within ten (10) days after the end of a trimester. In cases where more time is deemed necessary by the teacher, students will have until the end of the following trimester to complete their work.

Honor Roll

The Honor Roll is intended to reward industrious academic achievement. The Honor Roll shall be maintained in the following manner.

- High Honors: The grade point average of all classes shall be between 93 and 100. Grades in all subjects shall be 90 or above. This includes all courses in which a grade is given.
- Honors: The grade point average of all classes shall be between 85 and 100. Grades in all subjects shall be 80 or above. This includes all courses in which a grade is given.

Class Advancement/Retention

At the 7/8 level, a student who fails two core courses for the year will need to attend and successfully complete the Summer Academy in order to be promoted. Students in grades 9-12 are considered on track as indicated below. If a student is not on track to graduate, permission to move forward with his/her advisory may or may not be granted. A student who is in good standing academically may opt to take a free block in the 2nd and/or 3rd trimester of their senior year. Students will be able to earn up to 7.75 credits per year. The number of credits necessary to graduate is 27.00.

Credit required for class status:

Sophomore	6 credits
Junior	13 credits
Senior	19 credits

Graduation Ceremony Participation

Seniors who have not met all graduation requirements may participate in graduation exercises and receive a blank diploma if prior to graduation they have an approved plan by the administration to complete all requirements by June 30th. International Exchange Students will not receive a diploma but a "Certificate of Completion."

Missed Academic Work

Students who miss class are expected to get assignments and make-up academic work. An extension of two days for each excused absence from class will be granted, but it should be understood that missing class compromises achievement of the individual student. Make-up work may include after school sessions. Students/parents/guardians/coaches/advisors should understand that club/sport practice is not an acceptable excuse for failing to complete missed work or for failing to attend after school sessions. If a student misses school for any reason it is the student's responsibility to contact his/her teachers, via email or in person, to make up any missed work. Work can typically be accessed online through Google Classroom.

Use of District Electronic Resources and the Internet:

In order to promote safety and appropriate use of electronic resources, the school must have the signed "Acceptable Use Agreement" on file.

For more information please refer to RISD Policy F27: Student Acceptable Use of Electronic Resources and the Internet.

Plagiarism and Cheating:

All work (tests, papers, projects, and homework) presented by a student for evaluation and credit must be that of the student being evaluated. When the work or ideas of others is included, the sources of such material must be clearly identified. This includes the use of online translators unless explicitly authorized by the teacher. Presenting another person's work as the student's own is plagiarism and will not be allowed. Those found plagiarizing or cheating will not be given credit for that work. A conference will be held with the student, teacher and Dean of Students and parent/guardian will be notified. Further disciplinary actions, such as in-school or out-of-school suspension, may be necessary and appropriate, but will be assessed and administered at the discretion of the administration.

Assemblies:

There will be a school-wide assembly or a class meeting once a week as well as those featuring special topics or speakers. All students are required to attend assemblies and show respect for performers, speakers, and participants.

Attendance:

Compulsory attendance laws require students to attend school. We also feel strongly that attendance in school is preparation for being accountable in life. There is a direct correlation between a student's attendance and maximum achievement. Academic time with classmates and teachers is instrumental to one's learning. Conversely, sporadic attendance compromises the achievement of the individual. For these reasons, all students are expected to arrive at school on time and attend all classes and activities.

For more information please refer to RISD Policy F29: Truancy: Orange County Policy and F32: Student Attendance

Absences:

To Report Absences

- 1) The parent/guardian must call the school no later than 8:15 a.m. and state the reason for the absence. Voice mail is available outside of school hours.
 1. Rivendell Academy: 603-353-4321
 2. Toll Free Number for Vershire parents: 802-333-9511
- 2) If a parent/guardian has not called to report their student absent by the appointed time, a phone call or email will be placed to the parent/guardian indicating that the student has been recorded absent. This recorded absence will remain “unexcused” until the parent/guardian contacts the school and the nature of the absence is determined to be excused. (See “Excused Absences” below).
- 3) A phone call or a written note signed by parent/guardian or physician stating the reason for the absence may clear an unreported/unexcused absence.

Excused absences, tardies or early dismissals:

An excused absence, tardy or early dismissal requires written or verbal communication from a parent or guardian that the student is not in school for a valid cause including illness, medical appointment, observance of a religious holiday, family emergency, a death in the family, or other circumstances which cause reasonable concern to parent/guardian regarding the health or safety of the student. Out-of-school suspensions are regarded as excused absences. Students will be afforded two days for each day of an excused absence to complete work/tests. No extra days will be given for unexcused absences.

For more information please refer to RISD Policy F29: Truancy: Orange County Policy and F32: Student Attendance

Unexcused absence, tardies or early dismissals:

An absence, tardy or early dismissal is considered unexcused if the conditions above remain unmet. Students may be denied the opportunity to complete work/tests missed due to an unexcused absence, tardy or early dismissal.

“Skipping School” Absence:

An absence from school without parent/guardian knowledge is considered a “skip.” Student will be referred to Dean of Students for disciplinary action. (See “Level II Behaviors”)

Prearranged Absences:

There are times when a student must be absent for two or more days for reasons other than those defined under “Excused Absence.” We do not encourage these absences, but if the absence is planned, school personnel are willing to work with the student and their family so that the student’s achievement is not compromised. Students are allowed a maximum of five (5) days of pre-arranged absences per year and must follow the following procedures.

Procedures for Prearranged Absence

- A Pre-arranged Absence form must be completed a minimum of one week prior to the period of absence.
- The student must get assignments from all teachers prior to the absence.
- All missing assignments must be completed and submitted within two school days upon the student’s return or students may lose credit or points for the assignments. Students will not be granted additional time to make-up assignments.
- Make-up work may include after school sessions.

Students who have a combined GPA of 2.8 or lower for the year, or are failing any classes, are discouraged from using the prearranged leave of absence. A letter will be sent home, and placed in the student’s file, outlining the concerns and potential jeopardy for the student’s academic standing in the case of such an absence.

Attendance Accountability

It is the practice of Rivendell Academy to run an attendance report every five (5) days. However, there are times when a report is run between six (6) and ten (10) days due to the school calendar and other administrative responsibilities. After five (5) days of unexcused absences a letter of attendance warning will be sent to the student/parent/guardian. After ten (10) days of unexcused absence a student may be automatically unenrolled from school. Letters of attendance warning will also be sent for concerns over excessive tardies or excessive excused absences (See “Tardiness” below). This communication may request a meeting with the student/parent/guardian to problem solve and/or introduce disciplinary action such as a detention or schoolwork related in-school suspension. Excessive absences will be reported to the appropriate state authorities.

For more information please refer to RISD Policy F29: Truancy: Orange County Policy and F32: Student Attendance

Procedures for Leaving Early or Arriving Late:

Leaving Early:

Students needing to be excused should provide a note from their parent/guardian indicating the reason and time for leaving. If appointments are scheduled and the student has no note, the office will call the parent/guardian and confirm the appointment. Students should remain in scheduled classes until contacted by the office that his/her parent/guardian has arrived to pick him/her up.

Students needing to leave as a result of illness, injury, or a medical emergency must see the School Nurse to obtain permission to leave. A call will be made to the parent/guardian and a solution developed.

Arriving Late:

Students needing to arrive after the start of the school day must be signed into school by their parent/guardian, unless the parent/guardian has called in advance to report the need for a late arrival or a note is provided at the time of admission. Student will be provided a “late pass” for class.

Depending on the nature of the student’s late arrival, he/she may face the consequences attached to a tardy or cut. For example, “over sleeping” would not be considered an excused tardy even when reported by the parent/guardian.

Students are allowed five (5) late arrivals to school per trimester without any consequences as long as the arrival is before 8:30 a.m.

Students arriving between 8:01 a.m. and 8:30 a.m. will be considered tardy to school.

Tardiness

To School:

After five (5) unexcused tardies a letter of attendance warning will be sent to the student/parent/guardian. (If the student is tardy for a number of days in a row the letter received may have more than five tardies recorded depending upon when the attendance report was run.) The Dean of Students will reach out to parents to formulate a plan of action.

Students who drive themselves to school:

At the sixth (6) unexcused tardy, a phone call will be made and/or a letter sent to inform the parent/guardian that their child will serve one lunch detention. It will also be explained to the parent/guardian that their child will be required to serve one lunch detention for every tardy until the end of the trimester. Student/parent/guardian may also be asked to schedule an appointment with the Dean of Students to create an intervention plan and establish clear goals for improvement. Students may lose the privilege of driving to school as a consequence for continued tardies.

At the beginning of each trimester the tardy count is reset to "0".

To Class:

Students who arrive late to class will be referred to the Dean of Students. Any student who has two tardies within a 5 day period will be assigned a lunch detention for each time they are late after the third tardy.

If a student arrives unexcused more than fifteen minutes late for class, it will be considered a "skip". Morning meeting begins at 8:00 a.m. The first class begins at 8:15 a.m.

Cutting Class:

Students who cut class will be assigned a detention. The parent/guardian will be notified by phone or by a letter. Unless otherwise arranged, refusal to serve a detention within five days of being notified will result in a schoolwork related in-school suspension.

Athletics and Extra-Curriculars:

In order to participate in athletic practices, games, and other extra-curricular events students must have attended the majority of school the day of that event, and any gaps in attendance for the day must be excused with a note from a physician or other service provider. Students who were called out sick may not participate in events the day they were ill.

Cell Phones:

See "Personal Electronic Devices"

Community Service:

Sixty hours of documented community service work are required to graduate. While middle-level years (grades 7 and 8) do not accrue toward the graduation requirement, students are expected to perform documented community service on the following schedule:

Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
10 hours	10 hours	15 hours	15 hours	15 hours	15 hours

Dances:

The advisor of each group sponsoring a dance is responsible for chaperoning that event. Three teachers must serve as chaperones with at least two additional adults. At least one teacher will be in attendance while any students are in the building - during or after a dance. The Dean of Students must approve the time and date of a dance. A Dance/Activities Night Application must also be completed and presented to the office at least two (2) weeks prior to the event date. The Dean of Students must approve guests (see "Visitors to School") at least 48 hours prior to the scheduled dance. In addition, there are no in and out privileges. Students who exit the dance without permission and try to re-enter will be sent home.

All school rules apply during school dances. Anyone who, in the judgment of the chaperones, displays unacceptable behavior will be asked to leave. Their money will not be refunded and his/her parents/guardians will be notified. If a student appears to be under the influence of alcohol or other drugs, parents and law enforcement will be notified and disciplinary action may follow (See Level II Behaviors). Students are expected to leave within thirty minutes of the ending time.

Discipline System

Our discipline system is designed to ensure the safety of all, provide a quality learning environment and encourage students to adhere to their responsibilities as citizens of the school community. Disciplinary action will take into account the seriousness of the offense, the frequency of the misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Basic Behavior Expectations

Our basic expectations for all students stem from Rivendell's commitment to fully developing character, community, and scholarship. Therefore, each person must adhere to Rivendell's Community Agreements, which are: Tolerance, Responsibility (to self and others), Trustworthiness, Community, Respect/Common Courtesy

At all times Students are expected to:

- Respect themselves and others.
- Be an active and contributing member to their community
- Respect and encourage the right to learn and teach at all times
- Be actively engaged in working collaboratively to seek solutions.

When a student's behavior falls outside of the Basic Behavior Expectations, classroom interventions will be used to assist the student in changing his/her behavior to meet expectations. If the student's behavior is not corrected, the student will be referred to the Dean of Students.

Students whose behavior does not adhere to the Community Agreements will be asked to reflect on their actions through the use of the "Broken Agreement" form. This form will be mailed home to parents when it is completed.

We believe mistakes are a natural part of growth and learning, and we expect students to make the appropriate behavior modifications after being given clear expectations and a chance to change their conduct, as a way for them to take personal responsibility for their actions. For these reasons, parents will not be routinely notified for behaviors that fall under level I category, unless the violation of school rules becomes chronic.

Athletics and other Extra-Curricular Activities

Athletes, and extra-curricular club or trip participants, are representatives of Rivendell Academy to the greater community and are held to a high standard of behavior. Athletes, club members, or school sponsored trip participants may face additional consequences for behavioral infractions at the discretion of the athletic director, coach, trip leader, teacher, or club leader. Such consequences can include suspension from a game, trip, performance, or even removal from the team, trip, or club. Consequences may be separate, or concurrent, with any consequences imposed by school administration.

Behavior Plan

In an effort to remediate a behavior issue, provide student safety and well-being, or provide for an amendment to a school practice or protocol, Rivendell Academy employs the use of a behavior plan titled, A Contract of Joint Responsibility. This contract details the school's responsibility to the student in a given situation and then lists the responsibility of the student and, when appropriate, the parent/guardian.

The student and parent/guardian will always be invited to participate in the drafting of A Contract of Joint Responsibility, however, the contract may still be drafted and enforced without the participation of the student/parent/guardian.

This behavior plan may or may not be used in conjunction with other plans that address students with disabilities.

Consequences:

Level I: The student will discuss the expectations with the teacher, counselor, or administrator. They will develop a plan for improvement of problem behaviors.

Level I Behaviors: Primary Responsibility – Teacher or Supervising Adult

Student Behaviors (not limited to the following)	Supportive Teacher Behavior	Possible Consequences
Loitering	Interact (proximity, eye contact)	In-class time-out
Disruption		
Disengagement	Visual cues	Change student's seat
Tardiness		
Name calling	Sit & Watch	Work completion at an alternative time/place
Impulsive behavior		
Quarreling	Active listening	Warning
Vulgar language		
Distracting behavior	Offer choice	Restorative Interventions
Inappropriate displays of affection		
Inappropriate use of electronic device(s)	Change/Modify task	Broken Agreement form
Cutting class		
Horseplay	Give clear expectations	Conference and verbal plan
Refusal to follow instructions		
Argumentative or uncooperative behavior	Support on-task behavior	Loss of any privileges, including athletic or extra-curricular participation
Instigating and/or encouraging rule breaking		
		'Bagging' electronic device or other distracting item
		Possible parent/guardian notification and involvement
		Lunch or after school detention
		Referral to Administration

If the student's undesirable behavior(s) continue(s), the student will be referred to the Dean of Students. The Dean of Students will discuss the concerns with the student and will determine an appropriate level of consequences (which can include a report to the authorities for law violations) based on the seriousness of the offense, the frequency of the misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Level II Behaviors: Primary Responsibility – School Administration

Student Behaviors (not limited to the following)	Teacher Behavior	Possible Consequences	
Chronic violation of school or class rules (e.g. Sent daily/several times day to the office.)		Restitution / Restorative Interventions	
Serious verbal aggression, harassment, or threat*		No Contact Plan	
Inappropriate physical contact or serious physical altercations*		Broken Agreement form	
Vandalism*		Lunch or after school detention	
Negligent behavior		Referral to Administrator	Home/School coordination and support
Possession or use of illegal substances, drugs, or alcohol*		Seek help of Crisis Response Team and other school-wide supports if necessary	Interagency referral and planning
Weapons, possession, threat to use, or actual use*		Provide work for in-school or out-of-school suspensions	Loss of privileges, including athletic or extra-curricular participation
Inappropriate electronic device use		Participate in parent conference or re-entry meeting if necessary	Short-term in-school or out-of-school suspension
Hiding at school/Leaving school grounds*			Consideration for placement in alternative program
Cheating, plagiarism, or copying the work of another			Functional Behavior Assessment and Behavior Intervention Plan
Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent/guardian			Mandatory intervention counseling
Possessing, viewing, or distributing material that is pornographic*			
Sexting*			
Stealing or assisting in a theft*			
Making false threats, accusations, or hoaxes*			
Possessing or using matches, a lighter, or any pyrotechnic			

device*		Long-term suspension Expulsion Report to authorities
Language or actions that target someone's identity or personal characteristics (racist, sexist, anti-Semitic, bigoted, homophobic, ableist, etc.)		
Possessing, smoking or using tobacco products, vaping products,*		
Possessing, using, giving, or selling paraphernalia related to any prohibited substance*		
Pulling a fire alarm*		
Conduct that significantly disrupts school environment or impedes access to education for other students		

*May be reported to the authorities.

In the event of a serious physical altercation between two or more students, all students involved (including the victims) may be removed from campus, pending an investigation by the Dean of Students. Refusal to leave campus may result in suspension. Incidents that involve "battery" (touching or striking of another person against his or her will or intentionally causing bodily harm to an individual) may be reported to the authorities.

Self Defense

When a student uses reasonable force for the purpose of preserving physical safety, this will be considered self-defense. Self-defense is defined as the act by a non-aggressor victim using reasonable force to avoid being hit or injured in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves and disengaging from the altercation will be held accountable for their actions even though another person may have instigated the fight. School leadership will have the discretion to recognize the need for self-defense on an incident-by-incident basis and to determine appropriate consequences, if any.

For more information, please refer to RISD Policy F1 and F2: Suspension and Expulsion

Major Infractions

Major Infractions requiring more immediate action for behavior that is of a more serious nature and/or threatens the safety of others will receive consequences as listed under Level II above.

For violations that require immediate referral to a school administrator one of two types of suspension may result. In-school suspension will include spending the entire day in a designated area. Any students receiving an in-school suspension will not be allowed to view or to participate in any co-curricular activities that afternoon or evening. Out-of-school suspension is used to reinforce to the student and to his/her parent/guardian that the student has seriously jeopardized his/her position in school. It also provides an opportunity for the student and parent/guardian to gain a perspective on the situation and for the student to give careful thought to his/her aims and to decide whether he/she is ready to make a commitment to the standards of the school. Out-of-school suspension will include not being allowed to participate in any co-curricular activities or be on campus any time during the day(s) or evening(s) of the suspension.

Protocol for the Investigation of a Major (Level II) Discipline Related Incident

Upon receipt of complaint, the Dean of Students, Principal, or their designee will conduct an initial screening to determine the seriousness of the offense.

If further investigation is warranted, all parties, including any witnesses connected with the incident, will be interviewed. The school's surveillance tapes may also be reviewed. Parents may not be allowed to view the surveillance tapes if doing so would violate other students' privacy.

In the event that the situation remains physically or emotionally volatile, students involved in the incident under investigation may be suspended for a "cooling off" period or until the close of the investigation. Based on what is learned from this investigation, the appropriate consequences will be administered.

If the investigation finds that the incident did not occur as reported, or was of a minor or inconsequential nature, the parent/guardian of the student and his/her alleged victim (if there is one) will be notified by phone or letter regarding this outcome.

If the investigation finds that a serious incident did take place, the parent/guardian will be contacted by phone to discuss the situation and be informed of the school administered consequence. The victim's parent/guardian (if there is a victim) will also be contacted and informed of the incident. A formal letter will be mailed to the parent/guardian of the transgressor listing the student infraction, the consequence given, and subsequent conditions, if any, that must be met.

The following list of consequences for major, first event student infractions is meant to inform, but is by no means all inclusive.

- 1) Threat/intimidation in which victim is made to feel unsafe: Immediate in-school suspension of not less than the remainder of the school day. Possible in-school or out-of-school suspension and/or a report made to the authorities depending on the nature of the threat.

- 2) Unwanted physical contact which has caused no injury but makes the victim feel unsafe: Immediate in-school suspension of not less than the remainder of the school day and/or possible subsequent in-school or out-of-school suspension and a report made to the authorities depending on the context of the unwanted physical contact.
- 3) Unwanted physical contact that causes an injury and makes the victim feel unsafe: Multi-day out-of-school suspension, report may be made to the authorities, safety screening conducted by a health professional arranged by parent/guardian, re-entry meeting with student, parent/guardian, and school officials for a drafting of a behavior plan.
- 4) Bullying: Immediate in-school suspension of not less than the remainder of the school day, and a subsequent in-school or out-of-school suspension and/or a report made to the authorities depending on the nature of the event. Possible restriction, suspension, or loss of electronic privileges if an electronic device was used. A re-entry meeting with student, parent/guardian, and school officials for a drafting of a behavior plan.
- 5) Harassment: Immediate in-school suspension of not less than the remainder of the school day, and a subsequent in-school or out-of-school suspension and/or a report made to the authorities depending on the nature of the event. Possible restriction, suspension, or loss of electronic privileges if an electronic device was used. A re-entry meeting with student, parent/guardian, and school officials for a drafting of a behavior plan.
- 6) Drugs/Alcohol/Tobacco: Single or multi-day out-of-school suspension, report made to the authorities, possible referral to outside health professional, re-entry meeting with student, parent/guardian, and school officials for a drafting of a behavior plan.
- 7) Weapon's possession: Confiscation of weapon. Immediate out-of-school suspension, the length of which to be determined by the principal and/or superintendent, possible report made to the authorities, possible expulsion hearing. *(Unintentional weapons possessions, such as forgetting one has a swiss army knife, will be dealt with on a case-by-case basis, assuming the weapon was not used and was turned in to a teacher or administrator when discovered.)*

For more information, please refer to RISD Policy F24: Weapons Policy.

- 8) Theft: Possible report made to the authorities. Possible in-school or out-of-school suspension.
- 9) Sexting: Possible report made to the authorities. Possible in-school or out-of-school suspension.

In the event an electronic device was used in a major infraction, student will not be allowed to have access to said device while at school for a limited or semi-permanent duration depending on the nature of the incident.

Repeated major infractions may incur additional consequence to be determined by principal and/or superintendent.

Due to federal law, all school personnel are forbidden to discuss the nature of a school administered consequence with anyone other than the parent/guardian of the student receiving the consequence.

Parent/Guardian has the right to challenge a school administered consequence by requesting a "hearing" (formal meeting) with the Principal and/or Superintendent.

Hazing

Hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. "Hazing" may occur on or off school grounds.

It is the policy of the Rivendell Interstate School District that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated.

Reporting Hazing:

Students who have reason to believe that an incident of hazing might or did occur shall report such belief to any coach of a co-curricular team, teacher, school nurse, school counselor, or school administrator.

For more specific information, please refer to RISD Policy F3: Hazing

Harassment/Bullying

It is the policy of the Rivendell Interstate School District to maintain a learning and working environment that is free from unlawful harassment and/or bullying. The School District prohibits any form of unlawful harassment/bullying.

Unlawful harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, or disability 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. Sexual harassment is a form of unlawful harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Unlawful bullying means a pattern of incidents (or a single significant event) involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which may:

- 1) Physically harm a pupil or damage the pupil's property
- 2) Cause emotional distress to a pupil
- 3) Interfere with a pupil's educational opportunities
- 4) Create a hostile educational environment
- 5) Substantially disrupt the orderly operation of the school
- 6) Occur on school property or off school property and if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Reporting harassment/bullying:

A student may report an allegation of unlawful harassment he or she has experienced or witnessed to a coach, teacher, school nurse, school counselor or school administrator. The receiver of the information must also report the harassment, hazing and bullying (HHB) to either the Dean of Students or Keri Gelenian, Head of Schools.

Not all conflict is bullying

Bullying typically involves a power differential (such as with age, physical size, social standing, group size, etc.) and usually includes elements of intimidation through deliberate, pre-meditated actions, and targeting.

- Excluding someone isn't bullying, (but repeated and deliberate exclusion can rise to the level of bullying.)
- Disliking someone, and saying it, isn't bullying as long as the person does not become verbally abusive
- Gossip is not bullying
- Accidents are not bullying
- Non-deliberate harm isn't bullying
- Being "bossy" is not bullying
- An argument or disagreement about an issue is not bullying
- Interpersonal conflicts or disputes are not bullying
- Rude words or actions are not bullying (but repeated and deliberate rudeness can rise to the level of bullying.)

(<https://compassionit.com> also see <https://www.adl.org/education/resources/tools-and-strategies/classroom-conversations/every-conflict-isnt-bullying>)

For more information on Harassment please refer to RISD Policy F23: Unlawful Harassment. For more information on Bullying please refer to RISD Policy F30: Pupil Safety and Violence Prevention – "Bullying."

Weapons

It is the intent of the Rivendell Interstate School District to comply with the Federal Fund Free Schools Act of 1994, Act No. 35, or the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school. For the purpose of this policy, weapons shall mean anything that, in the opinion of the Rivendell Interstate School District Administration or School Board, could be or is used to harm another person. These "weapons" include but are not limited to:

- razor blades, straight razors, or knives
- those devices commonly known as “brass knuckles” and “billy clubs” and other devices used to strike someone
- crossbows, bow and arrow, darts and live ammunition
- firearms (as well as other rifles and weapons used solely for sporting, recreational or cultural purposes) are not allowed on school property
- chemicals, gases, and other substances

For more information, please refer to RISD Policy F24: Weapons

Threat of Violence or Destruction

In order to maintain a safe environment for its students, employees, and others who use school buildings, grounds and facilities, and in order to maintain all school buildings, grounds and other facilities in a safe and usable condition, the Rivendell Interstate School District will treat any verbal or written threat or threatening action by a student directed against school personnel and/or against another student(s), and/or against the school property, and/or people using school property, as a serious offense.

Examples:

In addition to verbal threats of violence spoken or written by a student against another student(s), school personnel, or school property, the following are examples of actions that also are prohibited by this policy:

- Bringing onto school property or the possession on school property, of a dangerous instrument, substance or other device capable of injuring people, or of doing damage to property. Prohibited items would include, but not be limited to, poisons, unauthorized chemical substance, or an explosive device. (Note: where the item fits the definition of “weapon” in the school weapons policy, that policy shall also apply to the offense).
- Making a bomb threat, or other threat to destroy school property.
- Attempted or threatened physical assault directed by a student or staff member, at a student, staff member, or other people using buildings, facilities, or grounds.
- Pulling of a false fire alarm.

For more information, please refer to RISD Policy F25: Threats of Violence or Destruction

Work Refusal:

If a student refuses to do schoolwork or to participate in school activities the student will be sent to the office and we will follow our usual procedure of completing a Broken Agreement form and speaking with the student. If the student refuses more than once in a day or twice in a week (in any class) the student will be sent home immediately for the rest of the day or for the following day if the second refusal happens in the afternoon. If we see a pattern developing, we will hold a meeting with teachers, student, and caregivers to determine what the underlying issues might be and develop an intervention that can address those issues.

Dress Code:

Attire that protects the health and safety of each student is important at Rivendell Academy. Students should come to school dressed for interaction with peers, adults and the public at large. A good rule of thumb would be attire, though casual, that one would wear at a place of employment or other venues where formal interaction with the public takes place.

Rules:

- 1) Students must wear clothing, including both a top and a bottom, or the equivalent (for example, dresses, tunics, leggings, or shorts) and shoes. Fabric covering private areas must be opaque.
- 2) Clothing with lettering or graphics (as determined by staff) that contains references to alcoholic beverages, drugs, tobacco, vaping, vulgarity, racism, hate speech, sexual innuendo or that has explicit sexual or violent content is prohibited.
- 3) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, maker-space/wood shop, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- 4) Hats and other headwear must allow the face to be visible to staff, and not interfere with classroom instruction or the line of sight of any student or staff. Hoodies must allow the face be visible to school staff.
 - a. *Facewear which protects the wearer medically, such as facemasks, is allowed.*

Consequences:

Students whose attire is a cause of concern due to the above mentioned “rule of thumb,” or rules 1-4, will be referred to the school counselor or administration for discussion and/or problem solving.

Eighteenth Birthday:

Once a student turns 18, he/she may, with the written permission of his/her parents/guardians, sign absence, tardy and excused notes, sign permission slips or other documents.

Parents/guardians will continue to receive any communication that is sent to parents/guardians unless the student shows that he or she is not a dependent student as defined in section 152 of the Internal Revenue Code of 1954. Eighteen year-old students are subject to all school policies, rules and standards.

Elevator Use:

An elevator is available for those people requiring assistance moving between floors in the east wing building. Students without mobility concerns are not permitted to use the elevator without permission from a staff member.

Emergency Closing/Snow Days:

- If school will be closed, delayed or in case of an emergency, announcements and updates will be made via the School Reach system.
- In the event of a school closing or delay, announcements will be made on local radio stations WHDQ (106.1 FM), WTSV (1230 AM), WNHV (910 AM), WTSL (1400 AM), WGXL (92.3 FM), WXXK (100.5 FM), WYKR (101.3 FM), WLTN (96.7 FM), and WDEV Radio Vermont, television stations WCAX, WMUR, WPTZ, local FOX and local ABC, and posted on the website as soon as possible.
- If school needs to close at an unscheduled time (such as early in the day), students will follow parental instructions concerning an emergency dismissal as indicated on the Emergency Dismissal sheet filled out at the beginning of the year.
- Since children must attend 180 days of school according to state law, we will be required to make up any missed days, typically at the end of the year.

Entering and Exiting the Building:

Bus Drop Off/Pick Up

- Buses will drop off and pick up students at the front door of the West Wing.
- In the morning, all students will enter the building and proceed to the Cafe using the “connector.”
- In the afternoon, all students who ride buses will exit the building through the same door that they use to enter the building.

Car Drop Off/Pick Up

- Parents of Academy students will drop off/pick up students at the front door of the East Wing.
- Before school begins, students will proceed to the Cafe.
- If a student arrives late for school, he/she must sign in at the Academy office and get a late pass. Students will not be admitted to class without a pass.

Facility Use:

The Rivendell Interstate School District encourages use of the school facilities by the community for educational, recreational, civic and cultural activities, in ways that complement regular school activities. School activities take precedence over all other uses of the facilities. Use of the facilities must be requested through application to the Head of Schools at least five (5) days prior to the intended use. Contact the Executive Assistant or see the website for an application.

For more information, please refer to RISD Policy H3: Community Use of School Facilities

Food and Drink:

Food and drinks may be consumed in the classroom at the discretion of the classroom teacher. The classroom teacher may revoke these privileges at any time.

Lockers:

- Upon request, a school locker is issued for each student for use during the school year, but remains the property of Rivendell.
- Locks must be provided by students. (Locks may be available for purchase at the main office on a first-come, first-served basis. Students who have financial hardship may see the Dean of Students to waive this requirement.)
- Lock codes MUST be given to the main office upon locker assignment. No locker assignments will be made without the code.

- Locks must be coded locks, and may not be keyed locks
- No one is to change his or her locker assignment without prior permission from the Dean of Students.
- Students have the sole responsibility for keeping their locker locked and secure.
- Students are responsible for any items found in their lockers even if it belongs to someone else (e.g. vapes, alcohol, etc.)
- School personnel reserve the right to open lockers for cleaning, maintenance, or emergencies. Lockers will be searched if there is reasonable cause to believe that a breach of school policy or law is being committed.
- In order to keep a school locker private and secure, students are advised to not share combinations with anyone. The school assumes no liability for items lost or taken from a student's locker.
- Each student is responsible for keeping his or her locker neat and in working order. Damaging or defacing lockers in any way is considered vandalism, and the student will be held financially accountable for any damage
- Hallway locks are not to be used in the Locker Rooms.
- Any personal locks may be removed, by code or by force, by the administration.
- All books and book bags are to be kept in lockers, or with students. For safety reasons, the hallways need to be clear of book bags at all times.
- Lockers must be emptied, and locks must be removed from lockers, by the last day of school

Interscholastic Sports/Co-Curricular Activities Eligibility

Includes Athletics, Drama, Chorus, etc. (see separate Student Athlete Handbook for students participating in the athletics program).

At Rivendell Academy, students in good academic and behavioral standing are given the opportunity to participate in many activities beyond the academic program. Our expectation is that the skills, goals, and objectives of the academic program remain most important and those of the co-curricular activity be complementary.

The interscholastic sport/extracurricular activity eligibility criteria are as follows:

- 1) A student may receive only one failing trimester grade per year and still be able to participate in an interscholastic sport/extracurricular activity. If a student has one or more failing trimester grades in a multiple trimester class, but passes the course for the year, the failing trimester grades do not count against his or her eligibility for the following year if an overall passing grade is achieved.
- 2) Students may continue to participate in theater, even if ineligible to participate in other activities, if theater activities are as part of an academic course.

- 3) Students may continue to participate in intraschool clubs, such as the environmental club, ukulele club, chess club, peer leadership, lion's club etc., that meet during the school day (block 4, lunch), even if they would otherwise be ineligible to participate in other activities.

- 4) A student with two or more failing trimester grades in a school year will not be permitted to participate in an interscholastic sport/extracurricular activity for the remainder of that year. The student will not be permitted to participate in an interscholastic sport/extracurricular activity the following school year until one of the two following conditions is met:

*a. Student completes an outside summer school program or an approved Rivendell program to clear all failed classes, or;

b. Student passes all courses in a trimester while maintaining the conditions set forth in (1).

A student who cuts class or has an unexcused absence the day of an activity may be denied participation in that activity that day/evening.

*Please be advised that parent/guardian/student may have to seek out and pay for summer courses if those summer courses cannot be offered by Rivendell Academy.

Laser Pointers:

Students may not possess Laser Pointers on school grounds or at school events.

Loitering:

If a student does not have class or is not involved in co-curricular activities, he/she must be in an approved assigned space or off campus.

Medication:

- All medication must be administered through the health office with an appropriate form filled out giving permission to administer the medication during the school day. This form can be secured from the school nurse.

- Medication must be brought to school in a container labeled by the pharmacy and given to the school nurse for secure storage.
- Students who feel ill should report to the nurse's office for an assessment. If the nurse is unavailable, students are to report to the Academy Office. Non-prescription medication may be given if prior written approval is given by the parent/guardian. The nurse will contact parent/guardian if deemed necessary.
- Students who need to carry inhalers must comply with the same rules regarding medications.

Personal Electronic Devices:

Personal electronic devices are devices that are owned by the students to include laptops, cell phones, tablets, iPods, gaming devices, etc. The possession and use of personal electronic devices at school is a privilege, not a right. Students may be banned from bringing such devices to school if they are found to be in violation of school policy or rules. Permission to access the school computer network may be revoked at any time due to violation of school policy or rules.

Use of Personally Owned Electronic Devices:

Personally owned electronic devices may be used by students in accordance with the school's Acceptable Use Policy regarding technology. Electronic devices, and specifically cell phones, are not to be used at any time when classes are in session without teacher permission.

Cell phone use, including texting, calls, social media, camera use, game playing, etc. is prohibited at all times when classes are in session, unless the classroom teacher gives explicit instruction allowing use. Students should check with classroom teachers before using their cell phones.

Cell phones should be kept out of sight during class time, in lockers or backpacks, with notifications turned off or on silent.

Student use of personally owned electronic devices during class time and advisory is at the teacher's discretion and only with explicit permission. Any staff member may request a student to cease using a personal electronic device at any time. Any staff member may request a student turn in their phone to the main office for violating cell phone use policy. Students are expected to comply or face further disciplinary consequences.

Students are not to use personal electronic devices during school assemblies. Photographing, filming, audio recording, and/or electronically posting such of any Academy student or staff member, without

their express consent, is prohibited and may lead to disciplinary action. Students wishing to film or record events or activities must have permission from a teacher or administrator, and of those participating in the activity.

Consequences of Minor Misuse:

First Offense: Device turned off and is 'bagged' in a sealed opaque [Pink] bag given to the student by the teacher. Student will retain control of the bag, write his/her name on it, and bring it to the teacher to be unsealed at the end of class.

If the student opens the bag, or uses the device, without teacher permission before the end of class, the student will turn in the device to the main office and lose use for the remainder of the day, and/or the following day. Student will serve a lunch or after school detention and the parent will be notified.

Second Offense: Teacher has student take the device to the front office where it remains until the end of the day. Student loses use of the device for the remainder of the day, and/or the following day.

Third Offense: Parent/Guardian is contacted. Device is banned at school for one week.

Continued misuse: Parent/Guardian is contacted, longer-term ban, or loss of privileges all together, will be put in place.

Students that refuse to comply with any one of the protocols listed above will be referred to the office for further disciplinary consequences and may face a suspension from school.

Students whose use of personal electronic devices causes a major interference in their education, or that of other students, may have a behavior plan put in place to limit their use of electronic devices.

The use of Personal Electronic Devices to harass or bully another student on or off school campus will constitute a **Major Misuse** and may lead to a loss of the privilege to possess the device on campus and may incur other consequences as well.

Parents/guardians are encouraged to contact the main office to communicate with their children, rather than relying on cell phones.

For more information please refer to RISD Policy F27: Student Acceptable Use of Electronic Resources and the Internet

School Issued Devices and Networks

The Rivendell Interstate School district may provide a laptop for students to use for educational purposes at school and at home. The laptops remain the property of the district. A student should consider use of technology a privilege that must be earned and kept. We expect that students will care for their device, keep it secure, and keep it in working order. The district reserves the right to revoke access privileges and administer appropriate disciplinary action for misuse of its technology resources.

We expect that students will:

- 1) Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech.
- 2) Refrain from cyber-bullying and harassment including personal attacks, or threats.
- 3) Understand that users have no expectation of privacy in anything they create, store, send, receive, or display over the District's computers or network resources including personal files and electronic communications.
- 4) Bring the laptop computer to school fully charged every day.
- 5) Respect the Internet filtering and security measures on the device and the network.
- 6) Back up important data files regularly.
- 7) Use technology only for school-related purposes during the instructional day.
- 8) Follow copyright laws and fair use guidelines and download or import only music, video or other content that students are authorized and legally permitted to reproduce or use for school related work.
- 9) Make available for inspection by an administrator or teacher the computer, files stored on the computer, and any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
- 10) Transport the computer turned off or in sleep mode with the screen closed and in their protective case.
- 11) Secure the device when it is unattended.
- 12) Report theft, loss, damage, or malfunctioning of the device to a school official immediately.
- 13) Return the laptop, charger, carrying case, and any other accessories at the end of each school year and upon transferring out of school.

Students will not:

- 1) Mark or deface the device.
- 2) Reveal or post identifying personal information, files or communications to unknown persons through social media, email, or other means through the internet.
- 3) Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
- 4) Attempt access to networks and other technologies beyond their authorized access.
- 5) Use another person's account and/or password.
- 6) Share passwords or attempt to discover passwords.
- 7) Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- 8) Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to obscene, pornographic, threatening, harassing, discriminatory, bullying, terroristic, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.

Students who violate these terms may lose the privilege of using a school issued laptop, lose internet privileges, receive fines to cover the cost of damages, and/or other disciplinary consequences.

Public Displays of Affection:

Students are expected to act in a respectful and appropriate manner. This means that excessive physical affection is not to be demonstrated while at school or at school-sponsored activities. Public displays of affection (kissing, extended hugging or sitting on each other's laps) may be embarrassing to observers: students, faculty, chaperones, and school visitors. Students will be given a verbal reminder for a first offense. A subsequent violation will result in the students entering the disciplinary process.

Redress of Interpersonal Grievances:

Rivendell Academy places great importance on student self-advocacy. We encourage students to communicate to people, peers or school staff, with whom they are experiencing small problems or concerns and seek the advice from his or her advisor, the counselor or another trusted adult in the building.*

If this attempt fails, the student should report the issue to either a school counselor, the Dean of Students, or the Principal. Likewise, a parent/guardian who encounter a problem with a

member of the staff should make the problem known to the individual(s) involved in an attempt to resolve it.

If this attempt fails, the parent/guardian should report the issue to either a school counselor, the Dean of Students, or the Principal. If the parent/guardian is still dissatisfied after employing the process above, he/she should then make an appeal to the superintendent.

*In cases of bullying/harassment where the student does not feel safe, they should forgo contact with the individual(s) troubling them and speak directly with staff.

School Choice:

- 1) Applications for transfer are due to the current school district by February 14.
- 2) Applications from current school to receiving school by March 1.
- 3) Notification of acceptance takes place by April 1.
- 4) Student must accept transfer by April 15.

Search and Seizure:

- 1) Desks, lockers, textbooks, email, files on computers, and other materials or supplies loaned by the school to students remain the property of the school and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of an emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.
- 2) School property may also be searched by school employees upon reasonable suspicion on the part of the school administrator or superintendent that a law or school policy has been violated.
- 3) Searches of students' persons, possessions, or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. The superintendent and school administration will make every effort, when possible, to ensure the search is conducted in the presence of another school employee.

- 4) School employees are not law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the Board's policy on interrogations by law enforcement officers have been complied with.

For more information please refer to RISD Policy F4: Search and Seizure

Senior Privileges:

Seniors may be afforded the privilege of leaving campus during lunch or periods free of class after the first week of the school year provided that the following conditions are met and maintained:

- Are in good standing academically and behaviorally. (To be able to leave during lunch and a free period student must be earning a grade of 70% or higher in all classes. To be able to leave during academic support a grade of 74% or higher in all classes must be maintained).
- Attend advisory and school assembly
- Have 45 hours of documented community service hours on file in the office
- Completed all required paperwork including medical and internet use forms
- Written parental permission for privileges during lunch and/or during a free block.

Senior privileges will be reevaluated, given the above criteria, every academic marking period. Seniors who leave school grounds at any time during the day must sign out in the office. Upon returning to campus, they must sign in at the office.

Revocation of senior privileges for academic, attendance and/or disciplinary reasons may occur at any time at the discretion of the Dean of Students.

For the third trimester only, a **final exam** is not required for any class, (whether a single or multiple trimester class) wherein a senior has a 90% or higher grade.

Participation in **the senior class trip** is considered a senior privilege. Students must be in good academic standing (meaning on track to graduate and passing all classes at the time of the trip). If there are

behavioral or discipline concerns, the senior Advisors will meet with the Dean of Students to determine eligibility.

Student Fees, Fines, and Charges:

Each student, and ultimately their parents/guardians, are responsible for all books, computers, uniforms, and any other material or equipment loaned to them. Charges will be assessed for any item that is damaged or not returned.

Student Records:

Parents/guardians & students 18 years of age have the following rights under FERPA:

- The right to inspect & review the student's educational record.
- The right to exercise a limited control over other people's access to the student's educational record.
- The right to seek to correct the student's record, in a hearing, if necessary.
- The right to report violations of FERPA to the U.S. Dept. of Education.
- The right to be informed about FERPA rights and procedures.

Release of Student Information

Disclosure of student information will be made only with the written consent of the parent/guardian or eligible student subject to the following exceptions:

- Information may be disclosed to officials of Rivendell Interstate School District who have a legitimate educational interest in the records and require the information to adequately carry out their jobs.
- Information may be disclosed upon request to officials of a school in which the student seeks or intends to enroll.
- Information may be disclosed to law enforcement in the course of an investigation.
- Under court order or subpoena.

Directory Information

The following information is designated as "directory information." The school will release directory information without prior written consent unless the parent/guardian or eligible student informs the

principal in writing that any or all of the information designated below should not be released without prior consent.

- Student name, address, date of birth, dates of enrollment;
- Parent or legal custodian name and address;
- Student grade level classification;
- Student participation in recognized school activities and sports;
- Weight and height of member of athletic teams;
- Student diplomas, certificates, awards and honors received.

For more information, please see RISD Policy F6: Student Records, Family Privacy

Title I – Parents Right to Know:

The Rivendell Interstate School District is required to inform parents of students attending Title I schools that they can request certain information, according to the No Child Left Behind Act of 2001 (Public Law 107 -110).

Upon request, Rivendell Academy is required to provide parents/guardians, in a timely manner, the following information:

- Whether their child's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived.
- What baccalaureate/degree/major the teacher has and any other graduate certification or degree major held by the teacher and the field of discipline of the certification.

In addition to the information that parents may request, Rivendell Academy must provide to each parent/guardian:

- Information on the achievement level of their child in the state academic assessments as required.
- Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.
- Notification if their child's school has been identified for school improvement, and options available for their child.
- A Complaint Resolution Procedure annually.

- Notification to parents of the option to transfer their student if student is enrolled in an identified persistently dangerous school, or student has been the victim of a criminal offense while on school property to a school not identified.

For more information about Title I parental notification requirements, please contact:

Rivendell Interstate School District

Federal Programs/TITLE I

10 School Drive

Orford, NH 03777

603-353-2170

Transportation:

School Bus Rider Responsibilities

- 1) The use of profanity, vulgar, obscene, or abusive language will not be tolerated.
- 2) Fighting, shoving, or bullying others on the bus, or while waiting for the bus is prohibited. Please report any incidents immediately.
- 3) Throwing anything on the bus is prohibited.
- 4) Talking should be carried on in conversational tones.
- 5) Smoking, vaping, or other use of tobacco, or alcohol, or other substances, is prohibited on the bus at all times.
- 6) Students must obey immediately any request or suggestion from the bus driver pertaining to safe pupil transportation.

- 7) Defacement or destruction to the bus is prohibited. Any vandalism of the bus or bus seats will be billed to the person responsible for the damage.
- 8) Aisles are to be left free of books, lunch boxes, coats, and other objects at all times. Students should sit in their seats, and not put their arms, legs, etc., into the aisles, except when inadequate space makes this impossible.
- 9) Students must remain seated until their stop; arms and heads, etc., must be inside the bus at all times.
- 10) Students must be ready to board the bus at least five minutes prior to its scheduled stop. Drivers are not to wait for pupils who are late. Pupils should not crowd onto the street or road when waiting for the bus; instead, they should line up and enter the bus in an orderly fashion when it arrives.
- 11) Students must board the bus in an orderly and courteous manner, and go immediately to their assigned seat.
- 12) Students loading and departing from the bus will do so from the front door of the bus. If the road must be crossed, students will cross at least 10 feet in FRONT of the bus, and use caution, even though the flashing lights are on.
- 13) All school rules are in effect on the school bus for transportation to and from school or any school event. Riders and drivers will treat others with courtesy and respect. The bus is an extension of the classroom.
- 14) Any student wishing to get off at a spot other than their designated stop, must have a signed note from a parent/guardian, and "sign-off" from the office. The bus will only stop at designated stops.
- 15) Drivers have the authority to assign students to specific seats.
- 16) No eating or drinking on the bus without permission from the bus driver.

School Bus Discipline Procedures

Discipline will be handled according to the following procedures:

- For unacceptable behavior in the judgment of the driver, the driver will complete a Bus Conduct Report form, which notifies the site administrator of the problem.

- The site administrator will speak to the student(s) and, if appropriate, speak to or send a letter home to the parents. The site administrator will advise the bus contractor of action taken on each conduct report submitted by drivers.

- A serious offense, or behavior which creates a safety hazard, may result in a suspension of up to two weeks, at the discretion of the site administrator. The driver may insist on a suspension for a student whose behavior creates a safety hazard.

- Unusually serious offenses may result in permanent suspension from the bus. If this action becomes necessary, the site administrator will notify the parent/guardian and the Superintendent in writing. The actual suspension will be made by the Superintendent, with the right of appeal to the School Board.

- If a student is suspended from the bus as a consequence of a bus conduct report, or of reported poor behavior on the bus, the punishment will take effect the following morning. However, if at the discretion of the school administration the safety of other children is in question, the student may be suspended from the bus immediately. In that case, an attempt will be made to contact parent/guardian to make other transportation arrangements for the suspended student. Thereafter, it is the responsibility of the parent/guardian to arrange for their student's transportation to and from school.

For more information, please refer to RISD Policy F12: Comprehensive Student Transportation Policy for more information.

River Bend Career and Technical Center Bus

- Students going to River Bend for morning classes should leave the cafeteria at 7:55 a.m. and proceed to the bus area to meet the bus that leaves at 8:00 a.m.

- Students going to River Bend for afternoon classes should leave class at 10:15 a.m. and proceed to the bus area to meet the bus that leaves at 10:20 a.m.
- On the days that there are no River Bend classes, River Bend students will be assigned to the library.

Student Vehicles

All students who drive to school must be fully aware of their responsibilities in the operation of vehicles on the school grounds. Student drivers must abide by the guidelines established for the safety of themselves and others.

Rules of Behavior

- Once a student drives on campus, he/she must park in a designated parking lot, which is on the upper level entrance of the East Wing of Rivendell Academy.
- Parking in handicap spaces may result in a traffic ticket.
- No parking in “visitor” spaces.
- The speed limit on campus is 10 mph. Students must drive responsibly, observing all traffic regulations. “Peeling out” or driving on the grass is prohibited.
- Students are not to sit in or “hang out” by their cars while the cars are parked in the school parking lot, before or after school. Students are not to visit their cars during the school day without permission.
- Students who wish to drive to and from River Bend must complete the appropriate paperwork, sign in/out as appropriate and are expected to attend all Rivendell classes.
- Unsafe operation of a vehicle may be reported to the authorities.
- Students must check in and out at the main office before leaving the building.

Consequences:

First Offense: A written warning will be issued.

Second Offense: There will be a two week suspension of driving privileges.

Third Offense: Driving privileges will be suspended for the remainder of the school year.

For any serious safety violation, immediate revocation of privileges may result. The Dean of Students will determine the seriousness of the violation. If a student brings his/her vehicle on campus during the period of suspension, the Orford Police Department will be notified and the vehicle will be towed at the cost of the student.

Vandalism/Negligent Behavior:

Vandalism is defined as the deliberate or malicious destruction of school property. A student's behavior will be considered negligent, not vandalism, if school property is destroyed as the result of horseplay and not a deliberate act of the student. In the case of vandalism, the police may be notified, the student may be required to pay for the damage, and a suspension from school may result. For negligent behavior, the student may be required to pay for the damage done to the school and may be suspended or be required to complete community service.

Visitors to School:

All visitors should report to the main office immediately after arriving on campus during regular school hours. Visitors who remain on campus will be issued a guest pass. We expect students to be courteous toward people who come on campus and need help in finding the main office or other rooms.

Students who wish to bring a guest to school or school event (i.e. dance, activity night, etc.) must obtain a Student Guest Permission form from the office. All invited guests must be under the age of 18 and currently enrolled in an academic environment. The Student Guest Permission form must be received in the office at least two days prior to the visit. The Dean of Students or Head of Schools will grant permission for visits at his/her discretion.

COVID-19 Related Rules and Expectations:

Expectations in the event of Remote Learning:

- Attendance is mandatory for all Zoom classes and advisory. Teachers will record and submit attendance for all classes. An adult must report a student ill with a call to the office in the morning.
- All teachers will use Google Classroom to organize class materials, receive student work, and provide feedback.
- Students need to be prepared to participate daily in remote classes according to the school and class schedule.
- By Sunday night or first thing Monday morning each week teachers will provide students with a schedule of weekly assignments, due dates, zoom calls, office hours, information about how to get additional help, etc. Assignments, materials, zoom meeting links, and the weekly assignment schedule will be posted in Google Classroom.

- Regular teacher office hours will be scheduled twice each week so that students can get additional help in classes.
- Special safe, supervised spaces will be made available for students facing technology difficulties at home.
- Special education teachers and Learning Coaches will continue to follow IEP's. Story Smith will continue to support Academic Mentoring students.
- Counselors will be able to schedule individual zoom meetings with students.

Behavioral Expectations for All Students

- Students are responsible for any school equipment that has been loaned to them, and they are responsible for any damage or misuse of that equipment.
- Students cannot share log-in information for their device, Google Classroom, email, Zoom meetings, etc. They are responsible for any misconduct occurring through Zoom accounts, even if they claim that another person did it as a result of password sharing.
- Students may not record meetings (Zoom, Google hangout, etc.) without the written permission of all those present and their guardians.
- Students cannot access pornographic/adult material or graphically violent material through their school issued device.
- Students are not to use their school issued device for social media. Any social media activity that violates school rules (harassment, bullying, etc.) that occurs from using school devices is subject to school discipline. Any serious bullying or harassment issue during school hours should be reported to the school.

Student expectations in a remote or hybrid learning environment.

- You need to appropriately cite your work if using online or other sources. Failure to do so is considered plagiarism and subject to school discipline policies.
- You may not access online resources, or outside resources, during tests or quizzes, unless this permission is granted by the teacher administering that particular test or quiz. Violations of this policy are subject to school discipline policies.
- Your work is expected to be your own work. You **MAY NOT COLLABORATE** with other students unless the assignment or test instructions explicitly state that you may do so. Without such instructions you should assume that you **CANNOT** collaborate with other students. You may ask for written permission from your teacher if you wish to collaborate on an assignment. Violations of this policy are subject to school discipline policies.
- During Zoom classes you are expected to follow the dress code policy found on page 16 in the student handbook. This can be found on the Rivendell Interstate School District website. Appropriate dress is important when participating in Zoom or other videoconferencing sessions with teachers and classmates.

Specific Expectations for Zoom/Videoconferencing

- You cannot share access codes to Zoom meetings. You are responsible for any misconduct by others that occurs due to you sharing such codes.
- Please be mindful of the background images that can be seen by your classmates and teachers during Zoom or other videoconferencing sessions. Graphic material, such as ‘pin up’ posters, or similar, must not be visible to other students. A quiet place with a non-distracting background is best. Lounging in bed, for example, while participating in a Zoom meeting is not “professional” or acceptable.
- During Zoom or other videoconferencing sessions, turning on your camera is expected. Please be prepared to do that. It isn’t always easy, given our individual circumstances. It really helps us build our community during a very challenging time of learning.
- If your internet does not support Zoom or other videoconferencing platforms, you are expected to call into the Zoom meeting using your telephone with the access codes provided in the posted Zoom invitation link. You must be identified in a Zoom meeting with your name (or a parent/sibling name if you need to use their device) If a random name or phone number appears in a Zoom waiting room, the teacher will not admit you to the class. You can text/email a teacher ahead of time to let them know the phone number you will be zooming from. Teachers will provide, in Google Classroom, any documents/images that will be screen shared in a Zoom class so that you can access them.

Students, staff and teachers should continue to plan, develop and implement PLPs that take into consideration learning opportunities which may encounter limitations.
<https://education.vermont.gov/student-learning/personalized-learning>

In-Person Learning Expectations & Guidelines if Pandemic Regulations go into effect by order of the state or the school board or the Superintendent:

- All rules and guidelines found in the Student Handbook continue to be in effect.
- A mask must be worn at all times while on inside school or on school transportation while the masking order is in place. Exceptions will only be made with documentation from a medical provider. Students should plan to bring more than one mask to school in case the first mask becomes soiled. Students may remove masks outdoors.
- Everyone in the school is to maintain a 6ft social distance space. Students must respect requests from staff or peers who need to maintain a larger distance.
- Students may not deliberately make physical contact with anyone, and should avoid all physical contact with other students and their belongings.
- Students are to remain in their assigned learning space. Students may not wander around the building or grounds. Students must ask permission from a staff member to use the restroom, wait their turn until the restroom is empty, and return to their learning space immediately after they are done.
- Students are to be on campus in order to complete schoolwork. Students may not use the time for computer gaming, social media, recreational videos, etc. Cell phones are only

- allowed in the context of a lesson, with teacher permission, or to communicate with parents/guardians, also with teacher permission.
- Students are to follow teacher/bus driver requests and instructions, and not become argumentative or combative.
 - Student behavior should not impede other students' learning.
 - Meals are to be eaten in assigned spaces, whether indoors or outdoors.
 - Students may not share food or beverages with others.
 - Traditional drinking fountains will not be available. Water bottle fill stations will be available. Students should plan accordingly and bring a water bottle.
 - Students who are not actively engaged in learning will be asked to leave campus.
 - In-Person student schedules may be staggered to facilitate learning. Students may not loiter on campus after their assigned learning time has ended.
 - Students who are not able to adhere to safety guidelines outlined above will be sent home. A parent or guardian will be expected to pick up their student if the student is not able to walk/bike/or drive themselves home.

RIVENDELL ACADEMY ADMINISTRATION

Keri Gelenian, Ed. D ----- Head of Schools/RA Principal
Stephanie Chesnut ----- Dean of Students

RIVENDELL ACADEMY FACULTY & STAFF

Anna Alden -----Theater and Music Teacher
Greg Allen-----Custodian
Brandy Allen -----Learning Coach
Jason Ball -----Custodian
Bonnie Blake ----- Instrumental Music Teacher
Christina Bolles ----- Learning Coach
James Bourne ----- Athletic Director
Jennifer Bottum ----- Language Arts Teacher
Kerry Browne ----- Digital Leader
Brittany Bryan-----Academic Mentor
Delilah Burns ----- Special Education Teacher
Liz Collins-----Learning Coach
Emily Cousens----- School Counselor (Grades 6-8)
Joy Dyke ----- Assistant Cook
Jennifer Ellis ----- Art Teacher
Theo Emery -----Sixth Grade Teacher
Wendy Fogg-McIntire -----Learning Coach
Nancy Hall ----- School Counselor (Grades 9-12)
David Hibler ----- Sixth Grade Teacher
Gail Keefer ----- World Language Teacher
Alex Kinlock -----Mathematics Teacher
Carrie Lang ----- Literacy Specialist

Ethan Lawrence-----Expedition Teacher
Samantha Lester -----Learning Coach
Brynne MacMurtry ----- Special Education Teacher
Rachel McConnell -----Mathematics Teacher
Creigh Moffatt ----- School Nurse
Michelle Oakes ----- Secretary
Allison Oaks-----Social Studies Teacher
Caitlin Olson-----Learning Coach
Carol Perkins ----- Food Service Manager/Head Cook
Tammy Piper-----Special Education Teacher
Eric Reichert ----- Language Arts Teacher
Mary Rizos ----- World Language Teacher
Paul Ronci ----- Language Arts Teacher
Hannah Root----- Science Teacher
Rachel Sanders ----- Science Teacher
Carol Sobetzer ----- Upper House Electives/Social Studies Teacher
Chad Steen-----PE / Health Teacher
Kirsten Surprenant ----- Social Studies Teacher
Bruce Taylor, Jr. ----- Maintenance
Laura Taylor ----- Special Education Teacher
Peter Tice -----Mathematics Teacher
Josiah Weeks -----Science Teacher
Teri Wyman-----Learning Coach

FINAL

RISD 2022-2023 CALENDAR

APPROVED: 3/1/2022

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12th – In-Service
16th – MLK Day
20 Student Days (97)

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22nd – 24th Teacher In-Service
25th | First Day of School
5 Student Days (5)

FEBRUARY '23						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

27th – 28th | Winter Break
18 Student Days (115)

SEPTEMBER '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5th | Labor Day
22nd & 23rd – In-Service
19 Student Days (24)

MARCH '23						
S	M	T	W	Th	F	S
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st – 3rd | Winter Break
20th – Spring Conferences
21st – In-Service
18 Student Days (133)

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 – Indigenous People's Day
20 Student Days (44)

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

24th – 28th | Spring Break
15 Student Days (148)

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11th – Veterans Day
14th – Fall Conferences
23rd – 25th | Thanksgiving Break
17 Student Days (61)

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29th | Holiday
22 Student Days (170)

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23rd – 30th | Holiday Break
16 Student Days (77)

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

14th | Anticipated Last Day
10 Student Days (180)
180 Student Days
189 Teacher Day

47

Student Handbook Published August 2021

Rivendell Interstate School District

10 School Drive

Orford, New Hampshire 03777

www.rivendellschool.org