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**Kurn Hattin Homes**  
*for Children*

**New England**

**Kurn Hattin Homes**

**Westminster, Vermont**

**Community Handbook**

**2022 – 2023**

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



## 2022-2023 SCHOOL CALENDAR

August 20-27	Children Home - cottages close on Friday August 19
August 22-26	Residential/Academic In-service
August 28	Children Return to Campus
August 29	First Day of Classes
September 5	Labor Day - no school
October 7	Student Conference Meetings
October 10-14	Fall Break-No School
November 18	Last day of classes before Thanksgiving vacation
November 21-25	Thanksgiving break -No school
November 28	Classes resume
December 21	Last day of classes before the winter break
December 22-January 2	Winter break - No school
January 3	Classes resume
February 17	Student Conference Meetings
February 20- 24	February Break-No School
February 27	Classes resume
April 7	Student Conference Meetings
April 10-14	Spring Break-No School
April 17	Classes resume
May 29	Memorial Day-No School
June 2	Last Day of Classes
June 3	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 M-F	802-721-6915
Director of Residential Services Fri-Sun	802-721-6918
Residential Dean	802-721-6927
On Call Director (emergencies)	802-376-9000
Principal	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	802-721-6958
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 Homes. This handbook has important information for students and families about campus life and the tools to help make each child's time at Kurn Hattin Homes successful. Please read the provided information and ask questions as needed. The staff at Kurn Hattin Homes will discuss any concerns or clarify any information. Open communication is imperative to the children's success. This handbook is compiled to provide a safe, healthy, and educational environment for all our children, staff, and families. It does not cover every possible situation and may be modified as necessary.

## **COMMUNITY EXPECTATIONS - We are kind. We are proud. We keep trying!**

- We are all expected to respect the campus policies, property, others, and ourselves.
- Each person is an individual.
- We encourage each other.
- Everyone is responsible for their own success.
- Everyone is allowed to feel good about their own body and to have ownership over their personal space and privacy.
- We balance the need to talk openly about feelings and problems with the need to respect an individual's privacy.
- We are kind and respectful. We do not hurt others physically or emotionally.
- We celebrate diversity.
- We promote equity and inclusion.
- We give safe, natural consequences with a focus on restorative practices to build a strong community.
- We guide the learning of important lessons of life.
- We improve our social skills every day.
- 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 children.
- We work together to establish a bully-free climate.
- We represent Kurn Hattin Homes when we are off campus and always put forth our best behavior.
- We enjoy a smoke-free and weapon-free campus.

## **BEHAVIOR EXPECTATIONS**

Our goal is to teach children the communication skills they need to be successful by using appropriate self-advocacy, problem solving, collaboration, taking responsibility for themselves, and being self-motivated to make good choices. We use a Behavior Matrix following the PBIS and Restorative Practices approach. The Behavior Matrix is available on pages 17-20.

### **General Behavior Expectations - Respect self, others, and the environment.**

- Follow directions the first time given.

- Respect others' personal space. Keep hands, feet, and other body parts to yourself.
- Be sure the adult in charge knows where you are at all times.
- Follow all cottage/school/campus rules.
- Be responsible for your behavior and personal property.
- Bedtime safety includes staying in your own room and space after lights out except for bathroom visits or medical issues.
- All road crossing is to be done in designated areas only and with full use of crosswalk lights.
- Children are not allowed to have pets at Kurn Hattin Homes.
- Gum chewing is not allowed on campus or in any KHH vehicle.
- Children's clothing, bags, and items will be checked by the houseparent upon return to campus.
- Children should not have in their possession any object that could cause harm to self, others, or property. Unsafe items will be held by the Director on Duty or Houseparent.

**Possible rewards for meeting expectations:**

- Extra free time, extra activities, and later bedtimes.
- Community group activities or off-campus activities.
- Caught Being Good Store, Student/Resident of the Month, and Summer Recreation Camper of the Week.
- Gold Card – Reward System for 7<sup>th</sup> & 8<sup>th</sup> Graders.

A child may be sent to an administrator if consistently not meeting campus expectations or Tier Three behaviors. Please see the Behavior Matrix on pages 17-20 for a list of specific behavior and consequences up to and including OCS and Discharge. Every child 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 or Dean through investigation, interview, and discussion with the staff and student(s) involved. The Residential Director on Duty, Principal, or Dean will determine appropriate restorative approaches considering age, cognitive ability, past history, intent, and individual needs of the students involved. Children need to make a plan before returning to class or the cottage.

In general, no extra cottage consequences are to be given for school behavior, and extra school consequences will not be given for cottage behavior.

**Gold Card – Reward System for 7<sup>TH</sup> & 8<sup>TH</sup> Graders**

The Gold Card reward system is for youth who 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 earning Gold Card 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.

- Complete campus responsibilities appropriately, i.e., chores, homework, community service, music/sport requirements, etc.

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

### **Possible Gold Card Rewards**

- Later bedtime.
- On/Off Campus activities.
- Greater campus freedom, including eating in the Kelsey Room.
- Gold card events.
- There will be a special 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 assigns a response based on the child's behavior and staff report. If an ISS or IHS is determined as an appropriate response, then children serve their ISS/IHS in a location determined appropriate by the Director on Duty, Principal, or Dean.
- 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 can approve additional time should the situation warrant it.
- Children should complete a processing sheet and meet with staff within the suspension hours.
- A staff incident report must be completed within 24 hours.
- 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 families are notified.
- During ISS/IHS time, children must remain in their assigned room and have permission whenever they leave. Children will be allowed to use the bathroom facilities with permission and will receive all meals.
- 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.
- Children creating a disturbance while in ISS/IHS may remain a longer time than the original time assigned.

### **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 child 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/Dean.
- 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 (OCS) if there is an escalation in her/his/their behavior beyond the means of on-campus interventions.

Children with an OCS will be sent home with guardians as soon as possible. The 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 child's dismissal from the program. The Admissions Committee determines the length of an OCS on an individual basis.

A plan will be made for the child's return to campus, including a meeting with the staff and family to finalize a plan to assist the child with success in the KHH 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 Homes staff has been trained in Nonviolent Crisis Intervention as developed by the Crisis Prevention Institute (CPI). Staff use Therapeutic Holds as a last resort and only at the direction of the Director on Duty, Principal, or Dean. 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. Health Services and Counseling will follow up with each child after a Therapeutic Hold has been used.

### **STUDENT DRESS CODE**

Kurn Hattin Homes' dress code is meant to guide and support children to learn to be appropriately attired for school, play, dress-up events, and our four seasons in Vermont. Please be sure to mark all of your child's belongings with their full name in sharpie - along the waistband or inside the collar. Please keep in mind we do have a gently worn clothing closet on campus for our/your growing children and to fill any needs that may arise. Below are the guidelines we expect all to understand and follow:

**School Clothes** (3-4 outfits) At Kurn Hattin Homes, we dress for success for school and for formal events:

- Collared shirt, polo style or button up

- Unripped jeans or khaki-material pants in any color or shorts/capris in warm weather
- Sneakers (required for P.E.), tie shoes or loafers, or back strap/closed toe sandals (no Crocs) in warm weather
- Students may wear skirts or dresses to school with tights or leggings underneath
- Tights and footless leggings may be worn under a skirt or dress but not on their own
- Hooded sweatshirts may be worn in school; however, the hood must remain off during the school day and may not be worn to formal events
- One item that is camouflage may be worn to school

**Play Clothes** (3-4 outfits) All children are encouraged to change from their school clothes to play or participate in athletics at the end of the school day (play clothes may be worn to dinner). This can include any of the following:

- Sweatpants, athletic shorts, jeans, and wind pants
- T-shirts, army fatigues, and camouflage gear
- Wide strap tank tops with a crewneck
- Shirts should cover all midriff areas
- Shorts, including sports, mesh, or denim (about mid-thigh or longer)
- Sandals with backs traps (no flip-flops) may be worn during playtime but **not** to summer recreation
- Pants for play may have holes in the knees only

**Children will also need (as appropriate):**

2 sweatshirts	2 pair pajamas	1 bathing suit (1 piece)
6 pair underwear & socks	Bras/sports bra	1 pair of winter boots
1 lightweight jacket for Fall/Spring	1 Winter coat	1 pair waterproof gloves/mittens

**Formal/Graduation Dress Code** Dress Pants or Dresses must be worn by our wonderful scholars

**Dresses must:**

- Have at least 1" straps
- A skirt and dress blouse is also appropriate
- Appropriate footwear must be worn - appropriate heels with back strap

**Dress Pants outfits must be:**

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

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

- Facial or body piercing
- Fake fingernails, nail tips, and false eyelashes

- Clothing with sexually suggestive or violent sayings or pictures, advertising alcohol, cigarettes, or illegal substances or with knives, guns, blood, or crossbones
- Thong underwear
- Two-piece bathing suits or bathing suits with side cutouts
- Halter tops, halter dresses, strapless dresses/shirts, or tank tops with spaghetti straps
- Body hugging clothing (i.e. spandex, clothing that is too small, or clothing intentionally designed as body hugging)
- Shaved designs in hair including shaved/ notched eyebrows
- Aerosol spray cans (including hair spray, deodorant, or perfume)
- Pants and shorts may not have writing on the back side

**Further guidance:**

Make sure to send your child(ren) with seasonally appropriate clothing:

**Warm Weather**

- Children may wear shorts/capris when the days (typically 7am) temperature starts *above* 50 degrees - it can still be warm in many months of the year

**Winter Clothing/cold weather**

- Children are required to wear a winter coat, hat, waterproof gloves/mittens and waterproof boots during the winter months outside and change into sneakers or other appropriate indoor footwear for school when entering the school building - jackets may not be worn in school and should be neatly hung up in the boot room

**Students under 13**

- Small appropriate earrings are allowed with no more than two earrings per ear
- No makeup or perfume

**Students 13 & over**

- Makeup, perfume, and cologne may be worn to school and must be appropriate - cologne or perfume should be applied lightly and must *not* be brought to the school building
- Appropriate earrings are allowed with no more than two earrings per ear
- “Nail covers “that do not extend beyond the finger tips are allowed

**Clothes must fit properly & General Appearance**

- All clothes should have a comfortable, loose fit
- Shorts must provide significant coverage (about mid-thigh or longer)
- All children must wear appropriate undergarments
- **All outfits must be approved by the staff. If your clothing is unacceptable, you will be sent back to the cottage to change, and those clothes will be sent home.**

**Concert, band, or special performance outfits will be supplied by Kurn Hattin Homes**

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

**HAIRCUTS & HAIRSTYLES**

- Haircuts are given on a regular basis. Guardians may give permission at the time of enrollment

- Hair can be long or short but must be clean and well groomed
- Colored/highlighted hair or hair extensions must be within a natural hair color range

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

Kurn Hattin Homes supports access to rich information resources by children and staff as well as development of staff instructional skills to analyze, evaluate, and incorporate electronic resources within the curriculum. Kurn Hattin Homes’ 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 Homes’ 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 Homes’ electronic resources, including the Internet, will be available to children 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. 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 KHH’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 KHH’s systems are private.
- Students should not access materials for any purpose that KHH 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 KHH 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 KHH computers.
- Students may not access gambling sites, download music, or use instant messaging on KHH 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.

### **Limitation/Disclaimer of Liability**

Kurn Hattin Homes 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 Homes is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on KHH electronic resources network, including the Internet.

Kurn Hattin Homes is not responsible for any damage experienced, including but not limited to loss of data or interruptions of service. Kurn Hattin Homes 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 Homes' 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 KHH computers will not be tolerated and will result in disciplinary action.

### **Permission for Use**

Students must always get permission from Kurn Hattin Homes 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 an administrator. If you encounter a problem with security, please report it immediately to KHH staff.

### **Community Electronic Use**

- Children are not permitted to bring cell phones, electronic readers, laptops, tablets, video games, video game consoles, cameras, data storage devices, or recreational electronics to campus (unless explicitly referenced below).
- MP3 players that do not have internet access capabilities, with appropriate music, may be used under the direct supervision of the houseparent. AM/FM radios may be kept in children's rooms per houseparent discretion.

- 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.
- Cameras provided by Kurn Hattin Homes may be used under staff supervision in the cottage for special school projects that have been approved by the Director on Duty.
- Compact Disks (CDs) and/or videos with a parent-warning label or inappropriate content (at the houseparent's discretion) are not allowed on campus. Homemade (burned) CDs or DVDs are not allowed.
- R-rated movies and movies with a NR (non-edited versions) are not permitted, and PG-13 movies may only be shown to youth 13 and above.
- Kurn Hattin Homes is not responsible for any loss or damage to electronic devices.
- Age appropriate video/electronic games may be earned as a privilege within the cottages.

### **DINING HALL GUIDELINES**

- Everyone needs to wash their hands or use hand sanitizer before entering the dining hall.
- Toys and grooming supplies are not allowed in the dining room. Sensory devices must be pre-approved by the Director on Duty.
- Houseparents are required to sit with their cottage throughout the meal, teaching appropriate eating habits and social skills.
- Children may engage in conversations with their peers at their own table while waiting for their turn to get in line for food. Free reading is at the discretion of the Director on Duty.
- Each child must take a tray and is required to take items from at least three of the food groups.
- We promote positive table manners: use of a napkin and utensils, chew with mouth closed, and no talking while chewing.
- Voice levels should be appropriate for the people sitting at the table.
- Children should remain with their cottage table except to get food or take up their trays.
- Children must ask their houseparent for seconds.
- No trading of food is allowed at the table.
- Children may sit with siblings when approved by both houseparents.
- Children may sit with friends in 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.
- Children may not sit with visiting families other than their own.
- Teachers and other staff are encouraged to sit with children at lunch.

### **Kitchen and Dining Room Responsibilities**

#### **Dining Room**

- All tables should be cleared of dishes, napkins, milk cartons, silverware, and glasses.
- Tables need to be wiped thoroughly.
- The floor should be swept completely.
- All rubbish needs to be removed to the dumpster, boxes to the recycling bin.
- Children will be dismissed when their houseparent or kitchen staff approves their work.

#### **Kitchen**

- Come prepared to work.
- Use appropriate social skills in the kitchen.
- Duties include: dish machine duty, wiping tables, sweeping, and rubbish removal.
- 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 per Health Department regulations.

### **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.

- 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.
- Staff should check the playground area before their 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.

### **FAITH**

While Kurn Hattin Homes is a secular institution, we recognize spirituality as a valuable facet of a whole person. Moments of silence/prayers may be used at various times. Additionally, exposure to a variety of faith traditions will be scheduled for children, especially the older children, as both an educational and a spiritual experience. If a family expresses interest in having their child participate in particular faith-based practices, Kurn Hattin Homes may facilitate connections between their child and the appropriate organizations available in our community.

### **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 children 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 door-holders will close the door and join the others in the designated meeting place. Houseparents or teachers will tell the children 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 children will participate in bus evacuation drills two times per year.

### **RESTORATIVE ACTIONS**

Kurn Hattin Homes promotes the use of Restorative Justice within all realms of the community to help solve problems, encourage accountability, and make amends. The Restorative Justice community-building circle process is integrated into classrooms and cottages to create an intentional, safe space for children to voice concerns and develop relationships with their peers.

“For the growing number of districts using restorative justice, the programs have helped strengthen campus communities, prevented bullying, and reduced student conflicts. And the benefits are clear: early-adopting districts have seen drastic reductions in suspension and expulsion rates, and students say they are happier and feel safer.”

To read more about Restorative Justice in schools please visit:

<https://www.edutopia.org/blog/restorative-justice-resources-matt-davis>

### **POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS (PBIS)**

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

**What is PBIS?** PBIS supports the success of ALL students. PBIS provides a framework for academic and behavioral support. PBIS is structured to enhance the adoption and implementation of a continuum of evidenced-based interventions to achieve academically and behaviorally important outcomes for all children.

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

Our community-wide expectations are...

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

These correlate with our Core Values: Nurturance, Perseverance, Hope, Compassion, and Sense of Worth.

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

## **Kurn Hattin Homes Behavior Matrix**





Building Connections  
to Change Behaviors, Repair  
Relationships and Improve Results

Applied at the discretion of the Principal, Dean, or Director

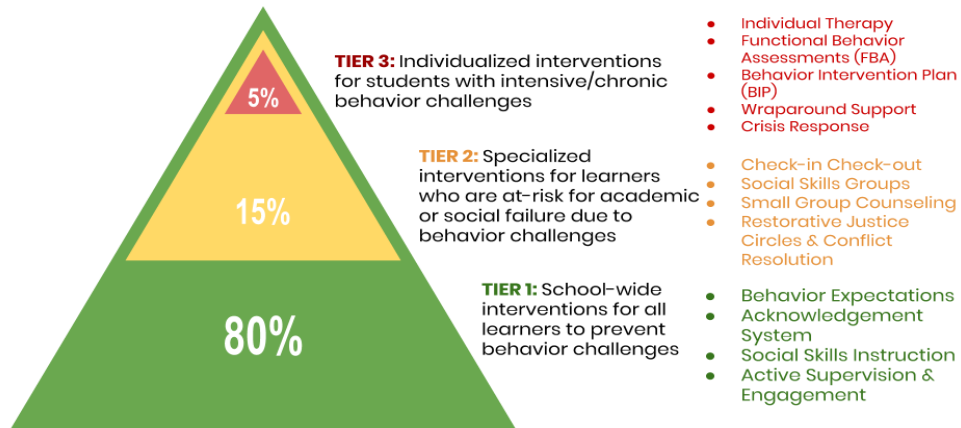
<b>Tier 1</b>					
→	→	→	→	→	→
<b>BEHAVIOR</b>	<b>1st Redirection</b> in Cottage or Classroom	<b>2nd Redirection</b> in Cottage or Classroom	<b>1ST OFFICE REFERRAL</b> (fill out form)	<b>2ND OFFICE REFERRAL</b> (fill out form)	<b>RECURRING OFFICE REFERRAL</b> (fill out form)
<b>Behavior that does not follow KHH expectations for effective communication</b>  - We are kind - We are proud -We keep trying	Review Expectations	-Reset in Cottage or Classroom  -Complete reflection worksheet  -Bring completed sheet back to cottage/class	-Reset  -Review Expectations -  -Review Social Skill  - Restorative Lunch or time after school.  Child engages in a restorative circle	-Complete all previous steps  Residential impact - pick one: -Extra Chore -Early Bed -Loss of Privilege	-COMPLETE ALL PREVIOUS STEPS  -IHS/ISS  -TEAM UPDATED  -Implementation of CICO
<b>Interrupting the learning and/or community environment</b>	Review Expectations	Reset in Cottage or Classroom  -Complete reflection worksheet  -Bring completed sheet back to cottage/class	-Reset  -Review Expectations  -Review Social Skill  -Restorative Lunch or time after school.  -Child engages in a restorative circle	-Complete all previous steps  Residential impact: pick one: -Extra Chore -Early Bed -Loss of Privilege	COMPLETE ALL PREVIOUS STEPS  -IHS/ISS  -TEAM UPDATED  -Implementation of CICO

<b>Late to a Commitment (Tardy)</b>			<ul style="list-style-type: none"> <li>-Reset in Office</li> <li>-Review Expectations</li> <li>-Reentry with Staff</li> <li>-Make up missed time</li> <li>-Reflective Lunch</li> </ul> <p>Child 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>
<b>Undirected Obscenities</b>			<p>Review Expectations</p> <p>Reflective Lunch</p> <p>Restoration if needed.</p> <p>Child engages in a restorative circle</p>	<p>Reset in Office</p> <ul style="list-style-type: none"> <li>- Review Expectations</li> <li>- Teach social skills</li> </ul> <p>Residential impact - pick one: -Extra Chore -Early Bed -Loss of Privilege</p>	<p>-COMPLETE ALL PREVIOUS STEPS</p> <p>-IHS/ISS</p>

<b>Tier 2</b>			
→		→	
<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>Child engages in a restorative circle</p> <p>Loss of Privilege, if necessary</p>	<p>Reset in Office</p> <ul style="list-style-type: none"> <li>- Review Expectations</li> <li>- Redo assignment</li> <li>- Teach social skills</li> <li>-Restoration with teacher</li> </ul> <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</p> <p>-IHS/ISS</p> <p>-RESTORATIVE JUSTICE PROCESS</p>
<b>Missed Commitment</b>	<p>Review Expectations</p> <p>Loss of Privilege, if necessary</p>	<p>Reset in Office</p> <ul style="list-style-type: none"> <li>- Review Expectations</li> <li>- Redo assignment</li> <li>- Teach social skills</li> <li>-Restoration with teacher</li> </ul> <p>Residential impact - pick two: -Extra Chore -Early Bed -Loss of Privilege</p>	<p>-COMPLETE ALL PREVIOUS STEPS</p> <p>-IHS/ISS</p>

		-Restorative circle to review impact on others when commitment is late	
<b>Not following the directives of a staff member</b>	Review Expectations  Loss of Privilege, if necessary	Reset in Office - Review Expectations - Teach social skills -Restoration with staff -Reflective Lunch  Residential impact - pick two: -Extra Chore -Early Bed -Loss of Privilege  - Child engages in a restorative circle	-COMPLETE ALL PREVIOUS STEPS -IHS/ISS  Implementation of CICO

<b>Tier 3</b>		
<b>BEHAVIOR</b>	<b>1ST OFFICE REFERRAL/RECURRING</b>	<b>ONGOING ISSUE</b>
<b>Destruction of Property</b>	-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  Incident Report completed by staff Complete <b>all</b> previous steps  -OCS -Team Meeting	
<b>Aggression</b>		
-Hands on another person (child or staff) inappropriately - Inappropriate "horseplay" -Throwing Objects -Threatening Gestures/Comments directed/non directed -Intimidation or Retaliation -Directed Obscenities -Physical Assault		
<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>		



## **ADMISSIONS AND FAMILY OUTREACH**

### **Admissions**

Our family-focused Admissions team at Kurn Hattin Homes seeks out children and families most able to benefit from our program. Families meet with our Admissions Coordinator prior to submitting an application, and are encouraged to arrange a tour of campus to learn more about our facilities and determine the best fit for their child. The Admissions team works closely with accepted students throughout the application and enrollment process, and remains available to support families as they transition into their role as new Kurn Hattin Homes community members. In addition to recruiting and welcoming new children, the Admissions team coordinates with referral sources such as schools, social service centers, and community agencies to ensure the Kurn Hattin Homes experience is available to children from across the Northeast.

### **Transition Period**

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

During the transition period:

- The Student Support Team will receive biweekly updates from the Residential, Academic, Health Services, and Counseling departments.
- The Family Outreach team will maintain contact with the family in order to act as a support and liaison. Families are encouraged to communicate directly with other staff, too.
- Generally, children may go home the second weekend after their enrollment date. After the first visit home, children and families follow the existing Going Home Policy.

## **Family Outreach**

The Family Outreach Program at Kurn Hattin Homes 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 KHH. 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/visits, 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 families and Kurn Hattin Homes
- Assistance in finding resources for housing, food, counseling, education, financial aid, and transportation in families' communities
- On campus housing at the Thomas Building for overnight visits
- Weekly event emails informing families of upcoming activities in the Kurn Hattin Homes Community, including sporting events, concerts, and Family Days.
- Help in the transition for 8<sup>th</sup> grade students to their local 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.

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

**Please feel free to contact Family Outreach.**

### **Contact Information:**

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

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

### **Guidelines for Thomas Building**

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 Thomas Building.

### **SCHOOL**

Kurn Hattin Homes operates an independent school for grades K-8. Our program is approved through the Vermont Agency of Education. Classes at Kurn Hattin Homes 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, Smart LAB, and Social Skills.

### **SCHOOL ATTENDANCE POLICY**

School attendance is essential for academic success. Kurn Hattin Homes' students are expected to be present and on time for school every day.

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 and to provide the reason.

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 guardian. A plan will be discussed to improve attendance.

### **GRADING**

K-1 uses Proficiency Based Grading and grades 2-8 use the following Academic grading process:

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 all A level grades.

**STUDENT OF THE MONTH:** The academic staff votes monthly to designate students in each skill grouping that demonstrate above average effort, attitude, and growth.

### **SCHOOL EXPECTATIONS**

- Hats and bandanas are not to be worn during school programming or in the school building.
- Makeup, perfume, and hair products may not be brought to school or to the school building.
- Video games, radios, electronic devices, data storage devices, and cameras are not allowed.
- Personal flash drives are not permitted. If flash drives are needed, they will be provided 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 if out of compliance

### **RESET POLICY**

Reset (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 reset exceeding thirty minutes in duration shall be approved by supervisory staff. Any use of reset 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 identified as being in need of academic support will have a Multi-Tiered Systems of Support (MTSS) plans coordinated by the teaching faculty. Generally, 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, 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.

### **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 Homes, success is judged by the social and athletic improvement made by each student athlete. Kurn Hattin Homes 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.

### **TYPICAL SPORTS OFFERED (as participant numbers allow)**

Fall	Coed Soccer
	Girls Soccer
	Boys Soccer
	Co-ed Cross Country
	Horse Program
Winter	Coed Basketball
	Girls Basketball



Boys Basketball  
Pee Wee Basketball  
Horse Program

Spring      Coed Baseball/Softball  
              Girls Softball  
              Boys Baseball  
              Co-ed Track  
              Horse Program

Various other activities will be offered at different times throughout the year. Participation on all Kurn Hattin Homes Athletic Teams is a privilege. Should effort, attitude, and behavior not be appropriate, children may be suspended or eliminated from the team for part or all of that season.

### **SCHOOL VEHICLE RULES**

These are the rules students will follow when riding on the school bus and all other Kurn Hattin Homes 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 when in 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 the driver will not be distracted.
- 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 in 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 child 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 children to the rear seat next to the emergency door.
- Any child under 8 years old must ride in a booster seat in vehicles equipped with seatbelts.
- Children under 13 are not permitted in the front seat of vehicles.
- Children are not permitted to ride in the bed or on the tailgate of a pick-up truck.

### **RESIDENTIAL**

Kurn Hattin Homes residential life program strives to provide a home-like environment for the children in each cottage by the staff who work closely with them and their families. That partnership between families and residential staff is a crucial component of our program and the work we do as a team with each child. We teach the children life skills, how to use effective interpersonal communication with their peers and adults, how to resolve conflict appropriately,

and all the while, we have a lot of fun! Each cottage is designated by age groups so the children can learn and grow with their age-appropriate peers. Each cottage usually has two assigned houseparents who split the week up in working shifts to provide the supervision, nurturing and support the children need.

### **Cottage Life**

Each cottage provides a welcoming environment for the children in a home-like atmosphere and is geared towards the age groups that reside within the cottage. In our younger cottages there are playrooms with toys and activities, and in the older children's cottages there are "dens" where age-appropriate enrichment activities are available. The residential staff takes great pride in the role cottage life plays in the children's experiences at Kurn Hattin Homes, and their work to teach life skills and good peer relationships skills is designed to benefit the children.

### **Telephone Calls and Letters**

We encourage families to maintain regular phone contact with their children. Calls are allowed two times per week. Please set up call times with the houseparent.

The Residential office provides stamps to children who want to send letters home to family. When sending mail be sure to include the child's name and cottage on the address.

### **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 who was supervising them and get a pass.

### **Campus Store**

The campus store, located in the Mayo Center, holds a variety of items ranging from school supplies, personal hygiene items, small toys, and other games/activities. The children can use their CBG points (Caught Being Good) to purchase items in the store. It is open on a rotating basis so that all children will have a turn in the store.

### **Campus Chore**

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

### **Cottage Responsibilities**

Each child is responsible to clean his/her/their room daily before the beginning of school. Please remember that each building is open to friends of Kurn Hattin Homes for inspection at any time. An unkempt room is not only a reflection on the child, but also on the cottage and community as well.

In addition to being responsible for their own spaces, each child is responsible to perform a daily custodial chore. These chores are assigned by the houseparent on a rotating basis.

### **Wall Hangings**

Bedrooms can be decorated with poster board collages and/or laminated, tasteful posters – two per child. Posters can be put up with approval. Tacks/nails may not be put in the walls.

### **Homework/Reading/Quiet Time - General Expectations**

Younger children have one-half hour quiet time/study hall each night. All older children will have a minimum of one hour set aside by their houseparent to complete homework. If a child's work is completed, this time may then be used to read quietly or write letters home. This time should not be used for showers, games, electronics, or television watching. Each child is responsible for bringing a notebook and books to the cottage. Students in all skill groupings must maintain 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 should be signed daily by teachers.

### **Off Campus Community Activities**

On occasion, families request that their child be able to participate in off-campus activities not sponsored by Kurn Hattin Homes. All KHH responsibilities and commitments come before any off-campus activities. Kurn Hattin Homes 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/replace equipment, clean up, and lock up when leaving. The rules for use of all areas are posted. These areas can only be used with adult supervision.

### **Going Home Policy**

Generally, children may go home two (2) weekends per month, unless the month has a scheduled, week-long school break; in those months, home visits are limited to one weekend. Children may be picked up after school on Fridays no earlier than 2:30 pm and should plan to return before dinner on Sundays (by 4:45 PM).

If a child receives medication, families must retrieve this from Health Services prior to departure, and families must check in with health services before their child returns to the program.

- If a child cannot return to campus by the designated time, families must contact the Director on Duty as soon as possible at (802) 376-9000.
- Adult contact with a Health Services staff or Director must be made before a child leaves campus.
- 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.
- **Children should not be returned to Kurn Hattin Homes 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 Health Center Office or the Director on Duty. Children on meds must return with their medication or they may be sent home.

**PLEASE NOTE:** At times there may be weekend commitments for sports, music, or special events that children will be required to attend. Please check with houseparents to determine whether your child is involved in any activities prior to making weekend plans.

***Communication and cooperation are key to each child's success at Kurn Hattin Homes.***

### **PEER RELATIONSHIP GUIDELINES**

The new guidelines for dating will focus on proactive education in all aspects of healthy relationships for every child. Dating will be allowed for youth, 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 youth write a letter to staff requesting permission to date. Instead, any staff person who becomes aware that youth 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 individuals involved in the relationship and reinforce the healthy guidelines information that is being taught during Social Skills.

These guidelines promote our overall goal of helping all of our children build healthy life skills that will serve them well now and in the future after they leave KHH.

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

Kurn Hattin Homes endorses age-appropriate behavior in the development of relationships between youth. Youth, 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 hand holding, hugging, and gentle kissing in appropriate, supervised social settings. Kurn Hattin Homes does not allow sexual contact between youth. Youth who engage in sexual activity or inappropriate contact will meet with the Directors of Residential Services, Counseling, and Health Services, the Dean, and/or the School Principal to discuss the behaviors.

All children will receive age-appropriate, healthy relationship education as part of a health curriculum. Formal education will be provided by counselors, health services, teaching staff, outreach, and residential staff.

## **BICYCLE EXPECTATIONS**

Children are allowed to bring personal bikes from home. The child is responsible for the bike while it is on Kurn Hattin Homes property. KHH 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 cottage.
- 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.
- All riders 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, rent, buy, or sell a bike at Kurn Hattin.
- Before crossing a main road, riders must come to a complete stop, look both ways, and 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 child must have a houseparent's permission to ride on the nature trails.
- Riders must ride up the hill by the kitchen side of the Mayo Building.
- Riders may not ride down the hill past Hubbard or the Gym.
- Any child violating these rules will lose the privilege of riding their bike for a period determined by the houseparent or director.

## **SWIMMING POOL EXPECTATIONS**

- Supervising 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. Children 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 retrieved and stored 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 is allowed 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 residents 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 break from being in the water is required on the hour.
- Children’s families (visitors) 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.

### **HEALTH AND WELLNESS**

The health and wellness program at Kurn Hattin Homes strives to provide each child with the necessary tools they need for a healthy future. With a focus on their overall well-being, Health Services and Counseling work hand in hand to support each child both physically and mentally. Nurses and Counselors are available throughout the entirety of the school day and after school hours for residential children. Working collaboratively, we provide a safe and supportive care team for the children at Kurn Hattin Homes.

### **COUNSELORS**

Counseling services are available on campus on an “as needed” basis. A child may meet with a counselor if a need or concern arises with the goal of supporting children “in the moment” and without delay. Referrals for counseling services may be made by children themselves, families, or staff. The frequency of ongoing appointments is determined by each individual situation. Counselors will also conduct twice yearly social and emotional screenings for all children, run groups, create individualized wellness/behavior/therapeutic plans as needed, and coordinate telehealth/outside provider appointments for families.

### **HEALTH SERVICES**

The Nursing staff at Kurn Hattin Homes promote a focus on wellness and disease prevention. The goal of Health Services is to keep children healthy, safe, and ready to learn. 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:**

- Physical exams-yearly

- Eye exams-yearly for children who wear glasses and at least every two years for those without vision correction
- Dental check-ups are recommended every 6 months by the American Academy of Pediatric Dentistry but should be done at least yearly
- Immunizations must be kept up to date at all times
- Follow-up calls and appointments for long-term illness or injury
- Provide long-term medications: both over-the-counter and any prescribed medications from their Physician with yearly orders at the start of the new school year.

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

**SERVICES PROVIDED BY THE HEALTH CENTER:**

- Medication management and administration
- Assessment and treatment of ill and/or injured children
- Head checks for lice (required when a child returns to campus)
- Vision and hearing screening
- Appropriate COVID-19 testing per current policies and procedures

**ILLNESS WHILE ON CAMPUS:**

If a residential child who is ill remains in the Health Center for a period longer than two hours, they will be encouraged to forgo after school activities and to rest at the cottage for the remainder of the day/evening.

If a child presents with a temperature of 100.4 degrees or higher and/or has other symptoms that warrant extended care, the child may need to be sent home. If sent home, the child will then need to remain home until **fever free** for 24 hours without fever reducing medication (Tylenol or Motrin). If a child returns to campus and is found to still have a fever, they will be sent home again under the same guidelines mentioned above. If a child is experiencing GI symptoms (vomiting or diarrhea), they may be sent home based upon the Nurse’s assessment. If sent home, they can return once the student has been symptom free for 24 hours.

COVID testing (rapid antigen and/or LAMP testing) may be done if deemed necessary by Nursing.

**ILLNESS WHILE AT HOME:**

If a child becomes ill or has been injured while at home, the Director of Health Services must be contacted before the child returns to Kurn Hattin Homes. It will be at the discretion of the Director of Health Service, in conjunction with the Residential Director, to determine if the child is well enough to return. After three missed school days due to an illness, a child should return to campus with a note from his/her/their physician.

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

- Nature of illness/injury
- Orders regarding treatments and/or medications
- Activity level and any restrictions
- Follow-up care

### **MEDICATIONS:**

Medication administration is managed by Health Services. Any medications (prescribed and/or over the counter) need to be signed in to the Health Services office by an adult. Children should never be carrying medication on them to school or around campus. Medication from home will only be accepted if it is received in an appropriately labeled container from the pharmacy. The label should include: the correct child's name, prescriber's name, medication name (with dose and route) and administration instructions. The medication may not be expired, and the container must not be altered in any way. An order from the prescribing physician must also accompany any prescribed medications.

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

### **OVER THE COUNTER MEDICATIONS:**

An up to date over the counter (OTC) medication consent form, signed by the child's legal guardian, is required in order to give your child OTC medications.

### **CONTACT LENSES:**

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 Residential Director.

Nursing is available to discuss any health concerns regarding your child. Please call the Health Center at (802) 721-6956. There is a nurse available Monday-Friday, 7:00 am-2:30 pm. You can also reach the Director of Health Services directly at (802) 428-3088.

### **BED BUG PROTOCOLS**

Kurn Hattin Homes 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 (or cottage). Electronics must be kept in clear Ziploc bags. They will be kept in the houseparent'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 children’s 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 child the day after treatment to ensure there was no treatment failure. The child will need to be combed by the houseparent daily with a nit comb for seven days.

**Step 4:** After seven days, the child will be re-examined by the nurse to determine if a second treatment should be done. If needed, the child 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 child with a chronic head lice problem, Health Services 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 child 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 child 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.

### **NUTRITION EDUCATION**

To help ensure the health and well-being of each child at Kurn Hattin Homes and to provide guidance to staff in the areas of nutrition, health, physical activity, and food service. Kurn Hattin Homes encourages all staff to recognize mealtime as an integral part of the educational program of the Homes.

### **APPROVED SNACKS**

Kurn Hattin Homes 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

### **APPENDICES**

#### **POLICY ON PREVENTION OF HARASSMENT, HAZING OR BULLYING OF CHILDREN**

##### **I. Purposes**

Kurn Hattin Homes is committed to providing all of its children with a safe and supportive home and 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 **KHH** publication 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: Mary Beth Culver  
Title: Weekday Residential Director  
Contact: (802)721-6915

Name: Will Gardner  
Title: Principal  
Contact: (802) 721-6928

The designation of these 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

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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.

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:

- (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. 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

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

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 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.

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

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 complainant's alternative dispute resolution methods, such as mediation, for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the 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.

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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).

<sup>6</sup> See 9 V.S.A. § 4503.



**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 Homes** 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, 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

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

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

(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;

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).

**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:

Children 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.

Kurn Hattin Homes employees who reasonably suspect child abuse or neglect (including peer-to-peer abuse) 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>. In addition, the suspected abuse will then be documented on-line using KHH forms (including all intake numbers and information from DCF) and will 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 children.

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 desensitizing.
  - 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 ten 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 Homes 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 and Neglect Reporting to DCF

Complete the DCF training on being a mandated reporter:

<https://goto.webcasts.com/starthere.jsp?ei=1087433>

If you reasonably suspect child abuse or neglect, you are legally required to make a report to Family Services Division (FSD) of DCF within 24 hours of the time you first received or observed information about the suspected abuse/neglect.

Before you call, try to have as much information on hand as possible (e.g., the child's name, date of birth, home address, school or child care provider, and parents' names).

A social worker will:

Question you about the situation

Record the information you provide

In some cases, ask you to gather more information

The worker may also ask you to complete a written report using form FS-305

Print a copy of the form and complete it by hand OR

Save the form on your computer and complete it as a fillable form (if your browser does not support fillable forms, try another one)

Fax your completed report to (802) 241-3301

Vermont

(800) 649-5285

Fax (802) 241-3301

New Hampshire

(800) 894-5533

Local (603) 271 6556

Massachusetts

(800) 792-5200

Connecticut

(800) 842-2288

New York

(800) 342-3720

Local (518) 474-8740  
Maine  
(800) 452-1999

Pennsylvania  
(800) 932-0313

New Jersey  
(877) 652-2873

## 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 if harmed or is at substantial risk of harm be 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).

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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. While that is okay, you may not yell or 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.

## **CHILD GRIEVANCES**

If any child 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 houseparent, 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 resolution of any grievance is not reached using the above scenarios, it may be brought to the attention of the Executive Director. The final arbiter for any grievance at Kurn Hattin Homes is the Executive Director. The Board of Trustees does not act as a board of appeals for such matters.

**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



## **CHROMEBOOK POLICY**

Chromebooks provided by Kurn Hattin should be used for educational purposes only and children are to adhere to this Chromebook 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 the Acceptable Use Agreement attached hereto as Schedule A and Schedule B. Chromebook shall only be used under the supervision of an adult (screens will be monitored at all times by an adult). Chromebook shall be kept in a 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).
- Chromebook 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:
  - Houseparent motion sensitive cameras and monitors with voice speakers to communicate with the children. Houseparents 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's classroom and outdoor cameras and monitoring bay of screens located in the Dean's office.

# Vermont Privacy of School Records Laws

<https://statelaws.findlaw.com/vermont-law/vermont-privacy-of-school-records-laws.html>

Federal law and Vermont state law require public school records be kept confidential, ensuring they aren't unnecessarily disclosed. The two main federal laws regarding the privacy of school records are the [Family Educational Rights and Privacy Act](#) (FERPA) of 1974 and the [Protection of Pupil Rights Amendment](#) (PPRA). Vermont schools must follow these laws and can't disregard them because [federal laws trump state laws](#). Here is an overview of privacy of school records laws in Vermont.

## Vermont Law Concerning Privacy of School Records

FERPA is a Federal law that protects the [privacy of student education records](#). The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

### Written Consent

Schools can't release [student educational records](#) without written consent of the parent, except as listed below. If a school needs written parental or guardian consent to release personally identifiable student academic records, they must provide the parent or guardian the following information:

- Records to be released
- Reason(s) for the release
- Organization or individual requesting the records
- Manner the records will be released (electronic, paper, etc.)
- Right to review or receive a copy of the records released

### The Role of PPRA

PPRA protects parent and [student rights](#) by requiring schools make available for inspection instruction materials, surveys, and evaluations that students could be asked to participate in. Also, PPRA makes schools get written consent from parents or guardians before students are required to participate in the surveys or evaluations. Student assessments on any of the following issues can only be conducted with the prior written consent of the student's parent:

- Political or religious affiliations or beliefs
- Mental conditions
- Sexual behaviors
- Criminal or self-incriminating behaviors
- Critical appraisals of the student's close relatives or family friends

- Legally privileged relationships or the equivalent, such as lawyer-student, doctor-student, or clergy-student relationships
- Income, except as required by law (such as free or reduced school lunch or other public benefits)
- Social Security Number

The main provisions of Vermont's privacy of school records laws are listed in the following table. See FindLaw's [School Privacy section](#) for related articles.

Code Section(s)	<a href="#">The Family Educational Rights and Privacy Act</a> (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
Who Has Access to School Records?	<p>FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:</p> <ul style="list-style-type: none"> <li>● School officials with legitimate educational interest;</li> <li>● Other schools to which a student is transferring;</li> <li>● Specified officials for audit or evaluation purposes;</li> <li>● Appropriate parties in connection with financial aid to a student;</li> <li>● Organizations conducting certain studies for or on behalf of the school;</li> <li>● Accrediting organizations;</li> <li>● To comply with a judicial order or lawfully issued subpoena;</li> <li>● Appropriate officials in cases of health and safety emergencies; and</li> <li>● State and local authorities, within a juvenile justice system, pursuant to specific State law.</li> </ul>
Penalty for Violation of School Record Privacy Laws	<p>A parent or eligible student may file a written complaint with the <a href="#">Family Policy Compliance Office</a> (FPCO) regarding an alleged violation under of FERPA. The complaint must be timely (submitted to the office within 180 days of the date that the complainant knew or reasonably knew of the violation) and state specific allegations giving reasonable cause to believe that the school has violated FERPA.</p>

**Kurn Hattin Homes has been deemed an APPROVED INDEPENDENT SCHOOL in Vermont by the Vermont State Board of Education under the provisions stated below:**

## **APPROVED AND RECOGNIZED INDEPENDENT SCHOOLS**

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

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

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

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

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

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

(5) The State Board may revoke or suspend the approval of an approved independent school, after opportunity for hearing, for substantial failure to comply with the minimum course of study, for failure to comply with the Board's rules for approved independent schools, or for failure to report under subdivision (4) of this subsection (b). Upon revocation or suspension, students required to attend school that are enrolled in that school shall become truant unless they enroll in a public school, an approved or recognized independent school, or a home study program.

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

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

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

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

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

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

(C) Assurances that:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) Harassment, hazing, and bullying policies. The board of trustees of an approved or recognized independent school operating in Vermont shall adopt harassment, hazing, and bullying prevention policies, establish procedures for dealing with harassment, hazing, and bullying of students, and provide notice of these. The provisions of chapter 9, subchapter 5 of this title for public schools shall apply to this subsection, except that the board shall follow its own procedures for adopting policy.

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

(g) An approved independent school that accepts students for whom the district of residence pays tuition under chapter 21 of this title shall use the assessment or assessments required

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

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

### **FINAL THOUGHTS**

This handbook is compiled to provide a safe, healthy, and educational environment for all our children, staff, and families. It does not cover every possible situation and may be modified as necessary. If you have questions or concerns, please contact a Director of Residential Services, Principal, Assistant Executive Director, or Executive Director.