



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

**Community Handbook  
2020 – 2021**

**[Revised on March 22, 2021]**

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



## 2020-2021 SCHOOL CALENDAR

August 14-23	Students Home - cottages close on Friday August 14
August 17-21	Residential/Academic In-service
August 23-24	Students Return to Campus by appointment only for health screenings
August 24	First Day of Classes
September 6	Family visit day
September 20	Family visit day
October 9	Student Conference Meetings via Zoom or phone
October 12-16	Fall Break-No School - pick up on Friday, October 9, or Saturday, October 10
October 18 & 19	Students return to campus by appointment only for health screenings
November 1	Family visit day
November 15	Family visit day
November 20	Student Conference Meetings via Zoom or phone
November 24	Last day of classes on campus
November 25	Cottages close for Thanksgiving - New Years for the Holiday and Winter break
January 3 & 4	Students return to campus by appointment only for health screenings
January 4	School Reopens
February 12	Student Conference Meetings via Zoom or phone
February 15-19	February Break-No School
February 21 & 22	Students return to campus by appointment only for health screenings
April 9	Student Conference Meetings via Zoom or phone
April 12-16	Spring Break-No School
April 18 & 19	Students return to campus by appointment only for health screenings
May 25	Memorial Day-No School
June 4	Last Day of Classes
June 5	Graduation

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## DEPARTMENT DIRECTORY

Main Office	802-721-6900
Executive Director	802-721-6983
Assistant Executive Director	802-721-6932
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	802-721-6921
Director of Health Services/Wellness Center	802-721-6956
Admissions Coordinator	802-721-6925
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, and you will see that KHH has made several adjustments to accommodate for COVID-19.

## **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 success and to learn from missteps
- 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
- We do not hit or hurt anyone.
- We do not tolerate name-calling and put-downs.
- We encourage individuality.
- We respect diversity.
- We promote equity and inclusion
- We give safe, natural consequences with a focus on restorative practices to build a strong community
- 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 every day.
- We take care of our own bodies and personal spaces, respecting the privacy of others and ourselves.
- 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.
- We represent Kurn Hattin when we are off campus and 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**

Traditionally, during the eight-week transition period, students spend the first two weeks on campus before they may spend their first weekend home. Due to COVID-19, we have created every other Sunday family visit days on campus, using PPE and allowing the children and family members to see each other safely and often while the children are on campus.

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 by phone, Zoom, or physically distant meeting space to discuss the progress of the child and the wishes of the family.
  - The team and family will determine the weekend schedules once we are clear of COVID-19 protocols - in the future it will be:
  - 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.

- When we return to pre-COVID protocols for weekends:
  - 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.
  - 8<sup>th</sup> Graders will be evaluated on the same terms as all other students.
- Once we are clear of COVID protocols, parents and family members are welcome to attend dinner once a week unless scheduled with the Director of Residential Services.

\* The student's team will consist of residential, counseling, outreach, and nursing staff.

***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 COVID PROTOCOLS:**

- **All students must return to campus by appointment only in order to accommodate health screenings on the following dates:**
  - **August 23 and 24**
  - **October 18 and 19**
  - **January 3 and 4**
  - **February 21 and 22**
  - **April 18 and 19**
- **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 nurses office or 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 following the PBiS and Restorative Practices approach. 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 time.
- Caught Being Good, Student of the Month and Summer Recreation Student of the Week
- Reward System for 7<sup>th</sup> & 8<sup>th</sup> Graders – Gold Card.

### **Possible impact might include:**

- Restorative Circle
- Signal to self-reset
- Warning
- 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**.

### **Restorative Actions:**

May include any or all of the following as determined by the houseparent/teacher:

- Making a plan to address the problem.
- Restorative action including circle
- Possible impact.
  - a. Early bed
  - b. Extra chores/work/homework
  - c. Loss of privileges
  - d. Staying after school
  - e. Remaining 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 if not following campus expectations.

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 without permission'

The following are the possible impacts:

- Restorative Action- campus service.
- Loss of activities.
- School or 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 restorative approaches 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.

### **REWARD SYSTEM FOR 7<sup>TH</sup> & 8<sup>TH</sup> GRADERS – GOLD CARD**

The Gold Card reward system 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 8<sup>th</sup> grade are eligible for the whole year and 7<sup>th</sup> 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 and off 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, etc.

If a student does not meet the above criteria, they may lose their Gold Card for the remainder of that month and the following month. The student may write a 250-word essay to ask for reconsideration. The essay will be reviewed by the Residential Director.

### **Possible Gold Card Rewards**

- Later bedtime
- On/Off Campus activities
- Greater campus freedom, including eating in the Kelsey Room
- Gold card events in the Thomas Building

***\*\*There will be a special end of year activity for those students who earn their Gold Card every month.***

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

- In House Suspensions (Residential Time) and In School Suspensions (Academic Time) are for behaviors that do not comply with KHH expectations as outlined in the Community Handbook. The Director on Duty, Principal, or Dean of Students assigns a response based on the student's behavior and staff report. If an ISS or IHS is determined as an appropriate response, then children serve their ISS/IHS in one of the following places: Processing Rooms, Kelsey Room, Residential office, 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 Dean of Students 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 must all 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 2:30 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 Dean of Students.
- Students will not be allowed to participate in extracurricular activities on ISS/IHS days. This includes sports, trips, dances, after school activities, campus store, etc.
- During ISS/IHS time, students must remain in their assigned room and have permission whenever they leave. Students will be allowed to use the 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 ISS/IHS may serve a longer time 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. It must also be documented if outside resources were utilized and/or permission was granted to extend beyond 30 minutes.
- Parents/Guardians must be notified if the Safety Room is used.

### **OFF CAMPUS SUSPENSION (OCS) POLICY**

A child may be given an Off Campus Suspension if there is an escalation in their behavior beyond the means of on-campus interventions.

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. Schoolwork may be sent home to be completed. Failure of a family to support Kurn Hattin in these instances may result in the student's dismissal.

The Admissions Committee determines the length of an Off Campus Suspension 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.

### **PHYSICAL INTERVENTION**

When children demonstrate behavior that may result in physical harm to themselves, other children, or adults, Therapeutic Holds may be used to reduce potential risk.

Kurn Hattin staff has been trained in Nonviolent Crisis Intervention as developed by the Crisis Prevention Institute (CPI). Staff uses Therapeutic Holds as a last resort and only at the direction of the Director on Duty, Principal or Dean of Students. Verbal de-escalation techniques are always utilized first. An incident report will be completed each time a Therapeutic Hold is utilized, and parents will be notified within 24 hours. Nursing will follow up with each student after a Therapeutic Hold has been used.

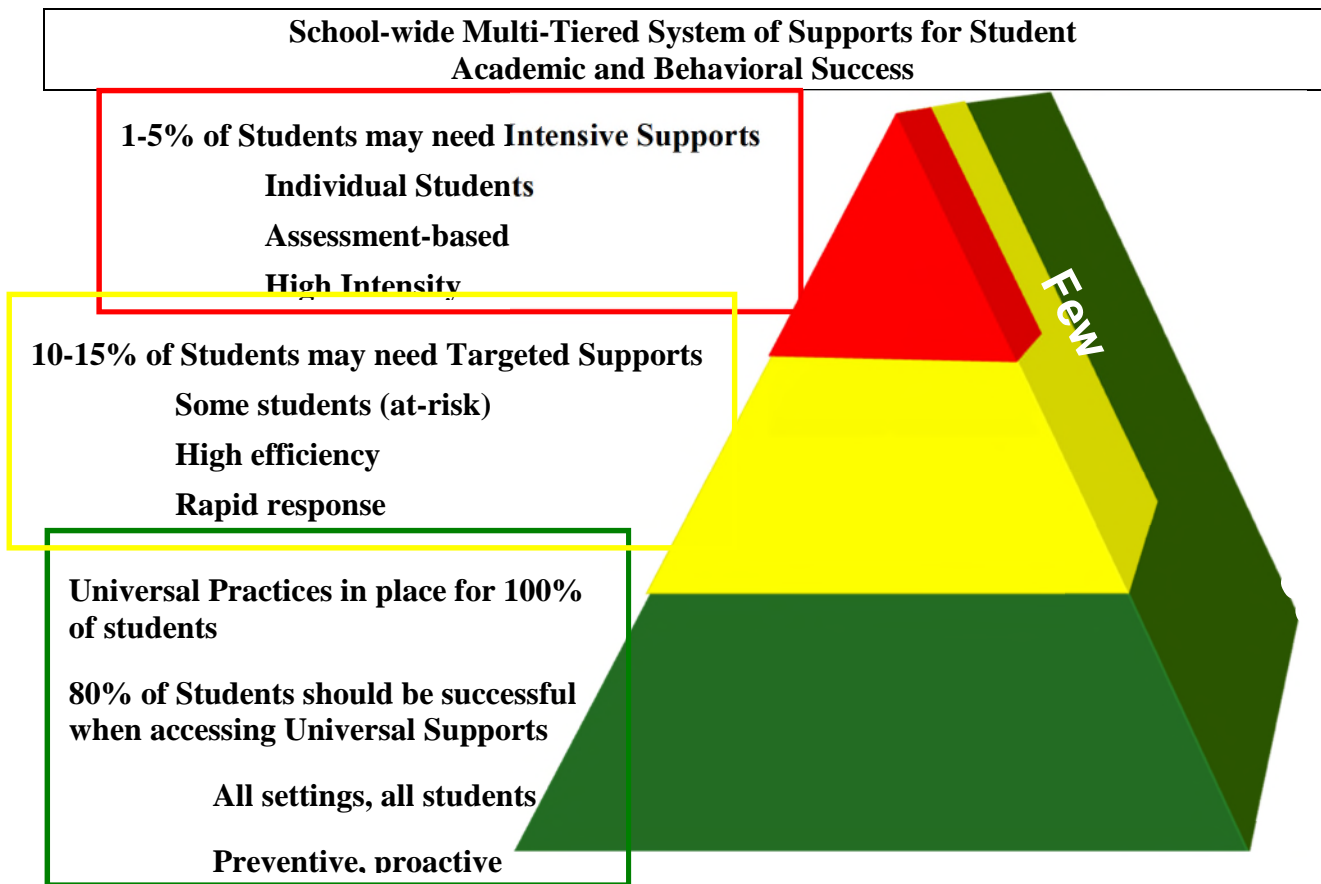
### **SCHOOL**

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.

**PBiS**

Kurn Hattin is a PBiS school and offers many supports and interventions to assist each student in reaching their full potential. During your child’s time at Kurn Hattin, we will do our best to meet your child where they are and help them develop the skills to excel both socially and academically. We are looking forward to partnering with you to develop individual plans to meet this goal when necessary.

**What is PBiS?** PBiS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBiS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. PBiS IS a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBiS supports the success of ALL students. PBiS provides a framework for academic and behavioral support as indicated in the triangle below.



The mission of the Kurn Hattin PBiS team is to foster and promote a safe and positive environment that enhances student cognitive and social growth through teaching and recognizing positive behavior within our community.

Our school-wide expectations are...

- We are Kind
- We are Proud
- We Keep Trying

**What is School-wide Positive Behavioral Interventions and Supports (SW-PBiS)?** SW-PBiS is a framework for enhancing adoption and implementation of a continuum of evidenced-based interventions to achieve academically and behaviorally important outcomes for all students.

**PBiS targeted interventions** are one component of a continuum of behavioral supports, and their features and systems reflect the structure of School-wide PBiS. They are evidence based, utilize teams to make data-based decisions, require systems-level support, and emphasize prevention. These targeted systems and practices focus on both school-wide and individual student outcomes.

**What is the purpose of Targeted Interventions?** The three-tiered prevention logic (above) organizes behavior supports along a continuum, matching intervention intensity to students' needs. Targeted interventions have been designed to:

1. Prevent the development or decrease the frequency and/or intensity of students' problem behaviors
2. Provide standardized interventions that effectively and efficiently support students, yet do not require the time and resources needed to develop individualized plans

If we feel your child would benefit from an intervention, we will reach out to discuss with you. We believe in a team approach works best!

### **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 by 5pm to prepare for the school week.

In accordance with Vermont Law (*16 V.S.A. 1121*), students must “...*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.

Vermont 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.

### **SCHOOL GUIDELINES**

- Hats, bandanas, and clothing that depicts weapons, violence, drugs, alcohol, or other offensive or inappropriate images are 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, extracurricular 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.

### **FAMILY-STAFF CONFERENCES**

Family-Staff Conferences are available quarterly. You will be notified of upcoming meeting dates and times. Parents/guardians are strongly encouraged to attend these meetings. Student attendance is also encouraged.

### **KURN HATTIN ELECTRONICS USE POLICY: PLEASE READ CAREFULLY!**

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.

### **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/or 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 the 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 not bring a camera to campus. Cameras provided by Kurn Hattin may be used under staff supervision in the cottage for special school projects that have been approved by the 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.
- Any handheld gaming devices, such as a Nintendo DS, with wireless Internet capacity must stay in the house parent's office and will be used only in common areas with supervision.
- Kurn Hattin is not responsible for any 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/off campus activities, U.S mail, Internet, 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
- Weekly event emails informing families of upcoming activities in the Kurn Hattin Community, including sporting events, concerts, and Family Days.
- Family Socials and Events
- Help in placing 8<sup>th</sup> 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/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 to reserve a room for the desired date(s). Your requests will be honored whenever possible.

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

**Guidelines for Thomas Family Area**

Families using this area are required to adhere to the following expectations:

- No alcohol or drugs
- No smoking
- No violence
- No weapons
- No pets

### **Housekeeping Expectations**

- All used linens and towels should be placed in your pillowcase and left in the room.
- All messes and trash should be picked up.
- 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/SEXUAL/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 apparent signs of physical, sexual, or emotional abuse, will be cared for in an appropriate manner. The suspected abuse will then be reported to a director as soon as possible.

The purpose of reporting physical, sexual, or 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.

Signs and symptoms of possible sexual abuse and sexual violence that a child may exhibit include, but are not limited to the following behaviors, especially if the change is sudden:

- Displays sexual knowledge beyond their age/development;
- Verbalizes what sexual contact looks or sounds like;
- Mimics sexual behavior;
- Acts out sexually and does not respond to limits;
- Displays extreme behaviors, from lack of emotion to aggressive and risk-taking behavior;
- Suddenly changes their eating habits or refuses to eat;
- Suddenly has nightmares or problems sleeping;
- Has headaches, stomach pain or chronic pain;
- Displays sudden, unexplained personality changes or mood swings; acts out or becomes withdrawn;
- Starts having problems at school;
- Becomes clingy, cries excessively or seems sad;
- Is overly protective of social network accounts;
- Refuses to talk about a secret;
- Self-injures (e.g., cutting, burning, attempting suicide);
- Self-medicates with drugs or alcohol;
- Becomes sexually promiscuous or runs away from home;
- Talks about a new older friend;
- Suddenly has money, expensive clothes or other gifts without good reason; or
- Shows distress around a particular adult or older youth.

Signs that an adult or older youth may be engaging in sexual abusing behavior towards a child, whether in the home, near the home, or outside the home, may include, but are not limited to the following behaviors:

- Creating opportunities to spend time alone with a child;
- Befriending a child's family while showing more interest in having a relationship with the child than with the adult family members;
- Spending time with a child outside of the adult's role as a teacher, coach or employer;
- Ignoring the child's cues that they do not want to be touched (e.g. continues to wrestle, tickle or roughhouse with the child when the child is obviously uncomfortable);
- Does not respect the child's privacy (e.g., deliberately walks in on them dressing or using the bathroom);
- Gives the child money or gifts for no reason;
- Plays with the child that makes other adults or older youths uncomfortable;
- Minimizes concerns that another adult or older youth raises;
- Tells the child sexual jokes or stories;
- Engages in "grooming" processes directed at a child, generally including, but not limited to:
  - Testing the child's boundaries by telling inappropriate jokes, roughhousing, giving backrubs and playing tickling games.
  - Moving from non-sexual touching to "accidental" sexual touching. This can happen during play or cuddling so the child may not even realize it was done on purpose and is wrong. It is often done slowly so the child is gradually desensitized.
  - Spending time with the child, giving them special attention and telling them things they want to hear.
- Engages in additional "grooming" processes related to older children and teenagers including, but not limited to:
  - Identifying with them and appearing to be the only one who understands them;
  - Displaying common interests in things like sports, music, movies, video games and television shows;
  - Recognizing and filling their need for affection and attention;
  - Allowing or encouraging them to break the rules (e.g. smoking, drinking, using drugs and viewing pornography);
  - Giving them gifts or special privileges;
  - Communicating with them outside of the person's role and without the parents' knowledge or permission (e.g. coach communicating with a teen via social media).
- Engages in additional "grooming" processes related to other adults including but limited to:
  - Befriending parents and other caregivers;
  - Looking for chances to spend time alone with a child (e.g. offering to babysit, having the child over for a sleepover, driving the child to sporting events); and,
  - Taking advantage of a parent's vulnerability (e.g. lack of money, substance use, busy schedule or loneliness) to gain access to children.

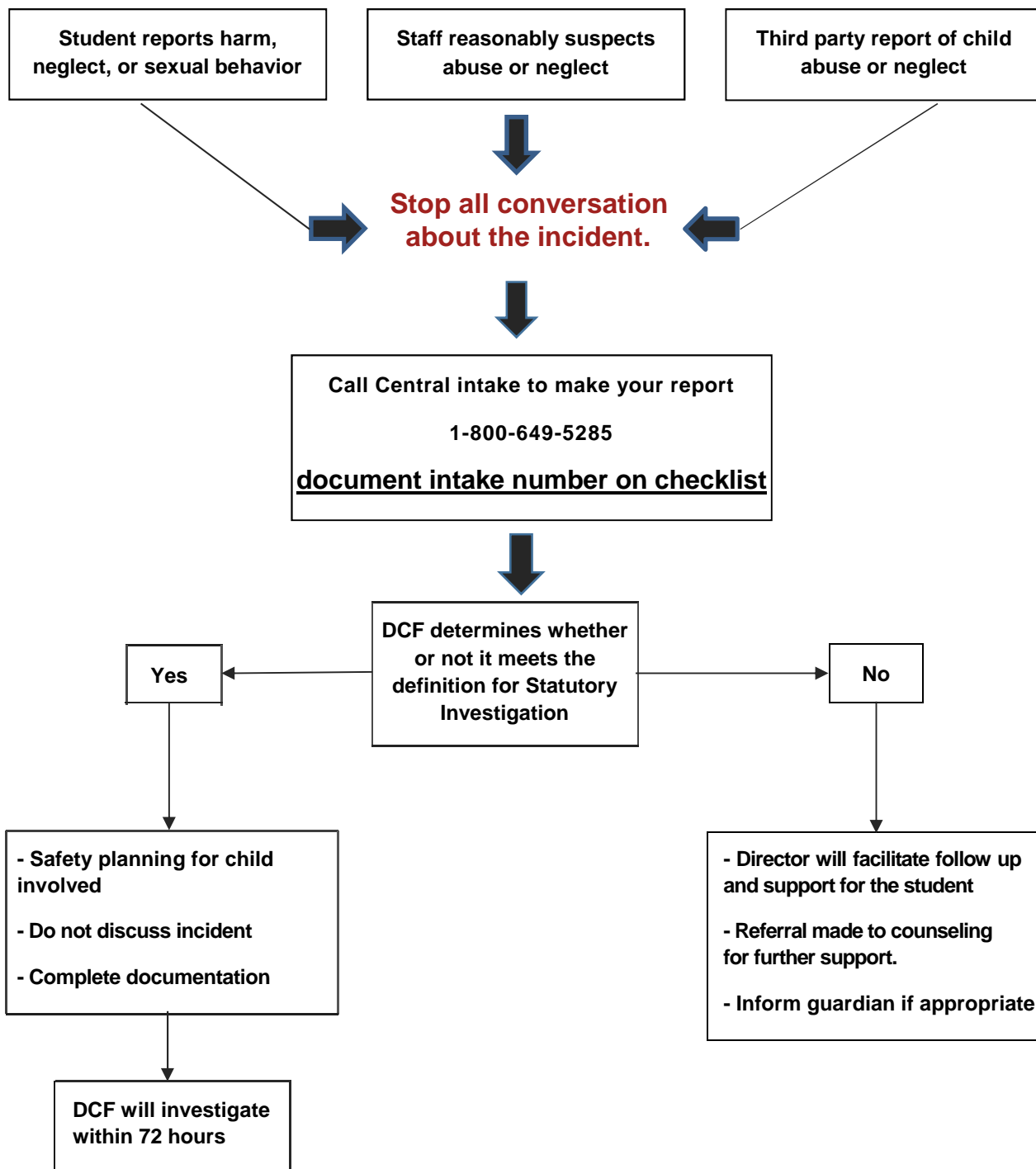
**MANDATORY REPORTING OF SUSPECTED CHILD ABUSE**

Vermont law requires that personnel such as physicians, dentists, nurses, teachers, counselors, and child care workers who have reasonable cause to believe that a child has been abused or neglected shall make a report to the Vermont Department for Children and Family Services (“DCF”): Centralized Intake Unit. Kurn Hattin Homes considers every employee to be responsible for such reporting.

Kurn Hattin employees who reasonably suspect child abuse or neglect are legally required to make a report to Family Services Division (FSD) of DCF within 24 hours of the time they first received or observed information about the suspected abuse/neglect. For more information on mandated reporting, see <https://dcf.vermont.gov/protection/reporting/mandated>.



## Child Abuse or Neglect Reporting Procedures







## CHECKLIST FOR MANDATED REPORTING

According to the State of Vermont "abused or neglected child" means "a child whose physical health, psychological growth and development, or welfare is harmed or is at substantial risk of harm by the acts or omissions of his or her parent or other person responsible for the child's welfare. An 'abused or neglected child' also means a child who is sexually abused or at substantial risk of sexual abuse by any person and a child who has died as a result of abuse or neglect." Any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of section 4914 of Title 60 within 24 hours of the time of information regarding the suspected abuse or neglect was first received or observed (33 VSA § 4913(c)).

### Child Abuse & Neglect within 24 Hours

- Report to DCF Hotline 800-649-5285
- Intake #:
- Report to Residential Director & Principal
- Report to Counseling
- Complete Written Documentation

### Administration will:

- Report to Parent/Guardian (if appropriate)
- Conduct Interview if directed by DCF

Name:

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### Other Reportable Incidents within 24 Hours including but not limited to:

Sexual Contact  
Restraint/Seclusion

- Report to DCF Hotline 800-649-5285
- Report to Residential Director & Principal
- Report to Counseling
- Complete Written Documentation

### Administration will:

- Report to Parent/Guardian
- Complete Written Documentation

Do not discuss incidents with other staff. Group reporting will be required by all who have the information. **When in doubt—REPORT.**

## **PARENT GRIEVANCES**

We encourage families to talk with their child's houseparent, teacher, counselor, nurse, or a director regularly. We need to work together as a team for your child. Differing perspectives can always occur, but at the end of the day, we all want what is best for our children. 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 is 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 Assistant Executive Director will make a final judgment in any situation that cannot be brought to resolution.

## **STUDENT GRIEVANCES**

If any student has a problem or disagreement with a staff member, you should use these steps 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. 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. Counselors complete Student Support Plans for each residential student, documenting their progress. These support plans are updated four times during the academic year.

## **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 year
- Eye exams every year for children who wear glasses
- Dental check-ups every 6 months
- Immunizations kept up to date
- Follow-up calls 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 at the start of the new school year.

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 their 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 Health 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 100° or higher, the student may need to be sent home. If a student is already at home and continues with a temperature of 100° 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 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. New orders are also needed whenever there is a change in dose or medication.

Over the counter medications or treatments cannot be given without a physician's order.

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 8<sup>th</sup> 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 Health Center at (802) 721-6956. The nurses are available Monday-Friday, 7:00am-9:00pm.

### **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 or 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 full names!*** 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, polo style or button up, or plain t-shirt with no words or pictures on it, either short or long sleeve, all colors acceptable.
- Khaki pants or clean jeans with no rips in any color
- Sneakers
- Socks and appropriate undergarments.
- Students may wear appropriate skirts or dresses to school (see below)
- Tights and footless leggings may be worn with a skirt or dress (not as pants)
- Hooded sweatshirts may be worn in school. The hood must remain off during the school day. Hoodies 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 other formal functions
- One item that is camouflage may be worn to school

#### **Dress Up Events (One outfit)**

- Collared or polo shirt with khaki pants
- Skirt/blouse or dress
- Appropriate undergarments, including tights or leggings
- Hooded sweatshirts may not be worn to formal events

#### **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 school sports and activities. Pants for play may have holes in the knees only. All students must wear an

appropriate shirt when playing outside. Half shirts and tank tops with spaghetti straps are not appropriate for play/activity clothing.

### **Concerts, band, or 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.**

### **Acceptable attire:**

White collared dress shirt/blouse  
Black dress or black skirt  
Black dress pants (no jeans)  
Tights or pantyhose  
Black dress shoes  
Red Necktie

For all formal events, performances and dress-up events, shirttails must be tucked in. Clothing must be clean and pressed for these events.

### **Students will also need:**

2 sweatshirts	2 pair pajamas	1 bathing suit (1 piece)
6 pair underwear	Bras/sports bra	6 pair of socks
Raincoat	1 lightweight jacket for Fall and Spring	

### **Warm weather clothing (4-5 outfits)**

- Children may wear shorts when the days temperature starts above 50 degrees - it can still be warm in many months of the year
- Shorts must appropriately fit and provide significant coverage
- Comfortable, loose fit
- No writing on the rear end

### **School**

- Collared shirt or plain t-shirt
- Shorts – Khaki or jeans with no rips
- Sneakers or closed toed sandals
- 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 playtime but **not** to summer recreation.
- Sunglasses are acceptable for outside play.

### **Summer Dress Up Events**

- Shorts, capris, skirts, dresses (no sports, mesh, nylon or jean shorts for church)
- Short sleeve collared shirt or plain t-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, but fine for inside

- Fashion boots may be worn

### **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 and laces tied.

### **Graduation Dress Code**

#### **Dress Pants or Dresses**

##### **Dresses must:**

- Have at least 1” straps - no strapless dresses will be allowed
- Appropriate length
- No see through dresses
- Students do not need to wear stockings
- A skirt and dress blouse is also appropriate
- Clothes must be clean and ironed
- maximum of two-inch heels
- They can be sandals, not flip flops

##### **Dress Pants must:**

- Button down dress shirt (no polo shirts)
- Tie
- Dress pants (no jeans – not even black)
- Dress shoes maximum two-inch heels

### **Miscellaneous**

#### **Students under 13**

- Small appropriate earrings are allowed
- Cuffs or gauges not allowed.
- No more than two earrings per ear.
- No makeup or perfume
- Shoes may be up to 1”

#### **Students 13 & over**

- Makeup, perfume and cologne may be worn to school/church.
- Makeup must be reasonable. Cologne and perfume should not be overbearing.
- Appropriate earrings are allowed
- Cuffs or gauges not allowed
- Shoes may be up to 1½” heels.
- **Makeup, perfume and cologne are not to be taken to school. They will be confiscated.**

#### ***The following items are NOT allowed on campus:***

- Tattoos, facial and body piercing
- Fake fingernails, nail tips, and false eyelashes (fake fingernails are allowed for 8th graders on graduation day only with the approval of the Director of Residential Services)
- Colored/highlighted hair or hair extensions that are not a natural hair color
- Clothing with sexually suggestive or violent sayings or pictures
- Clothing advertising alcohol, cigarettes, or illegal substances
- Clothing with knives, guns, blood, or crossbones
- Thong underwear
- Two piece bathing suits 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 or shaved designs in hair
- Shaved or notched eyebrows
- Aerosol spray cans (including hair spray, deodorant, or perfume)
- School or Dress clothing with holes (open holes or holes backed by material)
- No sunglasses in school
- Symbols or language creating a hostile environment
- Lava lamps or personal lights
- Hair can be long or short but must be clean and well groomed

### **Clothes that fit**

All clothing must fit properly. All children must wear appropriate undergarments.

**All outfits must be approved by the houseparent. If your clothing is unacceptable, you will be sent back to the cottage to change. 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. Your guardian will give us permission at the time of your enrollment. Colored/highlighted hair and hair extensions must be a natural version of the following colors: blond, brown, black or red.

### **PEER RELATIONSHIP GUIDELINES**

The new guidelines for dating will focus on proactive education in all aspects of healthy relationships for every student. Dating will be allowed for middle school students, grades 6-8. Education regarding healthy relationships will be incorporated into Social Skills at all levels using current curriculum resources as well as additional resources that are being considered such as the [www.3rs.org](http://www.3rs.org) curriculum (Rights, Respect, Responsibility) among others.

The new process will not require that students write a letter to staff requesting permission to date. Instead, any staff person who becomes aware that students are dating, should send an email directly to the group counselor email, [counselors@kurnhattin.org](mailto:counselors@kurnhattin.org). The appropriate counselor will follow up with the students involved in the relationship and reinforce the healthy guidelines information that is being taught during Social Skills.

This new set of guidelines coincides with what is already in the Community Handbook regarding Peer Relationship Guidelines (see below). It also promotes our overall goal of helping all of our students build healthy life skills that will serve them well now and in the future after they leave KHH.

Any students who are dating who are “underage”, (below 6th grade), will have consequences that are guided by the current Behavior Matrix.

Kurn Hattin endorses age-appropriate behavior in the development of relationships between students. Middle school students, grades 6-8, may develop relationships with guidance and

education provided by staff, in supervised settings, to ensure safe, age-appropriate behavior. Contact may include handholding, hugging, and gentle kissing in appropriate, supervised social settings. Kurn Hattin does not allow sexual contact between students. Students who engage in sexual activity or inappropriate contact will meet with the Directors of Residential Services, Counseling, and Health Services, and the School Principal to discuss the behaviors.

All students will receive age appropriate, healthy relationship education as part of a total health curriculum. Formal education will be provided by counselors, nurses, teaching, outreach, 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 do not 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 the dryer on high heat for 1 hour. There are no exceptions. If you have any items that cannot 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.

### **KHH HEAD LICE PROTOCOL**

When a child returns home from a visit with family, the houseparent on duty must check the child for lice and nits. If you are unsure, ask for a second houseparent to check for you. This is the responsibility of all houseparents for all children.

**Step 1:** Lice has been diagnosed by either a houseparent or the nurse.

**Step 2:** Use the over-the-counter lice product prescribed by the nurse. Follow the directions on the box and after treatments comb through using a nit comb.

**Step 3:** The nurse will check the student the day after treatment to ensure there was no treatment failure. The student will need to be combed by the houseparent daily with a nit comb for seven days.



**Step 4:** After seven days, the student will be re-examined by the nurse to determine if a second treatment should be done. If needed, the student will again be treated with an over-the-counter product by either the houseparent or nurse. Continued combing is needed until the nurse gives the “all clear”.

**Step 5:** Follow up with the nurse after the second treatment. A prescription lice treatment may be needed for persistent problems.

\*When staff identifies a student with a chronic head lice problem, Nursing and/or Family Outreach will contact the family to offer the appropriate cleaning techniques and assistance as needed.

### **CLEANING PROTOCOLS FOR LICE**

- Lice do not live off human hosts longer than one day. **Routine cleaning: laundering of recently used clothes, towels and bedding materials in hot water or tumble dry on high heat for 30 minutes.**
- If a student is coming from home and has lice, wash everything in their bag. Make sure you include their coat, hats and hairbrush.
- Stuffed animals **do not** need to be placed in plastic bags for weeks. Specific stuffed animals, blankets and pillows the student sleeps on need to be washed **or** placed in the dryer on high heat for 30 minutes.
- Combs, hairbrushes, and hair accessories need to be cleaned in hot - not boiling - water for 10 minutes.
- Vacuum furniture and rugs in living spaces.

### **CAMPUS PASS**

Campus passes are to be used any time 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 their 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 and/or laminated, tasteful posters – two per child. Posters can be put up with houseparent’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**

Younger students have one-half hour quiet time each night. All older students will have one hour set aside by their 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 their 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.

### **Faith**

Faith education remains an integral part of Kurn Hattin. Due to COVID-19, we are not able to attend local services and instead will host a series of multi-faith community leaders to offer educational services throughout the school year.

### **Dining Hall Guidelines**

- Everyone needs to wash their hands or use hand sanitizer before entering the dining hall
- Cottages arrive at their scheduled time for each meal
- Toys, fidgets, and grooming supplies are not allowed in the dining room.
- Houseparents are required to sit with their cottage throughout the meal, teaching appropriate eating habits and social skills.
- Students may engage in conversations with their peers while waiting for their turn to get in line for food
- Each student must take a tray and is required to take items from at least three of the food groups.
- We promote positive table manners: use a napkin, chew with your mouth closed, and no talking while chewing

- Voice levels should be appropriate for the people sitting at your table. Talking between tables is not permitted.
- Students should remain with their cottage table except to get food or take up their trays.
- Children must ask their houseparent for seconds or dessert.
- No trading of food at the table
- Only the director on duty, principal or designee 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.
- 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. Special arrangements may be made at the Director on Duty's discretion.
- 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 the kitchen worker on duty.
- No open-toe shoes or tank tops allowed.

#### **Dining Room**

- All tables cleared of dishes, silverware, and glasses.
- Tables wiped thoroughly.
- Floor swept completely.
- All rubbish removed to the dumpster, boxes to the recycling bin.
- Students will be dismissed when their houseparent or kitchen staff 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 driver.
- Aisles are to be kept free of all objects.
- Eating or drinking in school vehicles is 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 enter or exit 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, and Farm Road is permitted at the discretion of the Director on Duty. Riding in back of the Thomas Building, barn, or athletic fields, is strictly prohibited without adult supervision.
- Any child violating these rules will lose the privilege of riding their 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 look both ways. 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 houseparent'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.

## **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 the 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, two (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-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.

### **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, administrators, residential staff, nursing, and food service employees to recognize mealtime as an integral part of the educational program of Kurn Hattin. Our Wellness Policy remains in compliance with the Healthy, Hunger-Free Kids Act of 2010 and will be reviewed by the Wellness Committee annually.

### **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**

Kurn Hattin Homes is committed to providing all of its children with a safe and supportive school environment in which all members of the community are treated with respect. This policy addresses incident(s) and/or conduct that occur on KHH property, on a KHH bus or at a KHH-sponsored activity, or incident(s) and/or conduct that does not occur on KHH property, on a KHH bus or at a KHH-sponsored activity but where it can be shown the activity poses a clear and substantial interference with another child's right to access educational programs or a direct harm to the welfare of KHH can be demonstrated.

Harassment, hazing, and bullying is a form of unlawful discrimination that will not be tolerated. Harassment, hazing, and bullying, as 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 Homes** to prohibit the harassment of children based on a child's or child's family's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, and/or 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 Homes** to prohibit the hazing and bullying of children. Consistent with these purposes, annually, **Kurn Hattin Homes** will select two designated employees to receive complaints and will publicize their availability in any publication of **the Homes** that sets forth the comprehensive rules, procedures, and standards of conduct for the Homes. The following employees of **Kurn Hattin Homes** have been designated by **KHH** to receive harassment, hazing and bullying complaints pursuant to this policy and 16 V.S.A. §570 et seq.:

Name: Ellen Wood  
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 child from bringing a complaint to any adult at KHH.

It is the intent of **Kurn Hattin Homes** to apply and enforce this policy in a manner that is consistent with children's 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 Homes** 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, KHH 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 children, expulsion, or removal from KHH 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 Homes' 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 child's or a child's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, and/or gender identity<sup>1</sup>. that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a child'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,<sup>2</sup> 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 child's education, academic status, or progress; or

(ii) submission to or rejection of such conduct by a child is used as a component of the basis for decisions affecting that child.

(2) Racial harassment, which means conduct directed at the characteristics of a child's or a child'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, taunts on manner of speech, and/or negative references to cultural customs.

(3) Harassment of members of other protected categories means conduct directed at the characteristics of a child's or a child's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, and/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/or 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 child 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 child. 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:

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<sup>1</sup> 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."

<sup>2</sup> 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.



- (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 child by another child or group of children and that:

- (A) is repeated over time;
- (B) is intended to ridicule, humiliate, or intimidate the child; and
- (C) (i) occurs during the school day on KHH property, on a KHH bus or at a KHH-sponsored activity, or before or after the school day on a KHH bus or at a KHH-sponsored activity; or
- (ii) does not occur during the school day on KHH property, on a KHH bus, or at a KHH-sponsored activity and can be shown to pose a clear and substantial interference with another child's right to access educational programs.

D. **"Complaint"** means an oral or written report by a child or any person to an employee alleging that a child has been subjected to conduct that may rise to the level of harassment, hazing, or bullying.

E. **"Complainant"** means a child who has filed an oral or written complaint with a KHH employee or a child 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 KHH 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 Homes**, an agent of KHH, a KHH board member/member of the board of trustees, a student teacher, an intern, or a KHH 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 child allegedly subjected to the harassment, hazing, or bullying, another child, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.<sup>3</sup>

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 KHH employee directed at a child 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.

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<sup>3</sup> See 16 V.S.A. §570f(d)(3).

Retaliation may also include conduct by a child directed at another child in the form of further harassment, intimidation, and reprisal.

J. **"School administrator"** means an Executive Director, Assistant Executive Director, Principal, Director of Residential Services, or designees of the above.

### **III. Reporting Child Harassment**

A. Child reporting: Any child 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 KHH employee.

B. KHH employee reporting: Any KHH 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 KHH 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 a KHH administrator.

C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute child harassment, hazing, or bullying under this policy should promptly report the conduct to a designated employee.

D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing 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 children, 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:<sup>4</sup> Upon receipt of a complaint of harassment, hazing, or bullying the designated employee shall immediately inform a KHH 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

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<sup>4</sup> See 16 V.S.A. §5701(d)(3).

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 KHH administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where KHH 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 KHH 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 KHH administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the KHH 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 KHH 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 child has engaged in harassment, hazing, or bullying, the KHH 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 KHH disciplinary policies or codes of conduct, the designated employee shall report such conduct to the KHH administrator for action in accordance with relevant KHH policies.

All levels of internal reviews<sup>5</sup> of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by KHH, be completed within 30 calendar days after the review is requested.

C. Action on a substantiated complaint: If, *after* investigation, KHH finds that the alleged conduct occurred and that it constitutes harassment, hazing, or bullying, KHH 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 child, 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, KHH 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

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<sup>5</sup> An "internal review" is any procedure provided by the school through policy or practice and is not the same as an "independent review" pursuant to 16 V.S.A. § 570a(b).

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 KHH 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.

F. Retaliation: It is unlawful<sup>6</sup> 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 Homes'** obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of children's records or other applicable discovery or disclosure obligations.

B. The KHH 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 Homes** 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.

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.<sup>7</sup> Annually, prior to the commencement of curricular and co-curricular activities, **Kurn Hattin** shall provide notice of this policy and procedures to children, custodial parents or guardians of children, and employees. Notice to children shall be in age-appropriate language and include examples of harassment, hazing, or bullying. At a minimum,

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<sup>6</sup> See 9 V.S.A. § 4503.

<sup>7</sup> See 16 V.S.A. §§570a(a)(6), 570b(6) and 570c(6).

this notice shall appear in any publication of the Homes that sets forth the comprehensive rules, procedures, and standards of conduct for KHH.

B. Training.<sup>8</sup> The KHH administrator shall use her/his discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with children to help prevent harassment, hazing, or bullying. The KHH administrator shall implement training for KHH staff within the context of professional development to enable staff to recognize, prevent, and respond to harassment, hazing, or bullying.

### **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](mailto: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](mailto: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;  
Public Accommodations Act, 9 V.S.A. §§4500 et seq.;  
Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);  
Education, 16 V.S.A. §166(e);  
Education, Bullying, 16 V.S.A. §570c;  
Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;  
Education, Harassment, 16 V.S.A. §570a;  
Education, Harassment, 16 V.S.A. §570c;  
Education, Harassment, 16 V.S.A. §570f;  
Education, Hazing, 16 V.S.A. §570b;  
Education, Hazing, 16 V.S.A. §570f  
Education, Discipline, 16 V.S.A. §1161a;  
Education, Suspension or Expulsion of Pupils; 16 V.S.A. §1162;

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

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,



## Kurn Hattin Homes Behavior Matrix



Building Connections  
to Change Behaviors, Repair  
Relationships and Improve Results

- Office referral form (the yellow slips) - use this form: [KHH Office Referral Form](#)
- Incident report form: [KHH Incident Report Form](#)
- Residential CICO: [Residential CICO template](#)

Tier 1					
BEHAVIOR	1st Redirection	2nd Redirection in Cottage and Classroom	1ST OFFICE REFERRAL (fill out form)	2ND OFFICE REFERRAL (fill out form)	RECURRING OFFICE REFERRAL (fill out form)
<p><b>Behavior that does not follow KHH expectations for effective communication</b></p> <ul style="list-style-type: none"> <li>- We are kind</li> <li>- We are proud</li> <li>- We keep trying</li> </ul>	<p>Review Expectations</p>	<p>-Reset in Cottage or Classroom</p> <p>-Complete reflection worksheet</p> <p>-Bring completed sheet back to cottage/class</p>	<p>-Time Out</p> <p>-Review Expectations</p> <p>-Review Social Skill</p> <p>- Restorative Lunch or time after school.</p> <p>Student engages in a restorative circle</p>	<p>-Complete all previous steps</p> <p>Residential impact - pick one:</p> <ul style="list-style-type: none"> <li>-Extra Chore</li> <li>-Early Bed</li> <li>-Loss of Privilege</li> </ul>	<p>-COMPLETE ALL PREVIOUS STEPS</p> <p>-IHS/ISS</p> <p>-TEAM UPDATED</p> <p>-Implementation of CICO</p>

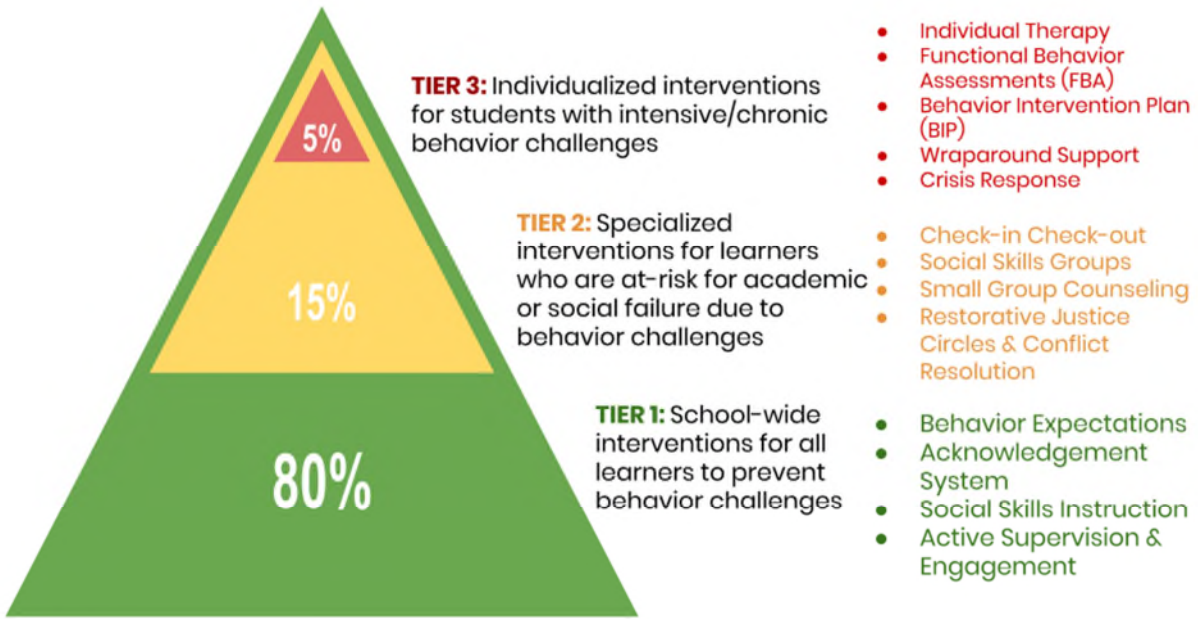
<p><b>interrupting the learning and/or community environment</b></p>	<p>Review Expectations</p>	<p>Reset in Cottage or Classroom</p> <p>-Complete reflection worksheet</p> <p>-Bring completed sheet back to cottage/class</p>	<p>-Time Out</p> <p>-Review Expectations</p> <p>-Review Social Skill</p> <p>-Restorative Lunch or time after school.</p> <p>Student engages in a restorative circle</p>	<p>-Complete all previous steps</p> <p>Residential impact: pick one:</p> <p>-Extra Chore</p> <p>-Early Bed</p> <p>-Loss of Privilege</p>	<p>COMPLETE ALL PREVIOUS STEPS</p> <p>-IHS/ISS</p> <p>-TEAM UPDATED</p> <p>-Implementation of CICO</p>
<p><b>TIER 1</b></p>					
<p><b>Late to a Commitment (Tardy)</b></p>			<p>-Time in Office</p> <p>-Review Expectations</p> <p>-Reentry with Staff</p> <p>-Make up missed time</p> <p>-Reflective Lunch</p> <p>Student engages in a restorative circle</p>	<p>Complete all previous steps</p> <p>Residential: Restorative circle to review impact on others when commitment is late</p>	<p>COMPLETE ALL PREVIOUS STEPS</p> <p>-IHS/ISS</p> <p>-TEAM UPDATED</p>
<p><b>Undirected Obscenities</b></p>			<p>Review Expectations</p> <p>Reflective Lunch</p> <p>Restoration if needed.</p> <p>Student engages in a restorative circle</p>	<p>Timeout in Office</p> <p>- Review Expectations</p> <p>- Teach social skills</p> <p>Residential impact - pick one:</p> <p>-Extra Chore</p> <p>-Early Bed</p> <p>-Loss of Privilege</p>	<p>-COMPLETE ALL PREVIOUS STEPS</p> <p>-IHS/ISS</p>

## Tier 2

<b>BEHAVIOR</b>	<b>Handling in Class/Cottage</b>	<b>1ST OFFICE REFERRAL</b>	<b>2ND OFFICE REFERRAL/RECURRING</b>
<b>Dishonesty</b>	<p>Review Expectations Academic: redo assignment</p> <p>Student engages in a restorative circle</p> <p>Loss of Privilege, if necessary</p>	<p>-Timeout in Office - Review Expectations - Redo assignment - Teach social skills -Restoration with teacher</p> <p>Residential impact - pick two: -Extra Chore -Early Bed -Loss of Privilege</p> <p>-Restorative circle to review impact on others when dishonest</p>	<p>-COMPLETE ALL PREVIOUS STEPS -IHS/ISS</p> <p>-RESTORATIVE JUSTICE</p>
<b>Missed Commitment</b>		<p>Timeout in Office - Review Expectations - Redo assignment - Teach social skills -Restoration with teacher</p> <p>Residential impact - pick two: -Extra Chore -Early Bed -Loss of Privilege</p> <p>-Restorative circle to review impact on others when commitment is late</p>	<p>-COMPLETE ALL PREVIOUS STEPS -IHS/ISS</p>

<p><b>Not following the directives of a staff member</b></p>		<p>Timeout in Office  - Review Expectations  - Teach social skills  -Restoration with staff  -Reflective Lunch</p> <p>Residential impact - pick two:  -Extra Chore  -Early Bed  -Loss of Privilege  Student engages in a restorative circle</p>	<p>-COMPLETE ALL PREVIOUS STEPS  -IHS/ISS</p> <p>Implementation of CICO</p>
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<b>Tier 3</b>		
<b>BEHAVIOR</b>	<b>1ST OFFICE REFERRAL/RECURRING</b>	<b>ONGOING ISSUE</b>
<b>Destruction of Property</b>		
<b>Aggression</b>		
<p>-Hands on another person (student or staff) inappropriately  -Throwing Objects  -Threatening  Gestures/Comments directed/non directed  -Intimidation or Retaliation  -Directed Obscenities  -Physical Assault</p>		
<b>Inappropriate Location/Out of Bounds</b>		
<b>Technology Misuse</b>		
<b>Theft</b>		
<b>Bullying/Harassment</b>		
<b>Out of Area without Permission</b>	<p>Incident Report completed by staff  Complete <b>all</b> previous steps</p> <p>-OCS</p> <p>-Team Meeting</p> <p>-Restorative Justice</p>	<p>-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</p>



**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.



## **Community Handbook**

### *Acknowledgement of Receipt and Understanding*

I have received my copy of the 2020-2021 Community Handbook with its Appendix of Policies, as revised on March 22, 2021. I understand that this booklet outlines my privileged and obligations as an employee and that it constitutes the general personnel policies of New England Kurn Hattin Homes. I understand that in certain instances these policies may be added to, deleted or amended and that I am governed by them with or without notice. I also understand that his manual does not constitute a contract of employment, and my employment is at-will and can be terminated by me or Kurn Hattin at any time, with or without cause.

I understand that the information in this manual is subject to change without notice by management. Such changes may modify, supersede, or eliminate the policies in this booklet.

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Signature of Employee /Volunteer

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Date

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Printed Name of Employee/Volunteer



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# Kurn Hattin Homes

*for Children*

## APPENDIX OF POLICIES

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Camera and Walkie-Talkie Supervision Policy.....	56



## **CHROME BOOK POLICY**

Chromebooks provided by Kurn Hattin should be used for educational purposes only and children are to adhere to this Chrome Book Policy (the “Policy”) and all of its corresponding administrative procedures at all times

A Chrome Book will be provided to each child who must sign an Acceptable Use Agreement.

Chrome Books shall only be used under the supervision of an adult (screens will be monitored at all times by an adult).

Chrome Books shall be kept in locked cart file cabinet classroom when not in use. During non-school hours, classroom and school doors shall also be locked.

If conditions require in-cottage or remote at home learning:

- Chrome Books shall be used for remote instruction or homework only.
- Chrome Books shall only be used under adult supervision (screens will be monitored at all times by an adult).
- Chrome Books shall be locked in the house parent’s apartment or cottage office when not in use.





## **CAMERA AND WALKIE-TALKIE SUPERVISION POLICY**

Kurn Hattin Homes (“KHH”) has implemented and enhanced its ability to supervise children through the ongoing use and periodic upgrades of a Campus wide camera system. It also uses walkie-talkies so that Teachers, House Parents, Nurses and Management can communicate in real time if they observe any issues in monitoring. These cameras and related equipment shall be routinely checked to maintain proper operation. The system shall include, at a minimum, cameras and a monitoring system to allow House Parents and Residential Supervisors to view children in the cottages, and for KHH Administration to observe children on KHH campus. KHH shall also partner with outside vendors to help in identifying and maintaining sufficient operable equipment.

Kurn Hattin Homes’ current camera and Walkie-Talkie system for supervision includes:

1. Walkie-Talkies for all teaching, residential, and nursing staff.
2. Cottages:
  - House Parent motion sensitive cameras and monitors with voice speakers to communicate with the children. House Parent shall keep the monitor with them during their shift.
  - Residential Director cameras in each cottage and monitoring bay of screens located in Residential Director’s office.
3. School and Campus

Dean of Students’ classroom and outdoor cameras and monitoring bay of screens located in Dean of Students’ office.