



2008-2009

**PHONE/FAX NUMBERS AND ADDRESSES .....**

**Main Office for All Schools**

Telephone ..... 985-2153  
Fax..... 985-5643  
4066 Shelburne Road Building D, Shelburne

**Heartworks Burlington**

Telephone ..... 651-9343  
Fax..... 651-9344  
102 Lake Street, Burlington

**Heartworks Shelburne**

Telephone ..... 985-8133  
Fax (please call first) ..... 985-5829  
6701 Shelburne Road, Shelburne

**Heartworks Williston**

Telephone ..... 872-7878  
Fax (please call first) ..... 872-1546  
644 Blair Park Road, Williston

**Renaissance Shelburne**

Telephone ..... 985-8209  
Fax (please call first) ..... 985-4181  
Harbor Road, Shelburne

**Mailing Address for All Schools**

PO Box 339 Shelburne, Vermont 05482

**Heartworks and Renaissance Schools Web Site**

[www.heartworksvt.com](http://www.heartworksvt.com)  
[www.renaissancevt.com](http://www.renaissancevt.com)

**HISTORY .....**

The Heartworks School was founded in 1987 by Louise H. Piché as a private, nondenominational, home-based preschool in Shelburne, Vermont. It has since expanded to a new location in Shelburne, in addition to opening two other schools in Williston (in 2002) and Burlington (in 2004). As the Heartworks community in Shelburne grew larger, the need for an elementary school became clear. In 1994, The Renaissance School took its first steps away from its parent, The Heartworks Preschool, and established itself as an approved independent school. The Renaissance School combines a warm supportive environment with a very strong academic program. The school, located at Shelburne Farms, enrolls up to 70 children in classes from kindergarten through sixth grade. In 2007, The Renaissance School was proud to add the Shelburne Commons location where children explore Art, Music, Drama, Physical Education and a variety of learning experiences.

**SUMMER CAMP .....**

In addition to the four school-year programs, The Heartworks and Renaissance Schools also offer summer programs. Heartworks Summer Pre-school is a camp that is available for children ages 2 to 5½. The Renaissance School Summer Enrichment Academy for 5½ to 10 year-olds is an academic-based camp offering courses in Art, Bringing History to Life, Science, Dramatics, and more.

### **What's in a Name? .....**

The name of Heartworks was chosen to reflect the heartfulness of working with young children. With an open heart, we approach the young child with the tenderness reserved for the petal of a flower. We hope to enrich the child with trust and faith in the goodness of humanity, reinforcing the experience of home, family, teachers, and peers.

Often the bravery needed to extend oneself in learning comes from the security of knowing one's place in the community of friends and associates. Knowing that one is loved and cared for encourages the young child to try and try again, to experiment, to question, to move forward—with hesitation perhaps—but finally putting one foot in front of the other, the child finds the way to success and achievement. All the while, friends and peers are there to bring support and an open heart.

We, as teachers at The Heartworks and Renaissance Schools, work together with parents to establish the foundation of love and security for the young child. Thus the name Heartworks, "Works of the Heart", was selected to reflect our work in helping to build a secure foundation beneath the feet of the emerging confident being.

### **Philosophy of the School and Heartworks School Program Summary .....**

Heartworks provides a warm and enriching environment for childhood play and learning. The focus is on viewing children as skilled and wise beings who want to learn, develop and express their special wisdom. Our work is in helping children to experience life with courage, and nurturing their natural curiosity, creative energy and compassionate nature. The guiding principles and goals are:

- To assist children to recognize their personal giftedness and creating a sense of inter-connectedness with all living beings
- To maintain a compassionate approach with children, teachers, parents and all members of the school community
- To provide a foundation to develop skills in language arts, mathematics and science
- To hire capable, experienced, certified teachers
- To maintain small, same age class groupings
- To provide a given body of knowledge through the use of month long themes in science and social studies
- To offer individual, whole group and cooperative opportunities for learning
- To provide an inspiring program in both the creative and physical arts
  
- A commitment to ethnic, racial, socio-economic and spiritual diversity
- To provide an emphasis on learning to live in harmony with respect to the earth and

our world community

“As we open our hearts to children, we embrace them with love, acceptance and without judgment. We welcome the child into the world of play for both fun and learning. If it is not fun, then the child will question, ‘Is it worth doing?’ With every season there is a right time to do and to learn. We help in finding the right season for growth, for optimal learning and for enrichment.” ~ Louise H. Piché ~

The Heartworks Schools integrate art, drama, music, and dance into its overall curriculum. It also provides a physical education program. Classes are small and intimate in their daily rhythm, and teachers strive to create learning opportunities that accommodate many different learning styles. The school firmly believes in the value of differentiated and individualized instruction, which allows us to meet the particular needs of each child and his or her unique learning style.

**School Faculty .....**

The teaching faculty at Heartworks has earned a certification in early or elementary education and/or has comparable educational training and experience. Throughout the year, teachers and directors participate in professional development programs, both on and off site, aimed at expanding and improving their teaching skills and enhancing the mission of The Heartworks Schools. We are dedicated to providing a program based on quality and consistency in all of the schools. Faculty and directors are asked to embrace a heartfelt and peaceful approach with children and to uphold the philosophies of the school.

**Program Summary .....**

During the school year Heartworks offers a pre-school program for children ages two through five. Our two year-old program accepts children who have turned two by September 1, and offers a gentle morning rhythm of theme based projects, story telling, explore time, and outdoor play. Parents may choose a schedule of two, three, four or five mornings a week. Enrichment afternoons are available until 5:30 pm. Heartworks has several preschool classes for three and four year olds.

Morning classes follow a gentle rhythm that includes a theme-based circle time, free play explore, snack, outdoor play, enrichment time (see Enrichment Time section below) and a daily story-by-heart. Each class explores monthly themes such as Mountains, Music, Fairytales and Fables, Rainforest and Harvest throughout the school year. Our Pre-Kindergarten classes also include "Writing Workshop" for children who wish to work on their writing and pre-reading skills. Children also have a full language arts program and an "Applied Math" curriculum to enhance skillfulness and a love for learning. During the afternoon, some children may take a nap while others follow a rhythm very similar to the morning rhythm described above.

In keeping with the philosophy, it is important for children to explore the out of doors every day. Heartworks has large play yards with a variety of swings, slides, climbing apparatus. Some locations have access to many wonderful fields, parks and hiking trails.

We occasionally utilize our school bus to provide children and parents with an extended classroom experience while “out and about” on field trips.

## **Enrichment Time .....**

Each day, children will have the opportunity to participate in an enrichment activity which has a connection to the monthly theme. Enrichment will cover one of the areas from the following list. A few examples are listed with each category to provide you with an idea of each component. The teachers will rotate through the list making sure all children in the class are enriched by each of the components approximately every ten days.

Our mission and philosophy is to nourish the gifts that lie within each child and provide many opportunities for enhancing their life skills.

- **Art:** clay, collage, watercolors, using a variety of painting mediums
- **Physical Education:** obstacle course, climbing, running, kicking, martial arts, yoga, demonstrating concepts, relay games
- **Handiwork:** sewing, braiding, quilting, making small pillows, woodwork, taking electronics apart, folding cloths, wire sculptures, beading
- **Baking:** pies, muffins, breads, applesauce, salads, turnovers, pancakes,
- **Music and Movement:** singing, dancing, music classes with the Music Teacher
- **Drama/Puppetry:** creating stories/shows to act; reading a story and then acting it out
- **Science/Nature:** planting, science experiments, nature discoveries, walks in nature trails, field trips, inventions, matter and energy, simple machines, light, electricity, life cycles,
- **Literacy and Math:** Pre-Kindergarten classes will have formal writing workshops using phonics books, journal writing, word families and “Action Math”. All classes integrate literacy, math and social studies throughout the daily program.

## **SNACKS & LUNCHES.....**

Meals are shared in a family style where children sit together with their teachers to visit with one another and eat. If children are signed up to stay for lunch, they will need to bring their own lunches. Each family will be asked to provide the morning classroom snack for a few weeks during the course of the year. We ask that the snacks you bring are simple and healthy—crackers, cheese, fruit, vegetables and pretzels are ideal choices. Children may bring a special treat on their birthdays, but we ask you to please avoid an abundance of sugar and candy. Please also let your child’s teacher know in advance if you are planning to bring a special treat.

## **Early Care.....**

If you need to drop your child off earlier than 8:20am, please bring your child’s belongings to their classroom and then bring him/her to the Early Care Teacher beginning as early at 7:30am. You will be charged a flat daily fee for this service (please see current rate sheet).

Although you may find your child’s teacher in their classroom prior to 8:20, please do not leave your child in their care. Teachers arrive early in order to complete all of the preparations for your child’s morning learning time in the classroom. The teachers will be

ready to receive children at 8:20.

**Arrival Time .....**

The morning program begins at 8:30am. Please arrive at school between 8:20 and 8:30 (unless in early care).

For safety and environmental reasons, please do not leave your vehicle running in the parking lot. Also, please do not leave children in the car unattended.

Remember, anytime you are in the building or on the property with your child, you assume responsibility for your child's safety and behavior. The teacher cannot be responsible while parents visit with one another or with a teacher. This is due to the fact that once a child's parent has arrived, they often feel that the rules of school no longer apply.

If you need help from a teacher in easing your child's transitions to and from school, please be sure to ask. Teachers are often reluctant to involve themselves in parent/child interactions without being asked. As with all other matters, let us keep the lines of communication open.

**Departure Time .....**

Please pick up your child promptly at their designated pick-up time. For those enrolled at The Heartworks Schools in the morning program only, pick-up time is at 12:00 noon. If arriving before the teacher has opened the door of the classroom, please wait patiently in the hallway until the door is opened. During the last 15 minutes of the morning, the teacher tells a "Story by Heart" and the children are intently engaged in listening to it. If you need to pick-up your child early on a particular day, please write that information in the communication book located in each classroom when you arrive at school in the morning or call the school if there is a change in your pick-up plans.

The other afternoon pick-up times include: by 1:00 PM, by 3:30 PM or by 5:30 PM. By picking your child up promptly and departing the classroom will assist in helping children who stay in the afternoon to transition to their next classroom or activity.

**Late Pick Up .....**

If you pick up your child after 5:30 PM, you will be charged a late pick up fee of **\$1 per minute**. This payment is made directly to the teacher.

**Communication between Home and School.....**

It is important that there is always an open line of communication between families enrolled in the school and the faculty. We will do our best to keep you updated on your child's progress. If you have any questions, comments or concerns please speak with your child's teacher or leave a note in the communication book located in the classroom asking the teacher to please give you a telephone call. The teacher will be happy to set up a time to meet with you to discuss your child's progress.

Formal parent-teacher conferences are offered twice a year at The Heartworks Schools in

November and February. You will also receive a written evaluation in June. These meetings and the written student assessments allow us to present to you our complete assessment of the development of your child. Of course, you may request additional meetings at any time during the year with your child's teacher.

In or near each classroom there is an individual mailbox for you and your child. General notices, newsletters, Scholastic Book orders, details of a field trip or special notes from the teacher will be placed in this mailbox. Please be sure to check it each day when arriving and departing from school.

As mentioned above, each classroom has a communication book for you to write messages to your child's teacher. This is where you will write the date of an upcoming planned absence, a change in nap schedule (for those staying in the afternoon and napping), a change in the pick-up person or pick-up time for that day or a request to meet with the teacher. The communication book allows the teacher to continue to be engaged with the children in the classroom while you have the opportunity to leave the teacher a note. Please always date and sign your message. Thank you.

## **Clothing .....**

Children appreciate being dressed in clothing that is clean, comfortable and easy to launder. We discourage children from wearing their best clothes at school as some art projects or outdoor games can be messy. We cannot guarantee clothing will stay clean. Please provide your child with an extra set of clothes that can be left at school, or have them available in their backpacks. If you plan to leave extra clothes at school, please either place the clothes in a zip-lock bag or small container that will fit in your child's cubby.

In keeping with our belief in classical education and to minimize distractions, we kindly ask that you refrain from sending your child to school in clothing that includes pictures or images associated with current television or cinematic themes. In particular we are wary of the influence of superhero-type characters.

Please provide your child with a pair of inside shoes that stay at school to be worn in the classroom each day. These can be slippers with a thick, leather or rubber sole or a pair of easy to slip on sneakers or shoes. This practice promotes a home-like atmosphere and helps to keep the classrooms clean. Please refrain from selecting slippers with large toes or "heads" on the toes as it creates a safety hazard when walking, especially on stairs. All classes take part in monthly fire drills. Stockings, as opposed to slippers or shoes, are not adequate when children need to leave the building in the event of a drill or an emergency.

Except for extreme weather conditions, we go outside every day for at least ½ hour. Please be sure that your child has appropriate clothing, especially boots, gloves or mittens, a hat, a warm jacket (or a raincoat for warm, rainy weather) and snow pants or a snowsuit.

Please label all clothing items with a permanent marker. It is especially important to label outdoor clothing (hats, mittens, snow pants, boots, etc) since many of these items look alike. The faculty is careful to ensure that all items are kept in their proper place. However,

some items can become mis-placed and a labeled item finds its way home much faster. The Heartworks School cannot be responsible for lost or misplaced items.

**BILLING INFORMATION .....**

Please note that all deposits are non-refundable and that after July 1st we require a 90-day notice if you choose to withdraw your child or reduce your child's schedule. Please give us as much notification as possible, if you are planning any changes, to avoid extra fees.

Tuition invoices are sent in the spring and they itemize the annual tuition due. We ask that you look over your invoice thoroughly to make sure that you agree with the schedule and the amount due. If you have any questions or concerns, please contact the Main Office as soon as possible.

**TUITION PAYMENT POLICY .....**

The Heartworks School remains committed to quality, values-centered education. Like any other school, it has expenses and financial responsibilities that must be met on time. Therefore, the following tuition payment guidelines must be met:

1. Tuition may be made in one, two, or ten installments as follows:
  - a) Annual Payment: One full payment due by July 1
  - b) Semi-Annual Payments: Two equal payments due by July 1 and December 1
  - c) Monthly Payments: Ten equal payments due by the first day of each month beginning by July 1 and ending by April 1
2. All payments should be sent directly to the Main Office at:  
PO Box 339  
Shelburne, Vermont 05482.
3. If a payment is received after the tenth day of the month due, a \$25 late charge will be added.
4. After July 1st, we require a 90 notice to withdraw your child. If you choose to withdraw your child or reduce your child's schedule, you are responsible for the full tuition due during this 90 day notice period.
5. Until there is compliance with the tuition policy, no assessment reports will be issued to the parents and student records will not be transferred to another school.
6. Failure to come to an agreement in writing regarding any overdue tuition or fees will preclude registration for another year at The Heartworks School.

**Birthday Parties .....**

You may bring a special treat to your child's class on his or her birthday. Please be sure to discuss this option in advance with your child's teacher. We respectfully ask you to honor the following recommendations for birthday parties that occur after school hours.

- Please do not allow your child to distribute birthday invitations at school unless all

- the children in your child's class are invited.
- Please keep in mind that it can be painful for a child to discover that she or he is not invited to a birthday party, even if the two children do not seem to be close friends.

**Closures & Delays – Emergency Procedures .....**

In the event of snow or another form of inclement weather, Heartworks may close for the day or delay opening until later in the day. Please listen and watch for school closure and delay information on any of the following radio and television stations: STAR (92.9 FM), WOKO (98.9 FM, 105.1 FM, 1230 AM), WXXX (95.5 FM), WVMT (620 AM), WCAX (TV Channel 3), WPTZ (TV Channel 5).

**Discipline .....**

We feel blessed at Heartworks to have little occasion for discipline. Some of the reasons for this are small class groups, a rhythm to the day, professional teaching staff and a peaceful approach to children that provides many choices. If a child is having difficulty, we listen to the child to help re-direct the inappropriate behavior and, if necessary, ask another staff member to be with the child away from the classroom. At all times we help children to save face with their peers, welcome them back into the activity and acknowledge that the problem is with the behavior, not with the child as a person.

It should be noted, however, that if a child displays continued inappropriate behavior that cannot be re-directed, we may need to ask that the child be withdrawn from the program. We feel strongly that children should be in a loving, non-aggressive and emotionally supportive environment. We also encourage parents to find non-aggressive ways for discipline within the home.

**Fire Drills.....**

Monthly fire drills are held at Heartworks. All children are expected to participate in these drills.

**Food Allergies .....**

Many children experience life-threatening allergies to food. Most notable are peanuts, tree nuts, milk, eggs and wheat. Due to the increased prevalence of peanut and tree nut allergies, we have adopted a no peanut or tree nut policy. Please check food labels carefully, as even inhaling the air around these products can cause a reaction for some children. Please speak with your child’s classroom teacher or School Director if you have questions.

**Illness .....**

State regulations prohibit us from having a child in our care that exhibits any of the following conditions:

- Diarrhea: 3 loose stools beyond what the child normally has in 24 hours or loose stools persisting for more than 48 hours

- Vomiting: 1 or more episodes in the previous 24 hours
- Fever: greater than 100 degrees F. rectally or 99 degrees F. orally or axillary within last 24 hours (children must be Tylenol free for 24 hours so fever is not masked)
- Severe coughing: child gets red/blue in the face or produces whooping or croup noise after cough
- Conjunctivitis (pink eye)
- Jaundice: yellowing of skin or white part of eye
- Rash with fever or behavioral change
- Other symptoms of possible severe illness, such as unusual lethargy, irritability, persistent crying, difficulty with breathing, or persistent abdominal pain
- Head lice or nits in hair
- Sore throat, earache or toothache

If your child has any of these conditions, please care for them at home. We will miss them while they are ill and this will hopefully enable us all to remain healthier and in school. If your child becomes ill at school, you will be called to come and take him or her home. If we are unable to contact you, we will call the emergency contact on your child's application.

If prescription or non-prescription medication needs to be given to your child at school, we are happy to do so. You will need to complete a Medication Permission form that specifies the reason for the medication, the proper dosage, content and schedule. Please see your School Director for a copy of the Medication Permission form. All medication needs to be in its original container and handed from the parent to the child's teacher.

Please notify us if your child has been diagnosed with or exposed to a contagious illness so that we may alert other parents. If your child has been diagnosed with a contagious illness, such as conjunctivitis or strep throat, he or she will need to be on antibiotics for at least 24 hours before returning to school.

**Immunizations .....**

Heartworks is required by State law to have current immunization records for every student. Regulations state each child enrolled must be immunized unless immunizations are medically contraindicated or against moral or religious beliefs. If your child is not fully immunized for any of the above reasons, an exemption form must be signed. These are available at each school. All immunization forms are due before the first day of classes and children will not be permitted to attend school unless these records are on file.

**Items from Home .....**

You and your child may on occasion be asked to bring an item from home that is related to a current theme. Unless asked, please do not send your child with toys or other non-essential items to school. Because of their tremendous appeal, toys are a distraction to the children and detract from the educational experience we work so hard to provide. Toys also take up valuable cubby space, occasionally become lost or broken, and can become the source of disagreements.

**Lunch and Afternoon Snack .....**

For those children staying for lunch, please remember to pack an ice-pack in the lunch box if there are items that need to remain cold. The schools do not have refrigerator space for the lunch boxes. For those staying past 3:30 PM, please pack an afternoon snack for your child. Please remember we are a nut-free school and send your child with non-peanut as well as non-tree nut products. Healthy eating is important to model so we ask you to send nutritious snacks and lunches. Please do not pack any candy.

**Nap Supplies.....**

If your child stays for the afternoon program and is a napper, please send a nap sheet (crib size) and a nap blanket with them each week. Please take these items home at the end of each week for laundering. Children may also enjoy having a stuffed toy or special cuddly for rest time.

**Newsletter .....**

Each school will publish a newsletter with general school news and special events. If you have an item of interest that you would like included, please inform the Director of your child's school.

**Reporting Suspected Child Abuse or Neglect.....**

In accordance with Vermont State Law, the staff at Heartworks is required to report any cases of suspected child abuse or neglect. Parents will always be notified of our concerns unless we feel it may jeopardize the safety of the child.

**Student Photo Day.....**

Each school year, usually in early fall, we arrange to have a professional photographer come to our schools. Students are photographed as a class with their teacher and individually if their parents so desire. Order forms will be distributed to parents in advance of the Picture Day.

**Volunteer and Parent Visits .....**

We welcome volunteers in all areas of the schools. Whatever your talents or time, we encourage you to be a part of the program. Please speak to any teacher for advice about planning time with the children.

Our classrooms are always open to parents, grandparents, friends, etc. We do try to limit the number of visitors on any given day to insure the children are not overwhelmed with adults and to retain a child-centered environment. Please speak to the teacher if you plan to visit for a morning or an afternoon.

**Other Policies .....**

Additional, site specific, policies and notices are communicated through the school newsletter and memos.

**Heartworks School Harassment Policy.....**

Please see your School Director for a copy of the Heartworks Harassment Policy

HEARTWORKS SCHOOL

HARASSMENT POLICY



## **A. Statement of Policy .....**

In accordance with the requirements of 16 V.S.A. Section 565, it is the policy of the Renaissance School (hereafter "School") to maintain a learning and working environment that is free from unlawful harassment. The School prohibits any form of unlawful harassment on the basis of disability, marital status, national origin, race, religion, sex, or sexual orientation.

### GENERAL PROVISIONS

1. *Violation.* It is a violation of this policy for any student, teacher, administrator, or other school personnel unlawfully to harass a student, parent, teacher, administrator, or other school personnel through conduct or communication on the basis of disability, marital status, national origin, race, religion, sex, or sexual orientation.
2. *Complaint.* Any student, teacher, administrator, or other school personnel who believes he or she has been subjected to unlawful harassment may make an internal complaint as described below and/or pursue other remedies provided by federal and state law.

### DEFINITIONS AND EXAMPLES

1. Definitions.

*"Unlawful Harassment"* means verbal or physical conduct based on a person's disability, marital status, national origin, race, religion, sex, or sexual orientation which has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile or offensive environment.

*"Sexual Harassment"* is a form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to that conduct is made either explicitly or implicitly a term or condition of that person's position; Submission to or rejection of such conduct by a person is used as a component of the basis for decisions affecting that person; or The conduct has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile or offensive environment.

*"School Personnel"* means unpaid volunteers, contractors and persons, other than students, who are subject to the supervision and control of the School.

2. Examples.

Examples of behaviors which, if sufficiently severe, pervasive or persistent to interfere with a person's ability to participate in or benefit from school programs, would be unlawful harassment include but are not limited to physical aggression or force, the threat of physical aggression or force, demeaning comments or behavior, slurs, mimicking, jokes, gestures, name-calling, graffiti, stalking, sexual advances, use of nicknames emphasizing stereotypes, comments on manner of speaking, negative references to customs, and

derogatory comments regarding surnames.

## REPORTING

### 1. Voluntary Report.

*Students.* A student may report an allegation of unlawful harassment he or she has experienced or witnessed at School or during School sponsored activities to any adult School personnel designated, in accordance with procedures developed under this policy, to receive complaints of unlawful harassment.

*Adult School Personnel.* Any adult school personnel may report an allegation of unlawful harassment he or she has experienced at School or during School sponsored activities to a person designated, in accordance with procedures developed under this policy, to receive complaints of unlawful harassment.

### 2. Mandatory Report.

Any adult School personnel who witnesses or receives a report, formal or informal, written or oral, of unlawful harassment at School or during School sponsored activities shall report it in accordance with procedures developed under this policy.

### 3. Privacy.

The School shall respect the privacy of the complainant, the individual(s) against whom the report is directed, and the witnesses to the extent consistent with the School's obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

## INVESTIGATION

The School shall conduct an investigation, in accordance with procedures adopted under this policy, as soon as practicable but not later than five (5) business days following receipt of a report or complaint, formal or informal, written or oral, alleging unlawful harassment.

## ACTION

1. *Duty to act.* The School shall take appropriate action in all cases where this policy has been violated. Any person found to have violated this policy may be subject to appropriate consequences and/or remedial action including, but not limited to, warning, exclusion, suspension, expulsion, transfer, dismissal, or remedial action such as training, education, or counseling. The School shall not take any action which is inconsistent with applicable state and federal laws or other School policies.
2. *False Report.* The School shall take appropriate action against any student, teacher, administrator or other School personnel who makes a false report of unlawful harassment knowing it to be false.
3. *Retaliation.* The School shall take appropriate action against any student, teacher, administrator or other School personnel who retaliates against any person for making a good faith report of unlawful harassment or for participating in an investigation or

other part of the process established by this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. The procedures established to implement this policy shall include a statement that retaliation for reporting harassment or cooperating in an investigation of harassment is unlawful under 9 V.S.A. Section 4502 (a) (5).

#### APPEAL

A person determined to have violated this policy and subjected to action under it may appeal the determination and/or the action taken in accordance with procedures adopted under this policy.

#### MANDATORY REPORTING OF ABUSE

Under certain circumstances, alleged harassment may also be possible abuse under Vermont law. The statutory obligation to report suspected abuse, therefore may be applicable.

#### DISSEMINATION AND TRAINING

1. *Dissemination.* This policy shall be:
  - a) Posted conspicuously through the School building in areas accessible to all persons;
  - b) Printed in any School publication which sets forth the comprehensive rules, procedures, and standards of conduct for students; and
  - c) Printed in any School publication that sets forth the comprehensive rules, procedures, and standards of conduct for School employees.
2. *Training.* The Head of School or designee shall develop a method of discussing this policy with students and employees.
3. *Review.* The Head of School or designee shall review this policy periodically for compliance with state and federal law

#### **Procedures: Unlawful Harassment .....**

The School hereby adopts the following procedures to implement the School's policy with respect to unlawful harassment.

##### A. MANDATORY REPORTING

Any adult School personnel who witness or receives a report, formal or informal, written or oral, of unlawful harassment at School or during School sponsored activities shall report it to the Head of School. If the report involves the Head of School, the reporter shall make the report directly to the School's Director of Operations.

##### B. INFORMAL RESOLUTION

1. *Students.* If the complainant and the respondent(s) are students, they may agree to a

meeting facilitated by a School employee. If each student involved agrees the situation has been resolved by such a meeting, the School employee shall report to the Head of School only that the matter has been resolved informally. If any student does not agree that the situation has been resolved, he or she may proceed to a formal investigation.

2. *Adult School Personnel.* If the complainant and respondent(s) are adult School personnel, they may agree to a meeting facilitated by a School employee. If each School personnel involved agree the situation has been resolved by such a meeting, the School employee shall report to the Head of School only that the matter has been resolved informally. If any School personnel do not agree that the situation has been resolved, he or she may proceed to a formal investigation.

### C. INVESTIGATION

1. *Who.* Unless the matter is resolved in accordance with Section B, the Head of School or designee shall conduct an investigation upon receipt of a report or complaint alleging unlawful harassment.
2. *How.* The investigator may interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other method and documentation.
3. *When.* The investigator shall complete the investigation as soon as practicable, but in no event later than fourteen (14) days following receipt of the complaint.
4. *Result.* Upon completion of the investigation, the investigator shall decide if a violation of this policy has occurred and take appropriate action in accordance with the School's disciplinary policies.

### D. RETALIATION

Retaliation for reporting harassment or cooperating in an investigation of harassment is unlawful under 9 V.S.A. Section 4502 (a) (5).

### E. RECORD KEEPING AND NOTIFICATION

1. *Record Keeping.* The Head of School or designee shall assure that a record of any complaint and investigation of unlawful harassment is maintained by the School in a confidential file.
2. *Notification.* The Head of School shall assure that the complainant is notified whether allegations of unlawful harassment were found to be correct, whether a violation of the policy was found, and whether action was taken as a result.

### F. NOTICE

The Head of School shall provide notice of the policy on unlawful harassment and these procedures to all School personnel and to custodial parents or guardians of students. The

notice shall:

1. Be in age-appropriate language;
2. Include examples of behaviors which, if sufficiently severe, pervasive or persistent to interfere with a person's ability to participate in or benefit from School programs, would be unlawful harassment; and
3. Provide the following information about additional methods of pursuing claims of unlawful harassment:

A person may make a complaint of harassment to the Vermont Human Rights Commission or the federal Office of Civil Rights at the following places:

Vermont Human Rights Commission  
133 State Street  
Montpelier, VT 05633-0001  
(802) 828-2480

Director, Compliance Division Area II  
Office for Civil Rights  
U.S. Department of Education, Region 1  
John W. McCormack Post Office and Courthouse, Room 222  
Post Office Square  
Boston, MA 02109  
(617) 223-9667

In addition, an individual may seek other remedies through private legal action and, in some circumstances, through criminal prosecution.