



**New England
Kurn Hattin Homes
Westminster, Vermont**

**Community Handbook
2018 – 2019**

Kurn Hattin Homes transforms the lives of children and their families forever.



2018-2019 SCHOOL CALENDAR

August 18-25	Students Home
August 20-24	Residential/Academic In-service
August 26	Students Return to Campus
August 27	First Day of Classes
September 3	Labor Day-No School
September 22	Fall Family Festival
October 5	Student Conference Meetings
October 8-12	Fall Break-No School
October 15	School Reopens
November 16	Student Conference Meetings
November 19-23	Thanksgiving Break-No School
November 26	School Reopens
December 24-January 2	Holiday Break-No School
January 3	School Reopens
February 15	Student Conference Meetings
February 18-22	Winter Break-No School
February 25	School Reopens
March 22	Teacher In-service- No School
April 12	Student Conference Meetings
April 15-19	Spring Break-No School
April 22	Easter Monday - No School
April 23	School Reopens
May 27	Memorial Day-No School
June 7	Last Day of Classes
June 8	Graduation

TABLE OF CONTENTS
August 2018

2018-2019 School Calendar	1
Table of Contents	2
	Directo
ry	3
Welcome	4
General Guidelines	4
Transition Period	5
Weekend Going Home Policy	5
Returning to Campus	6
Kurn Hattin Behavior Guidelines	6
Lewis Cottage	9
School	11
School Attendance Policy	11
Student Electronic Media Policy	13
Athletics	15
Family Outreach Program	15
Reporting Physical/Emotional Abuse of Children	17
Grievances	17
Counselors	18
Wellness Services	18
Medication	19
Fire Drills and Lockdowns	19
Student Dress Code	19
Peer Relationship Guidelines	23
Bed Bug Protocols	24
Cottage Life	24
Telephone Calls and Letters	25
Religion	25
Dining Room and Kitchen	26
School Vehicle Rules and Train/Bus Transportation	27
Student Bike Guidelines	27
Playground Guidelines	28
Swimming Pool Guidelines	28
Student Nutrition Policy	29
Approved Snacks	34
Notification of Asbestos Management Plan Availability	34
Policy on Prevention of Harassment, Hazing and Bullying	35
Approved and Recognized Independent Schools	43
Discipline Matrix: Tier 1, Tier 2 & Tier 3	47

Department Directory

Main Office	802-721-6900
Executive Director	802-721-6983
Director of Residential Services	802-721-6918
Co-Assistant Directors of Residential Services	802-721-6927
On Call Director (emergencies)	802-376-9000
Principal	802-721-6930
Dean of Students	802-721-6928
School Administrative Assistant	802-721-6921
Athletic Director	802-721-6905
Day Student Coordinator	802-721-6905
Director of Health Services/Wellness Center	802-721-6956
Director of Admissions	802-721-6932
Admissions/Family Outreach Assistant	802-721-6913
Family Center Reservations	802-721-6913
Family Outreach	802-721-6945
Senior Accountant	802-721-6935
Director of Counseling	802-721-6955
Butler Cottage	802-721-6948
Dickinson Cottage	802-721-6937
Hubbard Cottage	802-721-6940
Maysilles Cottage	802-721-6954
Morrison Cottage	802-721-6988
Parent Cottage	802-721-6957
Turrell Cottage	802-721-6987
Warner Cottage	802-721-6973
Woodhull Cottage	802-721-6936

To send an email to any Kurn Hattin staff, use the first initial and last name followed by @kurnhattin.org. **Ex: *jsmith@kurnhattin.org***

WELCOME

Welcome to Kurn Hattin. This handbook has important information for students and families about campus life and the tools to help make a student's time at Kurn Hattin successful. Please read the provided information and ask questions as needed. The staff at Kurn Hattin will discuss any concerns or clarify any information. Open communication is imperative to our students' success.

This handbook is compiled to provide a safe, healthy and educational environment for all our students, staff and families. It **does not cover** every possible situation and may be modified as necessary.

GENERAL GUIDELINES

Our students are expected to respect the campus policies, property, staff, other children and themselves.

- We encourage each other.
- Each person is an individual.
- Everyone is responsible for his/her own mess and success.
- Everyone is allowed to feel good about his/her own body, and to have a safe "bubble" of space.
- We balance the need to talk openly about feelings and problems with an individual's privacy interests.
- We don't hit or hurt **anyone**.
- We do not tolerate name calling and put downs.
- We encourage individuality.
- We respect diversity.
- We give safe, natural consequences.
- We guide in learning the important lessons of life unless students are in danger of harming themselves or others.
- We make plans to improve our social skills everyday.
- We take care of our own bodies and personal spaces, respecting the privacy of ourselves and others.
- We take pride in who we are and where we live.
- We promote healthy family relationships.
- We encourage and foster academic, athletic, emotional and social success for all students.
- We work together to establish a bully-free climate.
- We encourage running, jumping, tumbling, tag and games. Safe activities will be determined by staff. Throwing snowballs is allowed, but only in designated areas at each cottage which can easily be supervised by your houseparent.
- We represent Kurn Hattin when we are off campus. Students are expected to be on their best behavior.

- All road crossing is to be done in designated areas only.
- Children are not allowed to have pets at Kurn Hattin.
- Gum chewing is not allowed on campus or in any Kurn Hattin vehicle.
- Children's clothing, bags and items will be checked by the houseparent upon returning to campus and on weekends. Student's belongings, bedrooms and school lockers can be searched at the discretion of staff.
- Children should not have in their possession any object that could cause harm to self, others or property. Please turn unsafe items in to the Director/houseparent.

Transition Period

An eight week transition period for each new student begins upon their enrollment day at Kurn Hattin. During this period, Kurn Hattin staff will be working with your child to facilitate a successful transition to living on campus. A schedule of phone calls and visits will be set up by the residential staff. You will be kept informed of your child's progress throughout the transition period. If the student is not transitioning in an appropriate manner, the student can be discharged at the end of this period or at any time before that date. The decision to discharge a student is made by the Admissions Committee.

Open and ongoing communication between you and your child's houseparent, counselor and other Kurn Hattin staff members during this period is strongly encouraged. Please let us know what concerns or questions you have at any time. During this transition period, Family Outreach staff will contact you to offer assistance to you and your family as you make the adjustment to having your child attend Kurn Hattin.

Weekend Going Home Policy

Students who are admitted to Kurn Hattin Homes are placed on an 8 week transition period to determine whether Kurn Hattin is a good fit. Initially, students spend the first 2 weeks here before their first weekend home visit.

During the transition time, students may go home every other weekend.

At the end of the transition period a number of things will happen to determine what is in the best interest of the child.

- 8th Week of the Transition Period
 - Team members* will meet with the parents either in person or by phone to discuss the progress of the child and the wishes of the family.
 - The team and family will determine the weekend schedules.
 - Options can include every weekend, every other or an occasional weekend.
 - Determining factors may include but are not limited to:
 - Transitions to the cottage from home
 - Behavior at home or on campus
 - Transportation issues
 - Home situations
 - The schedule for family contact will be written into the Student Support Plan. As circumstances change, the family or team may request a review of the weekend going home arrangement.
- Meetings will be arranged through the residential directors.

- Students are expected to finish the school day on Friday (2:30pm) before leaving for the weekend.
- Adult contact with a staff person must be made before a child leaves campus.
- Students are expected to return to the cottage on Sunday by 5:00pm. If a student cannot return to campus by 5:00 pm, please contact the houseparent as soon as possible.
- Students who are tardy, leaving early or missing school will be subject to reporting of truancy as outlined in the *School Attendance Policy* determined by Vermont State law.
- If a student needs to leave early or miss school for a medical appointment, a note or appointment card from the doctor will be required.
- 8th Graders will be evaluated on the same terms as all other students.

* The student's team will consist of both houseparents, counselor, and if needed a director, teacher and nurse.

Please note: there are weekend commitments for sports, music or special events that children will be required to attend. Please check with houseparents to determine whether your student is involved in the activity. Students will be required to remain on campus for the weekend or until after the event.

Communication and cooperation is the key to each student's success at Kurn Hattin.

RETURNING TO CAMPUS

All students must return to campus **by 5:00 p.m.** on the day a weekend or vacation ends. **Any student returning to campus past 5:00 pm should make prior arrangements with the houseparent to discuss the return time. If you do not call to make arrangements you may be required to stay in the Family Center.**

If you are returning your student at breakfast they must be dressed according to the Kurn Hattin dress code for school. It is preferable to return on Sunday by 5:00pm.

Parents and family members are welcome to attend dinner only once a week unless scheduled with the Director of Residential Services.

Children should not be returned to Kurn Hattin ill. They must be fever free for 24 hours without medication. If you are uncertain if your child is well enough to return to campus, call the Director on Duty. Children on meds must return with their medication or they may be sent home.

Please see attendance policy for further information.

BEHAVIOR GUIDELINES

Our goal is to teach children the skills they need to be successful by taking responsibility for themselves and being self-motivated to make good choices.

We use a Student Behavior Matrix with three tiers to help students identify their behavior and understand the consequences of behavior. The Behavior Matrix is available on pages 47-49.

General Behavior Guidelines

- Follow directions the first time given.
- Keep hands, feet and other body parts to yourself.
- Be sure the adult in charge knows where you are at all times.
- Respect yourself and others.
- Follow all cottage/school/campus rules.
- Bedtime safety includes staying in your own room & space after lights out except for bathroom visits or medical issues.
- Be responsible for your behavior and personal property.

Possible rewards for following guidelines:

- Extra free time, extra activities and later bedtimes.
- Participation in sports/recreation.
- Cottage group activities, off-campus activities.
- Extra TV or video game.
- Caught Being Good, Student of the Month and Recreation Student of the Week
- Reward System for 7th & 8th Graders – Gold Card.

Possible consequences might include:

- Warning/Time Out
- Time out, extra chores and/or 15-minute detention
- Time out, extra chores and/or 30-minute detention
- Loss of privileges
- In School Suspension (ISS), In House Suspension (IHS) and/or Off Campus Suspension (OCS)
- You will make a plan about what you will do next time. We call this **Processing**.

Restriction/Detention

A restriction/detention may include any or all of the following as determined by the houseparent/teacher:

- Making a plan to "fix" the problem
- Restitution
- Consequences
 - a. Early bed
 - b. Extra chores/work/homework
 - c. Loss of privileges
 - d. Staying after school
 - e. Remain in the office to complete processing
 - f. A 5-step apology
 - g. Academic homework detentions in school may receive a consequence in the cottage.
 - No extra cottage consequences are to be given for school behavior detentions except for an ISS.

A student may be sent to an administrator for any infractions of campus expectations.

Infractions may include but are not limited to:

- Physical and/or verbal aggression toward staff (i.e. hitting, intimidation, threatening, false accusations and overt defiance)
- Aggressive inappropriate language or gestures, harassment or bullying

- Physical violence toward others
- Property destruction, stealing and/or taking property without permission
- Running away or being out of an area for an extended period of time without permission

The following are the possible consequences:

- Restitution - campus service
- Loss of activities
- School and cottage restriction
- In-school suspension (ISS) (Academic Time)
- In-house suspension (IHS) (Residential Time)
- Off Campus Suspension (OCS)
- Discharge

Every student and incident will be considered on an individual basis. The severity and consequences of any incident will be determined by the Director on Duty/Principal through investigation, interview and discussion with the staff and student(s) involved.

The Director on Duty/Principal will determine consequences appropriately considering age, cognitive ability, past history, intent and individual needs of students involved. **Students need to make a plan before returning to class or the cottage.**

IN-SCHOOL SUSPENSION (ISS) & IN-HOUSE SUSPENSIONS (IHS)

- In House Suspensions (Residential Time) and In School Suspensions (Academic Time) are for infractions as outlined in the Community Handbook. The Director on Duty, Principal or Child Support Specialist assigns a suspension based on the student's behavior and staff report. Children serve their suspension in one of the following places: Processing Rooms, Kelsey Room, assigned classroom or library.
- Length of suspension is not to exceed four hours for grades K-3 and six hours for 4-8. Only the Director on Duty, Principal or Child Support Specialist can approve additional time should the situation warrant it.
- A staff incident report must be completed. Students should complete a processing sheet and meet with staff within the suspension hours.
- Total time in processing room, entry time, room utilized and the director on duty all must be documented on the incident/processing sheet.
- There will always be an adult within close proximity of the Processing Room (within sight and sound) to provide assistance and supervision.
- All suspensions are noted in the child's record and parents are notified in writing.
- Students will report to the main office and will remain there until 3:00 p.m. during school hours.
- Students are not entitled to regular cafeteria privileges. Meals will be eaten in the processing room or other location determined by the , director on duty, principal or child support specialist.
- Students will not be allowed to participate in extracurricular activities on suspension days. This includes: sports, trips, dances, after school activities, campus store, etc.
- During suspension time, students must remain in their room and have permission whenever they leave. Students will be allowed to use bathroom facilities at the discretion of the staff in charge.

- Students are expected to complete academic work assigned and the behavior plan given to them by the staff. The student will receive academic assistance from the school staff, teachers and principal as needed. All work must be completed before returning to class.
- Students creating a disturbance while in suspension may be detained longer than the original time.

KURN HATTIN SAFETY ROOM

- The Safety Room shall be used only to ensure the immediate safety of the individual or others when no less restrictive intervention has been or is likely to be effective in averting danger. The Safety Room is located in the school office.
- If a student is in the Safety Room, a staff person will provide constant supervision 100% of the time and a Counselor will be notified immediately.
- A child cannot be in the Safety Room for more than 30 minutes without approval from the Director on Duty/Principal.
- Use of the Safety Room will be documented on the incident report, including time frame and which counselor was consulted. Additionally, if outside resources were utilized and permission to extend the 30 minutes is granted this all must be documented.
- Parents/Guardians must be notified if the Safety Room is used.

Reward System for 7th & 8th Graders – Gold Card

The reward system (Gold Card) listed below is for students that have demonstrated consistent appropriate behavior and effort on campus. The reward system is evaluated monthly. The first week of school in August and September will count as one month. Students in 8th grade are eligible the whole year and 7th grade students are eligible after January 1. The standards for making the reward system are listed below:

- Maintain appropriate academic grades – No academic probation.
- Maintain appropriate behavior on campus.
- Remain IHS/ISS free
- No more than two cottage and/or school restrictions.
- Completing campus responsibilities appropriately, i.e., chores, homework, community service, music/sport requirements
- Maintain appropriate behavior off campus.

If a student earned a gold card and they lose that privilege during that month, their card is automatically revoked for the next month. The student then has the opportunity to write a 250 word essay to ask for reconsideration of loss of gold card for the subsequent month. The essay will be reviewed by the Residential Director and the Principal.

Lastly, the Director of Residential Services and/or the Principal can revoke this reward system if deemed necessary.

Possible Rewards

- Later bedtime
- On/Off Campus activities
- Greater campus freedom, including eating in the Kelsey Room

*****If a student earns their Gold Card every month he/she is eligible for a Gold Card, there will be a Reward activity to attend that Kurn Hattin pays for.***

LEWIS COTTAGE

Lewis Cottage is located in the first floor of the Thomas Building. It is a three-bedroom cottage for children who are in crisis and require short-term emergency care. Crisis can be defined as unsafe behaviors, i.e. running away, self harm and/or severe inappropriate behaviors. The cottage offers short-term assessment and stabilization facilitated by one on one staff support.

The goal is to determine a student's ability to safely remain in the regular Kurn Hattin program, to help them develop effective coping skills and to assist them in successfully transitioning back into the regular cottage. If Kurn Hattin can no longer meet a student's needs, every effort will be made to assist the family in transitioning the student to a more appropriate alternative placement.

The guidelines for Lewis Cottage are listed below:

- The Director on Duty/Principal will determine after consultation with the involved staff if a student will be placed in the cottage. A comprehensive processing plan will be developed by the team working with the student, i.e. administration, houseparents, counselor, nursing and teachers, facilitated by a counselor.
- Once placed in the cottage the student will remain there for 24-72 hours. This includes meals, sleeping and school time. Use of the recreation room, gymnasium and outside space may be part of the processing plan.
- The student's Counselor and school nurse will make at least one visit daily. Counselors will play an active role in the processing plan.
- A student's personal items will not be moved over to the cottage. Only the necessary clothing, medication, personal item such as a stuffed animal and academic material will be transferred.
- Parents will be notified by telephone within two hours of their child being placed in the cottage. Additionally, parents may be REQUIRED to attend a meeting or spend the night as outlined in the processing plan.
- Students will be required to actively participate in the processing plan during their stay in the cottage.
- Academic work will be assigned and completed with the support of the staff.
- A Student Assistance Plan (SAP) will be put into effect.
- Outside evaluations and assessments may be utilized as recommended by the team.

OFF-CAMPUS SUSPENSION (OCS) POLICY

If on-campus interventions are not adequate, due to the child's escalation in unsafe behaviors, a child may be given an off-campus suspension.

Children with an off-campus suspension will be sent home with a parent/guardian immediately. The parent/guardian will be called and arrangements will be made for going home. School work may be sent home to be completed.

The length of an Off Campus Suspension is determined on an individual basis.

The parent/guardian will return with the child for a meeting with staff. The staff and family will develop a plan to assist the student with success in the Kurn Hattin program. The team will determine if re-entry through Lewis Cottage is warranted.

PHYSICAL INTERVENTION

Some of our students bring with them the potential for severe loss of behavioral control and impulses to hurt themselves or others. When children demonstrate behavior that may result in physical harm to themselves, other children or adults, Therapeutic Holds (TH) are used to restrain the student.

Kurn Hattin staff has been trained in Nonviolent Crisis Intervention as developed by the Crisis Prevention Institute (CPI). Staff uses restraints as a last resort. Verbal de-escalation techniques are always utilized first. An incident report will be completed each time a restraint is utilized and parents will be notified within 24 hours.

SCHOOL

Kurn Hattin operates an independent school for grades K-8. Our program is approved through the Vermont Agency of Education. Classes at Kurn Hattin are typically multi-aged and grouped by skill needs rather than grade level. Students are placed in academic classes based on their assessment data and their individual academic needs. Our objective is to recognize learning style, not as a way to label children, but to understand how each child learns best and in what ways we might facilitate that learning. The curriculum includes core subjects such as Math, Language Arts, Social Studies and Science. Children also attend classes in Music, Physical Education, Health, Art and Social Skills.

SCHOOL ATTENDANCE POLICY

School attendance is essential for academic success. Kurn Hattin students are expected to be present and on time for school every day. Students should return to campus on Sunday to prepare for the school week.

In accordance with Vermont Law (**16 V.S.A. 1121**), students must attend “***...attend a public school, an approved or recognized independent school, an approved education program, or a home study program for the full number of days for which that school is held...***”

If your child is going to be absent from school please call the school office (**802-721-6921**) to let us know.

State law (**16 V.S.A. 1121**) identifies six legitimate excuses for a student’s absence from school:

- Illness, including a doctor or dentist appointment that could not be scheduled outside of school hours
- A legal obligation
- A family obligation (i.e. funeral of a close relative)
- Religious observances
- Emergencies
- Off Campus Suspension

Unexcused or chronic absences will result in action being taken by the school administration.

Tardiness

Tardiness is a disruption to the educational process. Continued tardiness will be addressed by the Principal with the parent/guardian. A plan will be discussed to improve attendance.

GRADING

Academic grading for students in ability groupings is as follows:

A	93-100	B+	88-89	C+	78-79	D+	68-69
A-	90-92	B	83-87	C	73-77	D	63-67
		B-	80-82	C-	70-72	D-	60-62
		INCOMPLETE /FAIL					59 & below

ACADEMIC AWARDS

Students that have demonstrated excellent academic effort, attitude and performance have the opportunity to earn the following awards:

HONOR ROLL: Students have an opportunity to receive academic honors in the subjects of Math, English, Reading, Science, and Social Studies. High Honor Roll is grades of all A's.

STUDENT OF THE MONTH: The academic staff votes monthly for students in each skill grouping that demonstrate above average effort, attitude and growth. Award winners receive a certificate, get their names displayed on the main bulletin board and attend a lunch with the Principal.

SCHOOL GUIDELINES

- Hats, bandanas, and clothing that depicts weapons, violence, drugs, alcohol or other offensive or inappropriate images is not to be worn in school.
- Makeup, perfume and hair products may not be brought to school.
- Video games, radios, electronic devices and cameras are not allowed in school.
- Personal flash drives are not permitted. If flash drives are needed they will be assigned by the teachers.
- Toys and stuffed animals are not allowed in school, unless the teacher indicates otherwise.
- The school dress code will be followed or students will be required to change clothes before starting school (page 19).

TIME-OUT POLICY

Time-out (the separation of a child in an unlocked room) procedures exist in the context of a carefully designed behavior management program. Within this program a range of less restrictive responses are available.

Any use of time-out exceeding thirty minutes in duration shall be approved by supervisory staff. Any use of time-out exceeding thirty minutes shall be noted in the child's records, describing the reason for, and duration of, the time-out.

ACADEMIC PROBATION

Students are placed on Academic Probation (AP) when more intensive work is necessary to meet standards. AP results when a student gets two Ds or an F in any subject. Grades are reviewed by the Principal at three-week or mid-term progress reports and at the end of each quarter. Students can be placed on preventative academic probation for support. After school activities may continue during this time based on the discretion of the Principal.

Students on AP will stay after school each day for extra help. When on AP, extra-curricular activities are suspended, (Monday through Friday). Examples of some activities are sports, after school activities and campus jobs. Students will remain on AP until grades are reviewed by the Principal.

CHILD FIND NOTICE

In compliance with the Individuals with Disabilities Improvement Act of 2004 (P.L. 108-446), the Windham Northeast Supervisory Union strives to locate, identify and evaluate children with suspected disabilities who are duly enrolled by their parents in private, including religious, elementary and secondary schools located in the District, or in home study programs in the District. Any person having information regarding students who have or may have disabilities should contact the Principal.

STUDENT ELECTRONIC MEDIA POLICY

Kurn Hattin supports access to rich information resources by students and staff as well as development of staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. Kurn Hattin's policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) and promotes the safe, ethical, responsible and legal use of Kurn Hattin's electronic resources including the Internet to support the effective use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors.

Access to Kurn Hattin's electronic resources, including the Internet, will be available to students and staff who agree to act in a considerate and responsible manner and abide by the requirements of this policy.

Violation of this agreement may result in disciplinary action, or if appropriate, referral to local, state or federal law enforcement officials.

IMPORTANT INFORMATION: PLEASE READ CAREFULLY!

User Responsibility

Students may access electronic resources, including the Internet, for educational purposes only. The term "educational purpose" includes use of the system for classroom activities and curriculum driven research.

- Students will not post personal information about themselves or other people.
- Students will agree to follow communication safety requirements.
- Students will respect the rights of copyright owners and will not plagiarize works they find on Kurn Hattin's electronic networks or the Internet by presenting the work as their own.
- Students should not expect that any files and records on their online activity created on Kurn Hattin's systems are private.
- Students should not access materials for any purpose that Kurn Hattin deems to be potentially harmful, inappropriate, illegal and non-educational. This includes materials that could be considered obscene or pornographic.
- Students may not access personal email or social media sites on Kurn Hattin's computers.
- Students must protect their passwords and not share them with other students.
- Students may not use another individual's account.
- Students may not attempt to log into the administrator account.

- Students may not change, alter or add software to Kurn Hattin's computers.
- Students may not access gambling sites, download music or use instant messaging on Kurn Hattin's computers at any time.
- Students may not print out song lyrics or pictures without permission from an adult and only for educational use.
- Harassment and Cyberbullying will not be tolerated and will result in disciplinary action.

Parent Responsibilities

Parents/Guardians must sign an agreement to allow their children to access Kurn Hattin's electronic resources including the Internet.

Limitation/Disclaimer of Liability

Kurn Hattin is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence and costs incurred by users. Kurn Hattin is not responsible for ensuring the accuracy, age appropriateness or usability of any information found on Kurn Hattin's electronic resources network including the Internet.

Kurn Hattin is not responsible for any damage experienced, including but not limited to loss of data or interruptions of service. Kurn Hattin is not responsible for the accuracy or quality of information obtained through or stored on the electronic resource system including the Internet or financial obligations arising through their unauthorized use.

Staff Responsibilities

Kurn Hattin's staff members are responsible for ensuring that students are instructed and supervised. This will be done in a manner appropriate to the age of the students and circumstances regarding the safe, ethical, legal and responsible use of electronic resources, including the Internet. Student electronic records are confidential and will be treated like all other student records.

Cyber Bullying, Harassment and Vandalism

Cyber bullying and harassment will result in cancellation of all privileges and may be subject to additional disciplinary action or appropriate legal referral. Vandalism to equipment, software or content of Kurn Hattin's computers will not be tolerated and will result in disciplinary action.

Permission for Use

Students must always get permission from Kurn Hattin staff before using the network or accessing any specific file or application.

Security on the Internet

Security on any computer is a high priority, especially when the system involves many users. Users must never allow others to use their password, log on to another person's account or attempt to login as administrator. If you encounter a problem with security please report it immediately to staff.

Cottage Electronic Use

- Students are not permitted to bring cell phones, electronic readers or laptops to campus.
- MP3 players with appropriate music may be used under direct supervision of houseparent.

- All devices must be kept in the houseparent office. Devices will be used during free time with supervision by houseparents.
- Students are not allowed to bring electronic devices to school unless approved by the Principal.
- Students may bring a camera to campus. Cameras will be kept in the office and used with supervision. Cameras are allowed in school with permission from the Principal or Residential Director.
- Compact Disks (CDs), and/or videos with a parent warning label or inappropriate content (at the houseparent discretion) are not allowed on campus. Homemade (burned) CDs or DVDs are not allowed.
- PSPs and DSs with wireless Internet capacity must stay in the house parent's office and will be used in common areas with supervision.
- Kurn Hattin is not responsible for lost or damage to electronic devices.
- R rated movies and movies with a NR (non-edited versions) are not permitted and PG-13 movies may only be shown to students 13 and above.

ATHLETICS

The goal of the athletic program is to teach and develop fundamentals, promote sportsmanship, encourage participation, build self-esteem and have fun. Players and coaches work together in obtaining these goals. We recognize that competition is a natural part of team sports. At Kurn Hattin, success is judged by the social and athletic improvement made by each student athlete. Kurn Hattin participates in the Southern Vermont/Southern New Hampshire Connecticut Valley Junior High League, grades 7-8. Grades 4-6 play an independent schedule, competing against private and public schools.

SPORTS OFFERED

Fall	Coed Soccer	Grades 3-4
	Girls Soccer	Grades 4-8
	Boys Soccer	Grades 4-8
	Boys/Girls Cross Country	Grades 1-8
	Horse Program	Grades 4-8
Winter	Girls Basketball	Grades 4-8
	Boys Basketball	Grades 4-8
	Coed Basketball	Grades 3-4
	Pee Wee Basketball	Grades 1-3
	Horse Program	Grades 4-8
Spring	Coed Baseball/Softball	Grades 4-6
	Girls Softball	Grades 6-8
	Boys Baseball	Grades 7-8
	Horse Program	Grades 4-8

Various other activities will be offered when staffing permits. Participation on all Kurn Hattin Athletic Teams is a privilege. Should effort, attitude and behavior in school and/or the cottage not be appropriate, students may be suspended or eliminated from the team for that season.

School and cottage responsibilities come before athletics.

The Family Outreach Program

The Family Outreach Program at Kurn Hattin is here to help families remain active participants in their child's experience, as well as to assist in the successful transition to and from Kurn Hattin. Our goal is to work collaboratively with families to help ensure their child's positive growth, while providing opportunities to help strengthen family relationships.

Family Outreach does this in a variety of ways- through on and off campus activities, postal mail, the Internet, the telephone, and networking in your local communities.

Below are some of the supports Family Outreach offers:

- Welcome information about our campus and program
- Check-in calls for new families with updates on their child's progress
- Acting as a liaison between your family and Kurn Hattin
- Assistance in finding resources for housing, food, counseling, education, financial aid, and transportation in your communities
- On campus housing at our Thomas building for overnight visits
- The eConnection Newsletter- This newsletter provides updates on upcoming events in the Kurn Hattin Community, including sporting events, concerts, and Family Days. It also includes academic and residential highlights of the Kurn Hattin experience, and acts as a resource for families as well. It can be found at <https://kurnhattin.org/news/family-community>, or you can go to our website at www.kurnhattin.org, scroll over *Community News* and down to *Family Community*. Check your email, as you will receive notifications of eConnection updates.
- Family Socials and Events
- Help placing 8th grade students in their high schools, which may include setting up tours, gathering necessary information for registration, as well as assistance in class placement if needed.
- Follow-up on all graduates during high school – and beyond! This includes check-ins, opportunities for on and off campus visits, and assistance in finding resources in their communities should they need them.

Family Outreach strives to work with you and your family to ensure your child's success. Together, we will make your experience with Kurn Hattin a positive and nurturing one.

Please feel free to contact Family Outreach at any time.

Contact Information:

Outreach Coordinator	802-721-6945
Outreach Assistant	802-721-6913
Outreach Cell Phone	802-376-6364

Housing at the Thomas Family Area is available for overnight visits on a first-come, first-serve basis in the Thomas Building. *Only family members are allowed to stay overnight.* Please contact the Outreach office well in advance so as to reserve a room for the desired date(s). Your requests will be honored whenever possible.

Please call Outreach Assistant at (802) 721-6913.

Thomas Family Area

Families using these areas are required to follow

Family Area Rules

No alcohol or drugs

No smoking

No hitting

No weapons

No pets

Housekeeping Expectations

Please put all used linen and towels in your **pillowcase and leave it in the room.**

Please clean up after yourself. This includes **picking up any mess or trash.**

Please let the Director on Duty know if anything is damaged or broken.

By following these simple rules, we will be able to continue offering families the use of the Family Area. Thank you!

REPORTING PHYSICAL/EMOTIONAL ABUSE OF CHILDREN

To promote the safety and well-being of children enrolled at Kurn Hattin; the following statement is set forth:

Students under the supervision of a houseparent, classroom teacher, school nurse, school doctor, counselor, or other school personnel, who show signs of physical or emotional abuse which is ascertained to have not been accidentally caused, said abuse or physical injury shall be cared for in approved manner and reported to a director as soon as possible.

The purpose of reporting physical/emotional abuse is to prevent further abuse and to offer care and protection to our students. All suspected abuse will be reported to DCF for investigation.

Parents/Guardians will be notified of state investigations upon completion of the investigation.

PARENT GRIEVANCES

We encourage families to talk with their child's houseparent/teacher, counselor or a director regularly. We need to work together as a team for your child. Sometimes children get upset and tell their family about a problem but don't tell the whole story. Be sure to talk to a staff person and let your child know that the adults will all be working together.

There may be times when you are angry or upset. That's OK but you may not swear at staff. If you swear or talk abusively to a staff person, they will ask you to stop. If you continue they will tell you they are ending the conversation and then will hang up or walk away.

If a parent/guardian has a problem or concern you should contact a director. If the situation is not resolved, a meeting will be scheduled with all concerned parties to resolve the conflict. The Executive Director will make a final judgment in any situation which can not be brought to resolution.

STUDENT GRIEVANCES

If any student has a problem or disagreement with a staff member, these are the steps you should use in solving your problem:

- Take a time-out first. After you have calmed down, go to the person you had difficulty with and talk about the problem in an open, honest and caring manner.
- If you feel the problem is still not settled, write down exactly what happened and give it to a director. If you need help writing the report, then ask any counselor or other staff to help you. After reading your report, a meeting will be set up with you and the staff person you are having the problem with. Please remember that the staff is always here to help in these matters. Feel free to ask for their help anytime.

If, after following the Kurn Hattin grievance procedure listed above, you feel it is necessary to continue the process you may contact the following agencies for further grievance procedures.

Residential Licensing and Special Investigations (802) 241-2159

Disability Rights Vermont (800) 834-7890

COUNSELORS

A counselor is assigned to each child and will provide your child with individual counseling on an as needed basis. Counseling groups may also be available. The counselors also work closely with a student's family. You can call them to ask questions about your student's progress and share any concerns you have about your child. Please keep the counselor up-to-date about any significant changes that happen at home. Meetings with you and your child's counselor are available.

Student Support Plans are updated four times during the academic year for each student. Family-Staff Conferences are available once in the fall and once in the spring. You will be notified of upcoming meeting dates and times. Parents/guardians are strongly encouraged to attend these meetings. Student attendance is also encouraged.

WELLNESS SERVICES

The emphasis by the nursing staff is on wellness and disease prevention. Children are encouraged to eat a healthy diet, exercise, attend to personal hygiene, get adequate sleep and most of all listen to what their bodies are telling them.

FAMILY RESPONSIBILITIES INCLUDE

- Physicals every two years
- Eye exams every year for children who wear glasses
- Dental check-ups every 6 months
- Immunizations kept up to date
- Follow-up call and appointments for long-term illness or injury
- Provide long-term medications; both over-the-counter (ex: Melatonin, Loratadine) and prescriptions from MD with yearly orders

Families are encouraged to notify nursing staff if there is any change of insurance coverage. Incorrect information may result in charges for the family from healthcare providers.

Head checks for lice are required when a student returns to campus.

ILLNESS

If a child becomes ill or has been injured while at home, the Director on Duty or Nurse must be called before the child is returned to Kurn Hattin Homes. It will be the decision of the Director on Duty and/or the Nurse to determine if the child is well enough to return. After three (3) missed school days due to illness a child should return with a note from his/her physician.

When a child has received medical care at home, written instructions from your child's healthcare provider should include the following information:

- Nature of illness or injury
- Orders regarding treatments or medications
- Activity level
- Follow-up care

When a student is ill and remains at the Wellness Center for a period longer than two hours, they shall not be permitted to participate in any after school activities. The student will be encouraged to rest at the cottage for the remainder of the day/evening.

If a student presents with a temperature of 101° or higher, the student may need to be sent home. If a student is already at home and continues with a temperature of 101° or above, they need to remain home until **fever free** for 24 hours WITHOUT any acetaminophen (Tylenol) or Ibuprofen (Advil, Motrin). If a student returns to campus and it is deemed that they continue to have a temperature, they will be sent home until the fever is gone for the 24 hour period as described above.

MEDICATION

Medication from home will only be given if it is in a container with a label from a pharmacy or healthcare provider with specific directions.

All students who receive long-term medications (Ritalin, Concerta, Ventolin, etc.) must have new orders at the beginning of each school year. Medications must be provided in a timely manner or it may be necessary to send the student home until medications are provided.

Over the counter medications or treatments can not be given without a physician's note to administer.

All prescribed treatments and medications including over the counter drugs started at home, must receive final approval from the Director of Health Services.

Contact lenses are not permitted on campus. An exception may be made for 8th graders after review by the Director of Health Services and the Director of Residential Services.

Nursing is available to discuss any health concerns regarding a student's health care. Please call the Wellness Center at (802) 721-6956. The nurses are available Monday-Friday, 8:00am-4:00pm.

FIRE DRILLS AND LOCKDOWNS

Fire drills are held monthly and lockdowns are held twice during the year. For the purpose of control and safety, walking and absolute silence on the part of the students is mandatory.

The first two people who arrive at any doorway or fire exit will hold the door open for everyone. When all are outside, the two students will close the door and join the other students in the designated meeting place. Your houseparent/teacher will tell you where to meet.

Specific directions for lockdowns and the evacuation of each cottage/classroom will be given by the staff and exit routes posted in every cottage/classroom.

All students will participate in bus evacuation drills two times per year.

STUDENT DRESS CODE

Due to a lack of space, we ask that you only have seasonally appropriate clothing in your child's cottage. Below is the student dress code for each season. Please keep in mind that we do have a gently worn clothing closet on campus should you need assistance getting these items for your child. ***Please be sure to mark all of your child's belongings with their initials!*** Students are not allowed to lend or borrow belongings without permission from the houseparent. *Extra or inappropriate clothing will be sent home.*

School (4-5 outfits)

- Collared shirt, either short or long sleeve, all colors acceptable. Shirts must be buttoned no lower than three fingers from collarbone.
- Twill pants, any color
- Sneakers
- Socks and appropriate undergarments.
- Girls may wear appropriate skirts and a collared shirt or dresses to school (see below)
- Tights and footless leggings may be worn with a skirt or dress (not as pants)
- **Hoodless** sweatshirts may be worn in school. They must be clean and free of stains and rips.
- Jackets may not be worn in school
- Clothing with holes is not allowed for school or church
- One item that is camouflage may be worn to school

Church (1 outfit)

- Collared shirt, school pants (no jeans)
- Skirt/blouse or dress
- Appropriate undergarments, including tights or leggings
- Hooded sweatshirts may not be worn to church
- Clothing with holes is not allowed for school or church

Play Clothes (3-4 outfits)

- All children are encouraged to change from their school clothes to play or athletic clothing at the end of the school day. Clothing for play can include sweatpants, jeans, wind pants, t-shirts, army fatigues and camouflage gear, and appropriate gear for after schools sports and activities. Pants for play may have holes in the knees only. All

students must wear an appropriate shirt when playing outside. **White athletic undershirts, half shirts, sports bras and tank tops with spaghetti straps are not appropriate for play/activity clothing.**

Formal Events (dinners, concerts, band, special events)

***All students need to have one pair of black dress pants and a pair of black dress shoes for special events and performances.**

Boys: Collared dress shirt
Black twill dress pants
Necktie
Black Shoes

Girls: Dress or Black skirt and dress blouse
Black dress shoes
Tights or pantyhose

For all formal events, performances and church, shirt tails must be tucked in. Clothing must be clean and pressed for these events.

Students will also need:

2 sweatshirts- 1 with no hood	2 pair pajamas	1 bathing suit (girls- 1 piece)
6 pair underwear	Bras (girls)	6 pair of socks
Raincoat	1 lightweight jacket for fall and spring	

Summer Clothing (4-5 outfits)

- May 1st until September 30th, children may wear shorts.
- Shorts must be no shorter than 4" above the knee
- Comfortable, loose fit
- No writing on the rear end

School

- Collared short or long sleeve shirt
- Shorts – Twill (no sports, mesh, nylon or jean shorts in school)
- Sneakers or closed shoes
- Socks and appropriate undergarments

Recreation/Play

- T-shirts
- Wide strap tank tops with a crewneck
- Shorts including sports, mesh or denim
- Sneakers
- Socks and appropriate undergarments
- Sandals and flip flops may be worn during play time but **not** to recreation.
- Sunglasses are acceptable for outside play.

Summer Church

- Shorts, capris, skirts, dresses (no sports, mesh, nylon or jean shorts for church)
- Short sleeve collared shirt, tucked in
- Sandals or sneakers (no flip flops)

Winter Clothing

- Students are required to wear a winter coat, hat, waterproof gloves/mittens and waterproof boots during the winter months.
- Ugg-style boots are not appropriate for outside wear.
- Fashion boots may be worn from October 1st -May 1st.

Gym Clothes

You may wear sweats during gym class. In warmer weather you may wear shorts and a t-shirt. Bring gym clothing to school and store in your locker or backpack before and after gym. Sneakers must be worn for gym. **Sneakers with laces must be tied securely at all times.**

Graduation Dress Code

Girls must wear dresses:

- No halter dresses or bare backs
- 2" above the knee
- There must be at least 1" straps and they must cover the bra strap
- 4 fingers from the collar bones
- No see through dresses
- The girls do not need to wear stockings
- Leggings count as stockings so the dress needs to be 2" above the knee
- A skirt and dress blouse is also appropriate
- Clothes must be clean and ironed
- Shoes: 1 1/2" heels 8th grade girls: 2" heels
- They can be sandals, not flip flops

Boys

- Button down dress shirt (no polo shirts)
- Tie
- Dress pants (no jeans – not even black)
- Good sneakers or dress shoes
- 8th grade boys must wear dress shoes

Miscellaneous

Girls under 13

- Earrings no larger than a quarter in length and width
- No makeup or perfume
- Shoes may be up to 1"

Girls 13 & over

- Makeup, perfume and cologne may be worn to school/church.
- Makeup must be reasonable. Cologne and perfume should not be overbearing.
- Earrings can be no wider than a quarter and 2 inches in length.
- Shoes may be up to 1½" heels.
- **Makeup, perfume and cologne are not to be taken to school. It will be confiscated.**

The following items are NOT allowed on campus:

Tattoos, facial and body piercing

Fake fingernails, nail tips and false eyelashes

Dyed, colored or highlighted hair, multi-color hair extensions

Clothing with sexually suggestive or violent sayings or pictures
Clothing advertising alcohol, cigarettes or illegal substances
Clothing with knives, guns, blood or crossbones
Skull caps or do-rags
Thong underwear
Two piece bathing suits for girls or bathing suits with side cutouts
Clothing that is see through, shows excessive skin or is suggestive
Halter tops or halter dresses
Jelly bracelets, duct tape jewelry
Body hugging clothing (i.e. spandex, clothing that is too small, *skin tight clothing*)
Mohawks, lettering or designs (hair or eyebrows)
Aerosol spray cans (including hair spray, deodorant or perfume)
Clothing with holes (open holes or holes backed by material)
No sunglasses in school
No fashion glasses
Symbols or language creating a hostile environment is not permitted
Lava lamps or personal lights
Boys may not wear earrings. Girls may wear only 2 earrings per ear.
Boy's hair must be at or above the earlobe. Girls may have long or short hair.

Clothes that fit

All clothing must fit and be worn and held up by your body. All children must wear appropriate undergarments.

Shirts and dresses cannot be too short, too tight or show cleavage. Shirts and blouses must pass the "stretch test." Standing with your arms stretched over your head, the bottom of your shirt must overlap with the top of your bottoms by at least 2 inches. In addition, the neck of the shirt, blouse or dress must be no lower than 3 fingers below the collarbone. When bending over, cleavage must not be visible. Sleeveless shirts must have a wide strap that covers undergarments completely.

Pants and shorts must be normal waist size and can not be lower than your undergarments. Pants and shorts must pass the "seated test." Sit down on a chair, the waistband of your pants/shorts must not show rear cleavage. A belt must be worn if needed.

Sneakers must be tied on top of the shoe, tight enough to keep the shoe from slipping off the foot.

All outfits must be approved by the houseparent. If your clothing is unacceptable, staff will provide you with acceptable clothing as needed. Clothing that is not acceptable will be returned home at the next weekend visit.

If you need assistance with clothing, please talk with your child's houseparent.

HAIRCUTS

Haircuts are given on a regular basis. If you wish to have your hair cut at home, you must have it cut before you are scheduled in your cottage. A note from a guardian must be given to the director in advance or your hair will be cut at the cottage. Please remember that we are a traditional school and do not allow radical hairdos. Logos, stripes, shaving on one side or designs are not appropriate. Hair extensions need to be the same color as the student's natural hair color. Eyebrows may not have notches cut into them or shaved off. Students may not have dyed hair or highlights.

PEER RELATIONSHIP GUIDELINES

Kurn Hattin endorses age-appropriate behavior in the development of relationships between students. Students may develop relationships with guidance and education provided by staff, in supervised settings, to ensure safe, age-appropriate behavior. Contact may include hand-holding, hugging and gentle kissing in social settings except school or school related activities. Age-appropriate dating is allowed for students 13 years and older. Kurn Hattin does not allow sexual contact between students. Students who engage in questionable sexual activity or contact will meet with the Director of Residential Services, Counselor, Director of Health Services and/or Principal to discuss the behaviors.

All students will receive grade appropriate, family-life education as part of a total health curriculum. Formal education will be provided by counselors, nurses, teaching and residential staff.

BED BUG PROTOCOLS

Kurn Hattin has instituted precautions to help prevent an unwanted epidemic of bed bugs. The following guidelines have been established to protect our cottages and your homes.

- Please do not send your child's belongings in hard or rolling suitcases, these will be sent home. A cloth duffle bag may be used. It must be able to be put into the dryer on high heat.
- Bring only necessary items to campus. Excess clothing/items will be sent home. Reducing clutter is important in the prevention of bed bugs.
- For weekend visits please take home only clothing that is needed for the weekend. If you don't need anything, please let the houseparent know. We will try to use net bags or blue Ziploc bags for weekend visits.
- When you return, all bags must be kept in the bike shed until the houseparent can put them through the dryer. If you return during the school day, please leave all personal belongings in the cottage bike shed. Do not bring them into the school.
- Electronics must be kept in clear Ziploc bags. They will be kept in the house parent's office.
- All items brought back to campus will be put into a dryer on high heat for 1 hour. There are no exceptions. If you have any items that can't be dried, please leave them at home.
- All footwear and book bags must be kept in the boot room of the cottage.
- Parents, friends and family will not be allowed in the students' bedrooms after the child's initial admission. All family members and friends must remain in the common areas of the cottage.

If you have any questions about any items, please feel free to talk to your child's houseparent.

If you notice bites on your child while you have them at home, please let us know right away. This will enable us to investigate and treat if necessary. Your cooperation in this matter is appreciated.

CAMPUS PASS

Campus passes are to be used anytime a child is away from the cottage, general cottage play area or school. If a child arrives somewhere without a pass, they must return to their cottage or to the adult that was supervising them and get a pass.

CAMPUS STORE

The campus store is in the Mayo Center. School supplies, personal hygiene items and small toys, plus a variety of other items are regularly available. Caught Being Goods can be used to purchase items in the store. Detention must be served before going to campus store. Students serving ISS and IHS are not permitted to attend campus store.

COTTAGE LIFE

Campus Chore

Each cottage will be assigned a campus chore to be done. Cottage money is earned by completing your campus chore weekly. Chores can be done anytime during the week as scheduled by the residential staff.

Cottage Responsibilities

Each student is responsible to clean his/her room daily before the beginning of school. Please remember that each building is open to friends of Kurn Hattin for inspection at any time. An unkempt room is not only a reflection on you but your cottage and school as well. In addition to being responsible for your own space, each student is responsible to perform a daily custodial chore. These chores are assigned by your houseparent on a rotating basis.

Telephone Calls and Letters

We encourage parents/guardians to maintain regular phone contact with your child. Calls are allowed two times per week. Please set up call times with the houseparent.

Letters to family members will be stamped and mailed daily if you get them to the Director on Duty in the morning.

Wall Hangings

Bedrooms can be decorated with poster board collages, laminated, or tasteful posters – two per child. Posters can be put up with house parent's approval. Individual magazine pictures are not allowed to be hung on the wall. Tacks may not be put in the walls.

Homework/Reading/Quiet Time

Washington and Jefferson have one-half hour quiet time each night. All other Skill Groupings will have one hour set aside by your houseparent to complete all homework. If your work is complete, this time may be used to read quietly or write letters home. Each student is responsible for bringing a notebook and books to the cottage.

Students in all skill groupings must keep their homework assignment book informing the houseparent of his/her homework. It is the student's responsibility to complete and carry the homework assignment book. Homework assignment books must be signed daily by teachers.

Off Campus Community Activities

On occasion, children request to participate in off campus activities not sponsored by Kurn Hattin. All Kurn Hattin responsibilities and commitments come before any off campus activities. Kurn Hattin does not assume responsibility for these programs. Families will be responsible for the costs of outside programs and transportation to and from the activity.

Thomas Building Recreation Area

The Thomas Building recreation area is available to cottages and for group activities. Anyone using the facilities is asked to store equipment, clean up and lock up. The rules for use of all areas are posted. These areas can only be used with supervision.

Religion

Religion remains an integral part of Kurn Hattin. Students attend religious services on Sunday unless parents make other arrangements for supervision. Religious Education classes are provided at Kurn Hattin in conjunction with our local churches. Classes are optional; participation is determined by parents and/or guardian of our students. Students can receive the Sacraments with parental permission and if appropriate paperwork and classwork has been completed.

Church Etiquette

All students attend either Catholic or Protestant services on Sunday unless prior arrangements are made by parents. Students who attend services are expected to:

- Remain respectful throughout service with no talking
- Stand, sit or kneel when appropriate
- Use the bathroom before service begins
- Wear appropriate clothing

Dining Room Guidelines

Students should gather with their houseparent in the lobby of the Mayo Center.

Please use the restroom before meals.

Toys, fidgets and grooming supplies are not allowed in the dining room.

Enter the dining room silently.

Houseparents are required to sit with their cottage throughout the meal, teaching appropriate eating habits and social skills.

Students should remain silent until grace.

Students may read *before* prayer with houseparents permission.

Grace is said before breakfast and supper. It is your responsibility to learn grace.

The prayer is: For health and food and loving care, we give you thanks, O Lord. Amen.

- Each student must take a tray and is required to take items from at least three of the food groups.
- Napkins are required and should be placed on your lap.
- Elbows should be kept OFF the table.
- Chew with your mouth closed.
- Your voice level should be appropriate for the people sitting at your table. Talking between tables is not permitted. Singing during meals is not permitted.
- Students should remain with cottage except to get food or take up their trays.
- Children must ask their houseparent for seconds or dessert. No trading of food.
- Only the director on duty is allowed to shut the dining room lights on and off for announcements.
- When leaving the dining room, no more than two cottages should leave at the same time. Please wait your turn and let the younger students leave first if they are ready. Exit the Mayo Center quietly with your houseparent.
- Students may sit with siblings when approved by both houseparents.
- Students may sit with friends/other cottages on Friday night, meals on Saturday and Sunday lunch with permission from houseparents.
- Students may not sit with visiting families other than their own.

Kitchen and Dining Room Responsibilities

Kitchen

- Come prepared to work
- Use appropriate social skills in the kitchen
- Duties are: dish machine, wipe tables, sweep, and rubbish
- Pay is \$2.00 per shift if done properly and to the satisfaction of kitchen worker on duty
- No open toe shoes or tank tops allowed

Dining Room

- All tables cleared of dishes, silver and glasses
- Tables wiped thoroughly
- Floor swept completely
- All rubbish removed to dumpster, boxes to recycling bin
- Students will be dismissed when their houseparent approves their work

SCHOOL VEHICLE RULES

These are the rules students will follow when riding on the school bus and all other Kurn Hattin vehicles.

- Passengers will take a seat and remain in it until the vehicle reaches its destination. Seat belts must be worn when provided.
- Passengers will not distract the driver.
- Passengers will not fool around or fight on the vehicle or while waiting for the vehicle to arrive.
- Passengers will not put heads, hands, arms or objects out the windows. Windows are to be lowered only with the permission of the driver.
- Passengers will keep noise volume to a minimum so you don't distract the drive.
- Aisles are to be kept free of all objects.
- Eating or drinking in school vehicles are at the discretion of the driver and/or trip leader.
- Gum chewing is not permitted on school vehicles.

- Passengers who must cross the road after leaving the bus will cross in front of the bus on a signal from the bus driver. If a student drops objects while crossing the road they are to continue to the other side and return only by a signal from the driver.
- Passengers will line up in a single file to pass in or out of the vehicle.
- The driver will assign older students to the rear seat next to the emergency door.
- Any student under 8 years old must ride in a booster seat in vehicles equipped with seatbelts.
- Students under 13 are not permitted in the front seat of vehicles.
- Students are not permitted to ride in the bed or on the tailgate of a pick-up truck.

STUDENT BICYCLE GUIDELINES

Students are allowed to bring personal bikes from home. The student is responsible for the bike while it is on Kurn Hattin property. Kurn Hattin will not be responsible for lost, stolen or damaged bicycles.

- Children may ride their bikes, with permission from their houseparent, in designated areas around their cottages.
- Riding on the state highway, Piggery Road, in back of the Thomas Building, barn or athletic fields, is strictly prohibited.
- Any child violating these rules will lose the privilege of riding his/her bike for a period determined by the houseparent or director.
- All students must always wear a helmet and sneakers/shoes when riding bikes.
- Bikes are to be ridden on the right hand side of the road in single file.
- Bike must be in good repair.
- No child will exchange, lend, buy, or sell a bike at Kurn Hattin.
- Before crossing a main road students must come to a complete stop and looking both up and down the roadway. Walk the bike across the street at a crosswalk.
- Bikes are to be ridden during daylight hours.
- Passengers are not permitted on bikes.
- Bikes must be stored in their proper place and not left in doorways or on roadways.
- Riding on the grass is prohibited. A student must have a house parent's permission to ride on the nature trails.
- Students must ride up the hill by the kitchen side of the Mayo Building.
- Students may not ride down the hill past Hubbard or the Gym.

Self powered skateboards, rollerblades and scooters may be used. All students must wear a helmet, elbow pads and knee pads. Scooters or skateboards that emit sparks are not allowed on campus. Hoverboards are not permitted.

PLAYGROUND GUIDELINES

Appropriate behavior and use of equipment is expected at all times on the playground. Safety and fun are the goals when using the playground. Check with the adult supervising the playground if you are not sure if an activity is acceptable.

- Be respectful of the equipment and gazebo.
- Bike riding on the playground is not permitted
- All ball playing must be done in the upper dirt parking area.
- Check the playground area before your cottage leaves to be sure all possessions are picked up and all trash has been removed.

- Children must be supervised by an adult when on the playground. A staff ratio of 1 to 11 is required. Staff will be positioned to view all areas of playground for proper supervision.

SWIMMING POOL GUIDELINES

- Staff must be a certified lifeguard and/or have community water safety training.
- Pool is limited to fifty (50) swimmers in the water.
- Staff should position themselves at each corner of the pool or stay in the middle area by the shed if alone.
- Swimmers should enter the pool at either end. Students must exit using the ladders.
- Diving in the shallow end is prohibited. Entering/diving from the deep end should only be between the marked areas, 2 divers at a time. Head first diving only. No backward entries.
- Children are not allowed in the pool equipment shed. Safety equipment should be touched by staff ONLY.
- Use the gate to enter/exit the pool area.
- Splashing, shoving, pushing, or dunking is not allowed. (No hands on).
- No running in the pool area, locker rooms, and showers.
- Food is not allowed in the pool. Water in a non-glass container is permitted.
- Dogs and other animals are not allowed inside the enclosure.
- Swimmers must wear appropriate swimming attire as described in the Community Handbook. Cotton T-shirts may not be worn in the pool.
- Jewelry is not permitted in the pool.
- Long hair must be tied back at all times.
- Each cottage must have an adult representing their students when using the pool.
- Staff (18 years or older) can swim at their own risk. Children of staff under 18 years of age must be accompanied by an adult.
- Pool is available between 8:00 a.m. and 8:00 p.m. daily. A mandatory five (5) minute student break is required on the hour.
- Student families must be accompanied by a houseparent to use the pool.
- All swimmers and visitors will pass a swimming test before being allowed in the deep end of the pool, no exceptions. Staff may limit swimmers to shallow end at any time they feel it is necessary.
- Whistle use:
 - 1 Blast- stop, look and listen
 - 2 Blasts- clear the pool immediately

Staff has the authority to restrict swimming, deep end use and use of the pool.

Any questions and/or problems regarding the pool should be directed to the Director on Duty. In case of a medical emergency, dial 911.

Student Nutrition Policy (SNP)

Kurn Hattin transforms the lives of children and their families forever. As part of our mission, we are dedicated to providing a foundation to develop healthy children. Our program provides nutritious, safe and well-prepared food. We provide education and hands on experiences in food preparation, growing and harvesting food. We teach nutrition and healthy choices. We provide cultural diversity in our food service program. We help students develop positive, healthy, life-long habits that provide the foundation for a healthy lifestyle.

Here are basic principles:

- Healthy children are the foundation of a healthy society.
- Healthy, well-nourished children are better able to learn.
- All children deserve nutritious, safe, and deliciously prepared food.
- Eating habits developed in childhood will affect health throughout life.
- Knowledge of food—how it is grown, who grows it, how it is prepared, its connection to tradition, and its influence in shaping the future of society is integral to a healthy education.

Statement of Responsibility

- Kurn Hattin recognizes that there is a link between nutrition education, the food served in schools, physical activity and environmental education. Wellness is affected by all of these. Kurn Hattin also recognizes the important connection between a healthy diet and a student’s ability to learn effectively and achieve high standards in school.
- Kurn Hattin recognizes that it is the school’s role, as part of the larger community, to model and actively practice, through policies and procedures, the promotion of family health, physical activity, good nutrition, sustainable agriculture, and environmental restoration.
- Kurn Hattin further recognizes that the sharing and enjoyment of food and participation in physical activities are fundamental experiences for all.
 - A healthy diet is connected to a student’s ability to learn effectively and achieve high standards in school;
 - Each day, students and their parents trust that the foods offered at school are wholesome and safe, and that Kurn Hattin is responsible for ensuring the safety of foods provided at school;
 - Fresh, seasonal, local, sustainably grown foods are a primary and recommended source of nutrition for growing children, and prepackaged, highly processed foods create a solid waste packaging management problem and expense for Kurn Hattin;
 - The knowledge and skill base for farming, gardening, food preservation, cooking, and the ritual of the table are disappearing from American life;
 - Kurn Hattin is an excellent place to nurture and preserve America’s food traditions through rediscovering food ways, cooking classes, garden and farm-based learning experiences, food served in the cafeteria, and connections to the core curriculum of science, math, language arts, history, geography, and social studies.

Nutrition Education

To help ensure the health and well-being of each student attending Kurn Hattin, and to provide guidance to school personnel in the areas of nutrition, health, physical activity, and food service, Kurn Hattin encourages teachers, principals, residential staff, nursing and food service employees to recognize meal time as an integral part of the educational program of Kurn Hattin and to work to implement the goals of this policy.

The Student Nutrition Committee will ensure the following:

- No student at Kurn Hattin shall go hungry.
- An economically sustainable meal program shall make available a healthy and nutritious breakfast, lunch, after-school snack and dinner to every student at Kurn Hattin so that students are prepared to learn to their fullest potential.

- Kurn Hattin has established instructional gardens (tilled ground and a farm to provide students with experiences in planting, harvesting, preparation, serving, and tasting foods, including ceremonies and celebrations that observe food traditions, integrated with nutrition education and core curriculum, and articulated with state standards.
- Staff shall integrate hands-on experiences in gardens and kitchens and enriched activities such as farm field studies, with core curriculum so that students begin to understand how food reaches the table and the implications that has for their health and future.
- Sampling and tasting in our gardens and kitchens are to be encouraged as part of nutrition education.
- Staff members are encouraged to utilize food from school gardens and local farms in kitchens and the cafeteria based upon availability and acceptability.
- Eating experiences, gardens, cooking classes, and nutrition education is integrated into the core academic curriculum at all grade levels.
- Kurn Hattin promotes food-centered activities that are healthful, enjoyable, developmentally appropriate, culturally relevant, and participatory, such as contests, promotions, taste testing, farm visits and school gardens.
- Lunch periods shall be scheduled so that students do not have to eat lunch unusually early or late.
- All school eating areas shall contain free, safe drinking water sources and facilities for washing hands.
- At Kurn Hattin students play a role in a recycling program that begins with maximizing the reduction of waste by recycling, reusing, and providing scraps for our compost program on campus.
- Meals will be attractively presented and served in a pleasant environment with sufficient time for eating, while fostering good eating habits, enjoyment of meals, good manners, and respect for others.
- Food will not be used as a punishment or reward system at any time.
- Students will not participate in selling food for fundraising activities during school hours (12 midnight-3:00pm).

Physical Activity

The SNC recognizes the positive benefits of physical activity for student health and academic achievement. Recognizing that physical education is a crucial and integral part of a child's education, Kurn Hattin provides opportunities to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the student's physical, mental, emotional, and social well-being. Besides promoting high levels of personal achievement and a positive self-image, physical education activities should teach students how to cooperate in the achievement of common goals.

The components of Kurn Hattin physical education program shall include a variety of kinesthetic activities, including team, individual, and cooperative sports and physical activities, as well as aesthetic movement forms, such as dance and yoga. Students shall be given opportunities for physical activity through a range of before and/or after-school programs, including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.

The SNC will ensure the following:

- Students shall have opportunities to enjoy physical activity through participation in gardening programs.
- An appropriate alternative activity shall be provided for students with a physical disability that may restrict excessive physical exertion.
- Physical education staff shall appropriately limit the amount or type of physical exercise required of students during air pollution episodes, excessively hot weather, or other inclement conditions.

Physical Activity Exemptions

The Director of Health Services may grant temporary exemption from physical activity under the following conditions: illness, injury, doctor’s advice, nursing discretion or an extended visit to the Student Wellness Center.

Physical education teachers have developed and implemented a curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition, and health, and the student is ill or injured and a modified program to meet his/her needs cannot be provided;

School-Based Learning Experiences

Through the use of experiential learning opportunities in school gardens and cooking classes, students can better understand where their food comes from and how the food choices they and their families make impact the health of the larger social and natural communities within which they live.

The SNC will ensure the following:

- Staff shall be encouraged to integrate garden, nutrition education, cooking and eating experiences, and energy and renewable energy experiences into the curriculum for math, science, social studies, and language arts at all grade levels.
- Staff shall be encouraged to establish relationships with local farms so that farmers and farm workers will visit school classrooms and students will visit farms.
- Staff will utilize our farm manager and assistant farmer to offer in-class and on-site opportunities for education and hands on learning experiences.
- Students shall be encouraged to recycle; conserve materials, water, and energy; use biodegradable materials when possible; and dispose of wastes in an environmentally sound way at school, in the cafeteria, in the school garden, kitchens and in all campus-based activities.
- Food service, teaching and residential staff shall work cooperatively to integrate experiences in the cafeteria, instructional gardens, kitchens and farm field trips with the formal learning experience of all students.
- School food service will work with teachers, community partners, the farm manager and health services to facilitate student understanding and appreciation of fresh, local, sustainably grown food.
- Students shall be offered the opportunity to participate in outdoor education programs that make connections between diet, health, the environment, and the interdependence of living things.

Professional Development

The SNC recognizes that using the local food system as a context for learning and embedding nutrition education in a school's curriculum generates new content for students to learn. It also requires teachers to learn new content and new strategies for teaching it. For food service personnel, new menus require new ways of purchasing, preparing, and presenting foods. The transition to an educational model that makes food and health central parts of the academic curriculum requires professional development.

The SNC will ensure the following:

- Regular professional development will be provided to enable the Food Service Staff to become full partners in providing excellent school meals.
- Regular professional development will be provided, at least annually, to teachers, houseparents and the Food Service Staff on basic nutrition, nutrition education, and benefits of sustainable agriculture.
- The Food Service Director will be provided with USDA-approved computer software, training, and support to implement nutrient-based menu planning when such flexibility is desirable.

Waste Reduction

- The cafeteria shall model environmentally sound practices and educate and involve students and staff in reducing waste, composting, recycling, and purchasing recycled material.
- Post-consumer food waste shall be composted and returned for use in the school garden program.
- Washable utensils, plates and trays are used for meals to reduce waste.

Availability to All

Part of the educational mission of Kurn Hattin is to improve the health of the entire community by teaching students and families' ways to establish and maintain lifelong healthy eating habits. The mission shall be accomplished through nutrition education, physical education, garden-based learning experiences, environmental restoration, core academic content in the classroom, and the food served in schools.

The SNC will ensure the following:

- All students at Kurn Hattin qualify and are enrolled in the free lunch program.
- Students do not face the stigma of swiping a card or purchasing lunch.
- A shift from food-based planning to nutrient-based planning (as set forth in USDA guidelines) will be considered when it allows for more flexible food selection.
- The nutritional value of the food served will significantly improve upon USDA Dietary Guidelines through provision of nutritious, fresh, tasty and locally grown food.
- All children have healthy food available at no cost.
- We will provide students with at least 20 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- Family style meals will be served at least one time per month to give students the opportunity to serve themselves and pass platters of food to tablemates.
- The Food Service director will support local sustainable agriculture by integrating organic foods, as defined by the USDA National Organic Program, into the meals served to students based on availability and acceptability.
- The Food Service director will coordinate menus with seasonal production of local farms and with production in school gardens so that school meals will reflect seasonality and local agriculture.

- Kurn Hattin has developed a “healthy snacks” and “healthy parties” policy and provide parents and teachers with a list of healthy, affordable food choices for snacks and parties. (Birthdays are celebrated in the cottages during non-school time)
- Foods offered to students and employees of the Kurn Hattin during the day as a snack or in school offices, whether provided by parents or staff, shall be consistent with the goals of the policy.
- Kurn Hattin shall limit celebrations that involve food during the school day to shared monthly celebrations and should discourage serving foods and beverages that do not meet nutrition standards for foods and beverages.
- The foods used during classes as part of the learning process, for fundraisers that take place after school, for at-school parties, or for school sponsored events should follow the nutrition guidelines for snacks at school and should be healthy, safe and delicious.
- Parents and staff are encouraged to provide party snacks that are consistent with the goals of the policy and to ensure that such items are served after the lunch hour whenever possible.
- Foods exposed to potentially harmful food additives and processes, such as bovine growth hormone, irradiation, high fructose corn syrup, excessive salt, artificial flavors and colors, hydrogenated oils (trans-fats), preservatives, and genetic modification, shall be reduced and/or eliminated.
- Kurn Hattin offers a variety of fresh fruits and vegetables, (no more than one fried vegetable) and two fruit choices each day. This will include five different fruits and five different vegetables over the course of a week.
- No unhealthy food or beverage item may be advertised on school grounds, and fast food and “branded” food items shall not be offered for sale as part of any school meal program or as à la carte items.
- Kurn Hattin shall not have vending machines accessible by students.
- School store shall only offer approved items.
- The Student Nutrition Committee, Director of Health Services, Food Service Director and Director of Residential Services will review this policy and ensure that the policies are not less restrictive than those set by the Secretary of Agriculture or state law.

Student Nutrition Committee

The SNC is a working group of Kurn Hattin personnel instrumental in drafting the Student Nutrition Policy and in facilitating its adoption by the governing board. The SNC is a diverse and inclusive body that drafts and reviews campus wellness and nutrition policies and practices, track implementation, and recommend changes or improvements to the program. The committee is responsible for addressing food-related topics of concern to the campus community and making wellness policy recommendations to the Director of Residential Services and the Food Service Director.

The SNC shall review the wellness policy and oversee regular review, revision, and updating of the policy. The process to form the SNC shall be openly announced, accessible, equitable, and inclusive. The SNC shall be a diverse and inclusive working group representative of the demographics of Kurn Hattin as a whole.

The following guidelines pertain to the SNC.

The recommended membership of the working group shall be as follows:

- Director of Residential Services
- Three classified employees appointed by the organization.

- One teacher
- Two middle school students
- A parent

The SNC shall meet at least two times a year at hours convenient for public participation and for sufficient time to conduct the group’s business.

APPROVED SNACKS

Kurn Hattin has developed a list of approved snacks for social events during the school day and for personal snacks in the cottage on weekends.

- Low Sugar Yogurt without added toppings
- Fruit
- Vegetables
- Hummus and vegetables to dip
- Natural fruit leathers
- Popsicles made of 100% juice
- Pretzels – regular flavored and not filled
- Rice Cakes
- String cheese, baby bell cheese
- Nuts- single serving size
- Trail mix- single serving size
- Popcorn without added butter or light butter (100 calorie packs)
- Zero calorie flavored water
- 100% Juice- vegetable, fruit or a combination

Notification of Asbestos Management Plan Availability

To: New England Kurn Hattin Homes Community

From: LEA/School: New England Kurn Hattin Homes

Designated Person: Martha Ruffle, Director of Human Resources
708 Kurn Hattin Road
Westminster, VT 05158
802-721-6924

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 [g][4]) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the administrative office of each facility listed below:

- | | |
|-------------------|---------------------|
| Ball Cottage | 51 Kurn Hattin Road |
| Barn | 90 Greenhouse Road |
| Butler Cottage | 91 Turrell Road |
| Campsite | Kurn Hattin Road |
| Dickinson Cottage | 52 Dickinson Drive |
| Farm Shop | 107 Greenhouse Road |
| Greenhouse | 130 Greenhouse Road |

Hubbard Cottage	83 Mayo Road	
Mathey (Administrative Offices)	708 Kurn Hattin Road	802-722-3336
Mayo Memorial Center	128 Mayo Road	
Maysilles Cottage	91 Dickinson Drive	
Morrison Cottage	147 Turrell Road	
Parent Cottage	189 Mayo Road	
Sugar House	Piggery Road	
Tackaberry Cottage	28 Mayo Road	
Thomas Building	781 Kurn Hattin Road	
Turrell Cottage	207 Turrell Road	
Warner Cottage	71 Dickinson Drive	
Wheeler Gym	254 Mayo Road	
Wilson Cottage	709 Kurn Hattin Road	
Woodhull Cottage	39 Dickinson Drive	

CC: Contracted Staff, Employees, Parents & Guardians, Volunteers via Community Handbook Board of Trustees

Martha Ruffle
Human Resource Director

POLICY ON PREVENTION OF HARASSMENT, HAZING OR BULLYING OF STUDENTS

I. Purposes

The **Kurn Hattin** Independent 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. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where it can be shown the activity poses a clear and substantial interference with another student's right to access educational programs or a direct harm to the welfare of the school can be demonstrated.

Harassment, hazing and bullying is a form of unlawful discrimination that will not be tolerated. Harassment, hazing and bullying, as are defined below, are prohibited and may constitute a violation of the public accommodations act as more fully described in Title 16, Article 2, Subchapter 5 of the Vermont Statutes Annotated. It is the policy of **Kurn Hattin** to prohibit the harassment of students based on a student's or student's family's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of discrimination that will not be tolerated. It is also the policy of **Kurn Hattin** to prohibit the hazing and bullying of students. Consistent with these purposes, annually, **Kurn Hattin** will select two designated employees to receive complaints and will publicize their availability in any publication of **Kurn Hattin** that sets forth the comprehensive rules, procedures, and standards of conduct for the school. The following employees of **Kurn Hattin** have been designated by **Kurn Hattin** to receive harassment, hazing and bullying complaints pursuant to this policy and 16 V.S.A. §570 et seq.:

Name: Nancy Richardson
Title: Director of Residential Services
Contact: (802) 721-6918

Name: Sergio Simunovic
Title: Principal
Contact: (802) 721-6930

The designation of these two employees does not preclude a student from bringing a complaint to any adult at the school.

It is the intent of **Kurn Hattin** to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

Kurn Hattin shall promptly and effectively address all complaints of harassment, hazing or bullying in accordance with the procedures established by this policy. In cases where harassment, hazing or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment, hazing or bullying. Such action may include a wide range of responses from education to serious discipline. Such serious discipline may include termination for employees and, for students, expulsion or removal from school property. Nothing herein shall be construed to prohibit punishment of a person for conduct which, although it does not rise to the level of harassment, hazing or bullying as defined herein, otherwise violates one or more of the school's other disciplinary policies or codes of conduct.

II. Definitions

A. "**Harassment**" means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity¹ 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,² which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:

- (i) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- (ii) submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student

¹ Effective July 1, 2007, 1 V.S.A. §144 defines "gender identity" as "an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender-identity, regardless of the individual's assigned sex at birth."

² This statutory definition of sexual harassment describes only the "quid pro quo" form of sexual harassment that can occur between an adult and student. However, sexual harassment may also include student to student conduct as well as conduct that creates a hostile environment.

(2) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

(3) Harassment of members of other protected categories means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

- B. **“Hazing”** means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating, or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off the campus of an educational institution. Hazing shall not include any activity or conduct that furthers legitimate curricular, extracurricular, or military training program goals, provided that:
- (i) the goals are approved by the educational institution; and
 - (ii) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.
- C. **“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 that:
- (A) is repeated over time;
 - (B) is intended to ridicule, humiliate, or intimidate the student; and
 - (C)(i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity; or
 - (ii) does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- D. **“Complaint”** means an oral or written report 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.
- E. **“Complainant”** means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment, hazing or bullying in a report made by another person.

- F. **“Designated employee”** means an employee who has been designated by the school to receive complaints of harassment, hazing or bullying pursuant to this policy and 16 V.S.A. §570a, 570b and 570c.
- G. **“Employee”** includes any person employed directly by or retained through a contract with **Kurn Hattin**, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- H. **“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.³
- I. **“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 harassment, hazing or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- J. **“School administrator”** means an Executive Director, principal/head of school or his/her designee.

III. Reporting Student Harassment

- A. Student reporting: Any student who believes that s/he has been harassed, hazed or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, hazing or bullying should promptly report the conduct to a designated employee or any other school employee.
- B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment, hazing or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. 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. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.
- C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment, hazing or bullying under this policy should promptly report the conduct to a designated employee.

³ See 16 V.S.A. §570f(d)(3).

- D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment, hazing or bullying complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.
- E. 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.

IV. Procedures Following a Report

- A. Notification:⁴ Upon receipt of a complaint of harassment, hazing or bullying the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall be: 1.) promptly notified that a complaint of harassment, hazing or bullying has been filed and provided with a copy of this policy; 2.) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and 3.) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determined that harassment or other misconduct occurred.
- B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families (“DCF”) or the police, the school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall 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 or bullying. When the initial determination concludes that an accused student has engaged in harassment, hazing or bullying, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary

⁴ See 16 V.S.A. §570f(d)(3).

policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

All levels of internal review⁵ of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after the review is requested.

- C. Action on a substantiated complaint: If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, hazing or bullying, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of such conduct. Such action may include warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.
- D. 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. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (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 between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.
- E. Appeal: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with **Kurn Hattin Homes'** discipline policy, applicable statutes, or collective bargaining agreements.
- F. Independent Review:⁶ A complainant may request an independent review if s/he: 1.) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, hazing or bullying, 2.) is dissatisfied with the final determination following an investigation as to whether harassment, hazing or bullying occurred, or 3.) believes that although a final determination was made that harassment, hazing or bullying occurred, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the head of school. Upon such request, the head of school shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 70a(b), and shall cooperate with the independent reviewer so that she or he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written

⁵ An "internal review" is any procedure provided by the school through policy or practice and is not the same as an "independent review" as described below.

⁶ See 16 V.S.A. §570a(b).

materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: 1.) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and 2.) of recommendations of any steps the school might take to prevent further harassment, hazing or bullying from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student of other remedies⁷ 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 **Kurn Hattin**. **Kurn Hattin** may request an independent review at any stage of the process.

- F. Retaliation: It is unlawful for any person to retaliate 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 harassment, hazing or bullying complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment, hazing or bullying is substantiated.

V. Confidentiality and Record Keeping

- A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with **Kurn Hattin's** obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- B. The school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by **Kurn Hattin** in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

VI. Reporting to Other Agencies

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

If a harassment, hazing or bullying complaint is made in a public school about conduct by a licensed educator that might be grounds under the State Board of Education Rules for licensing action, the principal shall report the alleged conduct to the Executive Director and the Executive Director shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under the State Board of Education rules for licensing action, the head of school is encouraged to report the alleged conduct to the Commissioner.

⁷ Such as those identified in Section IV(C) of this policy.

Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

VII. Dissemination of Information, Training, and Data Reporting

- A. Dissemination of Information.⁸ Annually, prior to the commencement of curricular and co-curricular activities, **Kurn Hattin** shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment, hazing or bullying. At a minimum, this notice shall appear in any publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for the school.
- B. Training.⁹ The school administrator shall use her/his discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent harassment, hazing or bullying. The school administrator shall implement training for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment, hazing or bullying.

C. VIII. Alternative Complaint Process

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111 (voice)
(877) 521-2172 (tdd)
(617) 289-0150 (fax)
Email: OCR.Boston@ed.gov

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§1681 et seq.;
Family Education Rights Privacy Act; 20 U.S.C. 1232g;

⁸ See 16 V.S.A. §§570a(a)(6), 570b(6) and 570c(6)

⁹ See 16 V.S.A. §§570a(a)(6), 570b(6) and 570c(6)

Public Accommodations, 9 V.S.A. §§4500 et seq. ;
Education, Classifications and Definitions, 16 V.S.A. §11a (26);
Education, Harassment, Notice and Response, 16 V.S.A. §14;
Education, 16 V.S.A. §140(a) (1);
Education, 16 V.S.A. §166(e);
Education, Harassment, Hazing and Bullying Prevention Policy, 16 V.S.A. §570
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time. *Washington v. Pierce*, 179 VT 318 (2005)

Approved and Recognized Independent Schools

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

(b) Approved independent schools. On application, the State Board shall approve an independent school that offers elementary or secondary education if it finds, after opportunity for hearing, that the school provides a minimum course of study pursuant to section 906 of this title and that it substantially complies with the Board's rules for approved independent schools. Except as provided in subdivision (6) of this subsection, the Board's rules must at minimum require that the school has the resources required to meet its stated objectives, including financial capacity, faculty who are qualified by training and experience in the areas in which they are assigned, and physical facilities and special services that are in accordance with any State or federal law or regulation. Approval may be granted without State Board evaluation in the case of any school accredited by a private, State, or regional agency recognized by the State Board for accreditation purposes.

(1) On application, the State Board shall approve an independent school that offers kindergarten but no other graded education if it finds, after opportunity for hearing, that the school substantially complies with the Board's rules for approved independent kindergartens. The State Board may delegate to another State agency the authority to evaluate the safety and adequacy of the buildings in which kindergartens are conducted, but shall consider all findings and recommendations of any such agency in making its approval decision.

(2) Approvals under this subsection (b) shall be for a term established by rule of the Board but not greater than five years.

(3) An approved independent school shall provide to the parent or guardian responsible for each of its students, prior to accepting any money for a student, an accurate statement in writing of its status under this section, and a copy of this section. Failure to comply with this provision may create a permissible inference of false advertising in violation of 13 V.S.A. § 2005.

(4) Each approved independent school shall provide to the Secretary on October 1 of each year the names, genders, dates of birth, and addresses of its enrolled students. Within seven days of the termination of a student's enrollment, the approved independent school shall notify the Secretary of the name and address of the student. The Secretary shall notify the appropriate school officials as provided in section 1126 of this title.

(5) The State Board may revoke or suspend the approval of an approved independent school, after opportunity for hearing, for substantial failure to comply with the minimum course of study, for failure to comply with the Board's rules for approved independent schools, or for failure to report under subdivision (4) of this subsection (b). Upon revocation or suspension,

students required to attend school that are enrolled in that school shall become truant unless they enroll in a public school, an approved or recognized independent school, or a home study program.

(6) This subdivision (6) applies to an independent school located in Vermont that offers a distance learning program and that, because of its structure, does not meet some or all the rules of the State Board for approved independent schools. In order to be approved under this subdivision, a school shall meet the standards adopted by rule of the State Board for approved independent schools that can be applied to the applicant school and any other standards or rules adopted by the State Board regarding these types of schools. A school approved under this subdivision shall not be eligible to receive tuition payments from public school districts under chapter 21 of this title.

(7) Approval for independent residential schools under this subsection is also contingent upon proof of the school's satisfactory completion of an annual fire safety inspection by the Department of Public Safety or its designee pursuant to 20 V.S.A. chapter 173, subchapter 2. A certificate executed by the inspecting entity, declaring satisfactory completion of the inspection and identifying the date by which a new inspection must occur, shall be posted at the school in a public location. The school shall provide a copy of the certificate to the Secretary of Education after each annual inspection. The school shall pay the actual cost of the inspection unless waived or reduced by the inspecting entity.

(c) Recognized independent schools. Upon filing an enrollment notice, a recognized independent school may provide elementary or secondary education in Vermont. The enrollment notice shall be on a form provided by the Secretary and shall be filed with the Secretary no earlier than three months before the beginning of the school year for the public schools in the town in which the applicant proposes to locate.

(1) The enrollment notice shall contain the following information and assurances:

(A) A statement that the school will be in session an amount of time substantially equivalent to that required for public schools;

(B) A detailed description or outline of the minimum course of study for each grade level the school offers, and how the annual assessment of each student will be performed; and

(C) Assurances that:

(i) the school will prepare and maintain attendance records for each student enrolled or regularly attending classes;

(ii) at least once each year, the school will assess each student's progress, and will maintain records of that assessment, and present the result of that assessment to each student's parent or guardian;

(iii) the school's educational program will include the minimum course of study set forth in section 906 of this title;

(iv) the school will have teachers and materials sufficient to carry out the school's educational program; and

(v) the school will meet such State and federal laws and regulations concerning its physical facilities and health and safety matters as are applicable to recognized independent schools.

(2) If the Secretary has information that creates significant doubt about whether the school would be able to meet the requirements set forth in this subsection (c), the Secretary may call a hearing. At the hearing, the school shall establish that it can meet the requirements for recognized independent schools. Failure to do so shall result in a finding by the Secretary that the school must take specified action to come into compliance within a specified time frame or the children enrolled must attend another recognized independent school, a public

school, an approved independent school, or a home study program, or be declared truant unless absent with legal excuse.

(3) A recognized independent school shall provide to each student's parent or guardian a copy of its currently filed statement of objectives and a copy of this section. The copy shall be provided when the student enrolls or before September 1, whichever comes later. Failure to comply with this subsection may create a permissible inference of false advertising in violation of 13 V.S.A. § 2005.

(4) A recognized independent school shall renew its enrollment notice annually. An independent school shall be recognized for a period not to exceed five years by the Secretary without need for filing an annual enrollment notice if:

(A) it is recognized by an organization approved by the State Board for the purpose of recognizing such school; or

(B) it is accredited by a private, state, or regional agency approved by the State Board for accreditation purposes; provided, however, nothing in this subdivision (4) shall be construed to prohibit the Secretary from initiating a hearing under this subsection (c).

(5) If the Secretary has information that creates significant doubt about whether the school, once in operation, is meeting the requirements for recognized independent schools, the Secretary may call a hearing. At the hearing, the school shall establish that it has met the requirements for recognized independent schools. Failure to do so shall result in a finding by the Secretary that:

(A) the school may not be in operation for the remainder of the school year and that the children are truant unless absent with legal excuse or enrolled in a public school, an independent school, another recognized independent school, or a home study program; or

(B) the school must take specified action to come into compliance within a specified time frame or the school will not be permitted to operate for the remainder of the school year.

(6) Each recognized independent school shall provide to the Secretary on October 1 of each year the names, genders, dates of birth, and addresses of its enrolled students. Within seven days of the termination of a student's enrollment, the recognized independent school shall notify the Secretary of the name and address of the student. The Secretary shall notify the appropriate school officials as provided in section 1126 of this title.

(7) After the filing of the enrollment notice or at a hearing, if the school is unable to comply with any specific requirements due to deep religious conviction shared by an organized group, the Secretary may waive such requirements if he or she determines that the educational purposes of this subsection are being or will be substantially met.

(d) Council of Independent Schools. A Council of Independent Schools is created consisting of 11 members, no fewer than three of whom shall be representatives of recognized independent schools. The Secretary shall appoint nine members from within the independent schools' community. The Secretary shall appoint two members from the public-at-large. Each member shall serve for two years and may be reappointed for up to an additional two terms. The Council shall adopt rules for its own operation. A chair shall be elected by and from among the members. The duties of the Council shall include advising the Secretary on policies and procedures with respect to independent schools. No hearing shall be initiated under this section before the State Board or by the Secretary until the recommendations of the Council have been sought and received. The recommendations of the Council, including any minority reports, shall be admissible at the hearing.

(e) Harassment, hazing, and bullying policies. The board of trustees of an approved or recognized independent school operating in Vermont shall adopt harassment, hazing, and bullying prevention policies, establish procedures for dealing with harassment, hazing, and

bullying of students, and provide notice of these. The provisions of chapter 9, subchapter 5 of this title for public schools shall apply to this subsection, except that the board shall follow its own procedures for adopting policy.

(f) An approved independent school that accepts students for whom the district of residence pays tuition under chapter 21 of this title shall bill the sending district monthly for a State-placed student and shall not bill the sending district for any month in which the State-placed student was not enrolled.

(g) An approved independent school that accepts students for whom the district of residence pays tuition under chapter 21 of this title shall use the assessment or assessments required under subdivision 164(9) of this title to measure attainment of standards for student performance of those students. In addition the school shall provide data related to the assessment or assessments as required by the Secretary. (Amended 1981, No. 151 (Adj. Sess.), § 8; 1983, No. 248 (Adj. Sess.), § 3; 1989, No. 44, § 1; 1993, No. 162 (Adj. Sess.), § 3; 1995, No. 157 (Adj. Sess.), § 2; 1997, No. 60, § 5, eff. June 26, 1997; 1997, No. 84 (Adj. Sess.), § 2; 1999, No. 120 (Adj. Sess.), § 5; 2007, No. 66, § 2; 2007, No. 138 (Adj. Sess.), § 1, eff. May 9, 2008; 2009, No. 153 (Adj. Sess.), § 21b; 2013, No. 92 (Adj. Sess.), § 13, eff. Feb. 14, 2014.)

Taken from <http://legislature.vermont.gov/statutes/section/16/003/00166>

Kurn Hattin Homes – Student Behavior Matrix TIER 1

BEHAVIOR	1ST OFFICE REFERRAL	2ND OFFICE REFERRAL	RECURRING OFFICE REFERRAL
Rude and Disrespectful Behavior	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill -Processing Sheet -Re-Entry with staff -Detention/Loss of free time -Act of Kindness 	<ul style="list-style-type: none"> -Complete all previous steps -Restoration 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps <li style="padding-left: 20px;">-IHS/ISS <li style="padding-left: 20px;">-Restorative Justice -Team Updated/enter in log
Community Interference	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill -Processing Sheet -Re-Entry with staff -Detention/Loss of free time -Act of Kindness 	<ul style="list-style-type: none"> -Complete all previous steps -Restoration 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps <li style="padding-left: 20px;">-IHS/ISS <li style="padding-left: 20px;">-Restorative Justice -Team Updated/enter in log
Inappropriate Transition -ex. running inside, walking around campus, bus conduct	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill -Processing Sheet -Re-Entry with staff -Detention/Loss of free time -Act of Kindness 	<ul style="list-style-type: none"> -Complete all previous steps -Restoration 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps <li style="padding-left: 20px;">-IHS/ISS <li style="padding-left: 20px;">-Restorative Justice -Team Updated/enter in log
Dress Code	<ul style="list-style-type: none"> -Time out -Review Expectations -Change Attire 	<ul style="list-style-type: none"> -Complete all previous steps -Written reflection -Detention/Loss of free time 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps <li style="padding-left: 20px;">-IHS/ISS <li style="padding-left: 20px;">-Restorative Justice -Team Updated/enter in log
Late to a Commitment -ex. class, cottage, practices	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill -Processing Sheet -Re-Entry with staff -Detention/Loss of free time -Act of Kindness 	<ul style="list-style-type: none"> Complete all previous steps -Restoration 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps <li style="padding-left: 20px;">-IHS/ISS <li style="padding-left: 20px;">-Restorative Justice -Team Updated/enter in log

Kurn Hattin Homes – Student Behavior Matrix TIER 2

BEHAVIOR	1ST OFFICE REFERRAL	2ND OFFICE REFERRAL/RECURRING
Dishonesty	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill --Processing Sheet -Written Reflection -Re-Entry with Staff -Detention/Loss of Free Time 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps -Restorative Justice -Team Updated/enter in log -IHS/ISS
Missed Commitment	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill --Processing Sheet -Written Reflection -Re-Entry with Staff -Detention/Loss of Free Time 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps -Restorative Justice (if needed) -Team Updated/enter in log -IHS/ISS
Refusal	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill --Processing Sheet -Written Reflection -Re-Entry with Staff -Detention/Loss of Free Time 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps -Restorative Justice -Team Updated/enter in log -IHS/ISS
Academic Dishonesty	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill --Processing Sheet -Written Reflection -Re-Entry with Staff -Detention/Loss of Free Time 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps -Restorative Justice -Team Updated/enter in log -IHS/ISS
Undirected Obscenities	<ul style="list-style-type: none"> -Time out -Review Expectations -Review Social Skill --Processing Sheet -Written Reflection -Re-Entry with Staff -Detention/Loss of Free Time 	<ul style="list-style-type: none"> -Incident Report completed by staff -Complete all previous steps -Restorative Justice (if needed) -Team Updated/enter in log -IHS/ISS

Kurn Hattin Homes – Student Behavior Matrix TIER 3

BEHAVIOR	1ST OFFICE REFERRAL/RECURRING	ONGOING ISSUE
Destruction of Property	<ul style="list-style-type: none"> -Incident Report completed by staff -ISS/IHS -Review Expectations -Review Social Skill -Written Reflection -Processing Sheet -Re-Entry with Staff -Restitution -Detention/Loss of free time -Loss of Privileges -Restorative Justice 	<ul style="list-style-type: none"> Incident Report completed by staff Complete all previous steps -OCS -Team Meeting -Restorative Justice
Hands On/Horseplay		
Aggression <ul style="list-style-type: none"> -<i>Throwing Objects</i> -<i>Threatening Gestures/Comments directed/non directed</i> -<i>Intimidation or Retaliation</i> -<i>Directed Obscenities</i> -<i>Physical Assault</i> 		
Out of Area without Permission		
Technology Misuse		
Theft		
Bullying/Harassment		

Final Thoughts

This handbook is compiled to provide a safe, healthy and educational environment for all our students, staff and families. It does not cover every possible situation and may be modified as necessary. If you have questions or concerns please talk with Kurn Hattin staff or call the Director on Duty.