

## MINUTES



### **Addison Central School District**

### **Policy Committee**

### **Committee Meeting**

**Wednesday, September 28, 2022, 4:00 pm - 5:30 pm**

**49 Charles Avenue, Middlebury VT & Virtual Connection**

Please click the link below to join the webinar: <https://us06web.zoom.us/j/84190854716>

- A. Call to Order Upon Reaching a Quorum
- B. Introductions - Board Members, Administrators and Staff
- C. Approve the Agenda
- D. Public Comment
- E. Recommendation to Approve Minutes of August 17, 2022
- F. Policy Review
  - 1. D5: Animal Dissection
  - 2. B5: Employee Harassment
  - 3. E1: Title 1 Part A Parent and Family Engagement
  - 4. A3: Relationship to and roles of the board and Superintendent
  - 5. F2: Nondiscriminatory Mascots and School Branding
- G. Adjournment
- H. Other

#### **\*Public Comment Guidelines:**

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.

## MINUTES



### Addison Central School District

### Policy Committee

### Committee Meeting

Wednesday, August 17, 2022, 4:00 pm - 5:30 pm

208 Charles Avenue, Middlebury, VT & Virtual Connection

### In Attendance

Caitlin Steele; Jamie McCallum; Mary Gill; Peter Conlon; Suzanne Buck

Please click the link below to join the webinar: <https://us06web.zoom.us/j/84774009521>

#### A. Call to Order Upon Reaching a Quorum

Chair Mary Gill called the meeting to order at 4:04 p.m.

#### B. Introductions: Board Members. Administrators and Staff

Administrators: Caitlin Steele; Assistant Superintendent of Teaching and Learning

#### C. Approve the Agenda

Approved.

#### D. Public Comment

None.

#### E. Recommendations to Approve the Minutes of May 18, 2022

Discussion ensued about whether a June meeting was held. After determining it was, members realized no one took minutes in place of the secretary who was not present.

#### F. Follow-up/Further Edits to:

1. Policy D22 - Selecting Library Materials
2. Policy D32 -Selection of Instructional Materials  
(recently removed from VSBA Policy Manual)

#### G. Current Preview of Amended Policies in the Pipeline:

#### H. Discussion:

1. Policy C21 - Public Participation at Board Meetings

Public comment at board meetings. Suzanne will bring committee questions to VSBA executive director, including clarifying language about public comment on agenda action items and when that public comment should take place: at the start of the meeting or when those action items come up on the agenda. Will also ask about best practices responding to public comment.

2. Policy C5 - Firearms (VSBA)

Firearms at school: Will advance VSBA policy to full board for adoption. Will also explore legal issues around expanding rules to non-students.

3. Policy C6 - Home Study

Home study students: VSBA policy has not changed. Will present to board for re-adoption.

4. Policy C8 - Draft Pupil Privacy (VSBA)

Pupil Privacy: Will advance policy to full board. Caitlin will check on linking the policy online to the procedures that accompany it.

5. Policy D6 - Class Size

Class size: Will advance latest VSBA version to full board. Committee discussed language of this policy, which directs the superintendent to create a policy.

I. Other Business

Mary brought up previous discussions about the animal dissection policy and will make sure the committee has the latest VSBA version for the next meeting. Caitlin clarified that no ACSD classes use dissection as a teaching tool and that IB discourages use of animal dissection.

J. ACSD Policy Inventory 6-15-2022

K. Next Committee Meeting Date/Time

L. Adjournment

Meeting adjourned at 5:12

Respectfully submitted,  
Peter Conlon

\*Public Comment Guidelines:

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.

# Addison Central School District

**Policy:** Animal Dissection  
**File Code:** D5  
**Warned:** November 8, 2016  
**Adopted:** November 21, 2016

## **Policy**

It is the intent of the *Addison Central* School District to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled in district schools shall have the right to be excused from participating in any lesson, exercise, or assessment requiring the student to dissect, vivisect, or otherwise harm or destroy an animal or any part of an animal or to observe any of these activities, as part of a course of instruction.

## **Definition**

As used in this policy, the word "animal" means any organism of the kingdom animalia and includes an animal's cadaver or the severed parts of an animal's cadaver.

## **Alternative Education Method**

A student who is excused under this policy shall be provided with alternative methods through which he or she can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.

## **Discrimination**

No student shall be discriminated against based on his or her decision to exercise the right to be excused afforded by this policy.

## **Legal Reference:**

Act 154 of 2007-2008 Adjourned Session  
16 V.S.A. §912

## ANIMAL DISSECTION

It is the intent of the \_\_\_\_\_ School District to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled in district schools shall have the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.<sup>2</sup>

### **Definition**

As used in this policy, the word “animal” means any organism of the kingdom animalia and includes an animal’s cadaver or the severed parts of an animal’s cadaver.<sup>3</sup>

### **Alternative Education Method**

A student who is excused under this policy shall be provided with alternative methods through which he or she can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.<sup>4</sup>

### **Discrimination**

No student shall be discriminated against based on his or her decision to exercise the right to be excused afforded by this policy.<sup>5</sup>

### **Procedures**

The (superintendent/principal) shall develop and implement procedures to ensure compliance with the provisions of Act 154 of 2008.<sup>6</sup> The procedures shall include provisions for the timely notification to each student enrolled in the course and to the student’s parent or guardian of the student’s right to be excused from participating in or observing the lesson and the process by which a student may exercise this right.<sup>7</sup>

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<sup>1</sup> See Act 154 of 2008, Sections 4 and 5. An animal dissection policy is required of all public and approved independent schools regardless of whether the school’s curriculum includes lessons or activities involving animal dissection. Section 5 of Act 154 states: “On or before August 15, 2008, each school district and approved independent school shall develop and implement procedures pursuant to 16 V.S.A. § 912(b)...which shall be adopted as policy within the district or approved independent school no later than November 1, 2008.”

<sup>2</sup> 16 V.S.A. § 912.

<sup>3</sup> 16 V.S.A. § 912(c).

<sup>4</sup> This provision is a required component of the policy on this subject adopted by the school board. See 16 V.S.A. § 912(b)(2).

<sup>5</sup> This provision is a required component of the policy on this subject adopted by the school board. See 16 V.S.A. § 912(b)(3).

<sup>6</sup> See Section 4 of Act 154 of 2008; 16 V.S.A. § 912(b) requiring procedures that provide “timely notification” to students and parents; processes for students to exercise this right.

<sup>7</sup> 16 V.S.A. § 912(b) (1). The law does not provide a definition of “timely notice.” Nor does the law require that the processes for students to follow when choosing to opt out of activities covered by the law have specific components. It is likely that annual notice to parents and students through handbooks or course syllabi will be sufficient to comply with the timely notice requirement. The notice should indicate approximately when dissection activities (if any) may take place in specific courses. Processes for students to use to opt out of activities covered by this policy should indicate how and when student must notify the course teacher of his or her intention to be excused from an activity.

**NOTE: The footnotes in this model policy are for reference purposes only and should not be included in the adopted version of a school board policy on animal dissection.**

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|                         |                                               |
|-------------------------|-----------------------------------------------|
| <i>VSBA Version:</i>    | <i>October 11, 2019</i>                       |
| <i>Date Warned:</i>     |                                               |
| <i>Date Adopted:</i>    |                                               |
| <i>Legal Reference:</i> | <i>Act 154 of 2007-2008 Adjourned Session</i> |
|                         | <i>16 V.S.A. §912</i>                         |
| <i>Cross Reference:</i> |                                               |

# Addison Central School District

**Policy:** Prevention of Employee Harassment

**File Code:** B5

**Warned:** November 8, 2016

**Adopted:** November 21, 2016

## Policy

Harassment is a form of unlawful discrimination which will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal written or physical conduct, constituting harassment as defined herein and by state and federal law violates this policy. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation by the District pursuant to this policy is prohibited.

## Definitions

1. **Employee:** For purposes of this policy, employee means any person who may be permitted, required or directed by the school District, in consideration of direct or indirect gain or profit, to perform services for the District.

2. **Unlawful Harassment:** Unlawful harassment is a form of discrimination. It is Verbal, written, or physical conduct based on an employee's race, religion creed, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, genetic information or disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive environment.

3. **Sexual Harassment:** Is a form of sex discrimination and means Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b) Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
- c) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

4. **Retaliation:** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

## **Examples**

Unlawful harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an employee because of the employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, ancestry, place of birth, genetic information, or disability. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

### **1. Sex**

Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

### **2. Race and Color**

Racial or color harassment may include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.

### **3. Religion**

Harassment on the basis of religion includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.

### **4. National Origin and Place of Birth**

Harassment on the basis of national origin includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

### **5. Age**

Age harassment includes unwelcome verbal, written or physical conduct directed at someone (an applicant or employee) age 40 or older, such as offensive remarks about a person's ability to perform certain tasks because of his or her age.

### **6. Marital Status Harassment**

Harassment on the basis of marital status includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

7. **Sexual Orientation**

Harassment on the basis of sexual orientation includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation.

8. **Gender Identity**

Harassment on the basis of gender identity includes unwelcome verbal, written or physical conduct directed at 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.

9. **Disability**

Disability harassment includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.

10. **Genetic Information**

Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

**Procedure**

1. **Duty to Investigate**

In the event the District receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The District is committed to take action if it learns of potential unlawful harassment, even if the aggrieved employee does not wish to file a formal complaint.

2. **Designated Persons**

Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the Non-Discrimination Coordinators or to the Superintendent at the following address and telephone number:

Non-Discrimination Coordinator: Director of Student Services  
Address: 49 Charles Avenue, Middlebury, Vermont 05753  
Telephone number: 802-382-1274

Superintendent

Address: 49 Charles Avenue, Middlebury, Vermont 05753

Telephone number: 802-382-1274

### **3. Investigation**

Allegations of unlawful harassment will be promptly investigated by a Non-Discrimination Coordinator or his/her designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the District will take appropriate disciplinary and/or corrective action. The Non-Discrimination Coordinator or his/her designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s) and the complainant(s) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.

### **4. Filing a Complaint**

Employees are encouraged to report the alleged unlawful harassment as soon as possible to the Non-Discrimination Coordinators or the Principal. The complainant will be asked to provide copies of any relevant documents or notes of events and the names of people who witnessed or were told of the unlawful harassment.

### **5. Alternative Complaint Processes**

Employees may file complaints with both the District and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:

a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, Telephone number: (802) 828-3171. <http://www.atg.state.vt.us/issues/employment-law/Harassment.php>  
Complaints should be filed within 300 days of any unlawful harassment.

b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, Telephone number: (617)565-3200 (voice), (617)565-3204 (TDD). <http://www.eeoc.gov/field/boston/charge.cfm> Complaints should be filed within 300 days of any unlawful harassment.

### **6. Confidentiality**

The confidentiality of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of personnel records or other applicable discovery or disclosure obligations.

Legal Reference(s):

9 V.S.A. §§4502 et seq. (Public accommodations)

16 V.S.A. 11(a)(26) (Definitions)

21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)

42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)

29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)

## EMPLOYEE UNLAWFUL HARASSMENT

*ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.*

*(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*

*(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.*

*(c) Any model policies listed under "cross-reference" indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.*

*(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

### **Policy**

Harassment is a form of unlawful discrimination that will not be tolerated in the \_\_\_\_\_ School District. Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct constituting harassment as defined herein and by state and federal law violate this policy. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation pursuant to this policy is prohibited.

### **Definitions**

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district or supervisory union.
2. **Unlawful Harassment:** Verbal, written or physical conduct based on an employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, genetic information or disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive environment.
3. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a District employee or a person engaged to perform work or a service for the District when:
  - A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
  - B. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
  - C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
4. **Retaliation.** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

### **Examples**

Unlawful harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an employee because of the employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, ancestry, place of birth, genetic information or disability. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior,

slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

1. **Sex**

Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

*Please be aware that any sexual harassment allegations must be considered and processed pursuant to the District's Title IX policy.*

2. **Race and Color**

Racial or color harassment may include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.

3. **Religion**

Harassment on the basis of religion includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.

4. **National Origin and Place of Birth**

Harassment on the basis of national origin includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

5. **Age**

Age harassment includes unwelcome verbal, written or physical conduct directed at someone (an applicant or employee) age 40 or older, such as offensive remarks about a person's ability to perform certain tasks because of age.

6. **Marital Status**

Harassment on the basis of marital status includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed parent.

7. **Sexual Orientation**

Harassment on the basis of sexual orientation includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation.

8. **Gender Identity**

Harassment on the basis of gender identity includes unwelcome verbal, written or physical conduct directed at 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.

9. **Disability**

Disability harassment includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.

## 10. Genetic Information

Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

### Training

The District shall implement a reasonable training program to make employees aware of the District's sexual harassment policies and procedures.

### Procedure

1. **Duty to Investigate.** In the event the district or supervisory union receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The \_\_\_\_\_ School District is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:  
Non-Discrimination Coordinators:  
Address:  
Telephone number:  
Principal:  
Address:  
Telephone number:
3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the district or Supervisory Union will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.
4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.
5. **Alternative Complaint Processes.** Employees may file complaints with both the district or supervisory union and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
  - A. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
  - B. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.

6. **Confidentiality.** Witnesses, complainant and the accused shall keep confidential matters related to the charge of unlawful harassment.

|                            |                                                                                  |
|----------------------------|----------------------------------------------------------------------------------|
| <i>VSBA Update</i>         | <i>10/20/20</i>                                                                  |
| <i>Date Warned:</i>        |                                                                                  |
| <i>Date Adopted:</i>       |                                                                                  |
| <i>Legal Reference(s):</i> | <i>9 V.S.A. §§4502 et seq. (Public accommodations)</i>                           |
|                            | <i>16 V.S.A. 11(a)(26) (Definitions)</i>                                         |
|                            | <i>21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)</i> |
|                            | <i>42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)</i>     |
|                            | <i>29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)</i>               |
| <i>Cross Reference:</i>    | <i>Harassment, Hazing &amp; Bullying of Students</i>                             |
|                            | <i>Board Commitment to Non-Discrimination</i>                                    |
|                            | <i>Prevention of Sexual Harassment As Prohibited by Title IX</i>                 |

*DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.*

CODE E1

**(Required)** <sup>[1]</sup>

## TITLE I, PART A PARENT AND FAMILY ENGAGEMENT

### **Title I, Part A Parent and Family Engagement Policy**

It is the policy of the Addison Central School District (LEA) to plan and implement effective needs-based Title I programs, activities, policies, and procedures with meaningful consultation and involvement of participating Title I parents and family members that comply with all parent and family engagement requirements, specifically those required by federal statute. As such, the LEA is responsible for ensuring compliance with development and implementation of the following three documents:

1. **LEA PARENT AND FAMILY ENGAGEMENT POLICY:** As a Title I Part A served LEA, we will outline and describe the ways in which we will be responsible for and address the Parent and Family Requirements listed and will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy that meets all requirements described below.
2. **SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PROCEDURE:** Each of our school(s) served by Title I Part A will outline and describe the ways in which the school will be responsible for and address the Parent and Family Requirements listed. Each school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement procedure, agreed on by such parents, that will describe the means for carrying out the requirements described below.
  - 2a. **SCHOOL-PARENT COMPACT:** Each of our school(s) served by Title I Part A, as part of their Parent and Family Engagement Procedure, will develop jointly with, agree on with, and distribute to, parents and family members of participating children a School-Parent compact to outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards.

### **Definitions:**

**Local Education Agency:** for purposes of this policy, a supervisory union or supervisory district is the local education agency (LEA).

**Parent/Guardian:** Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare). <sup>[2]</sup>

**Parent and Family Engagement (PFE):** The inclusion of parents, families, schools, and communities in order to support learning and improve schools. Opportunities for the informed participation of parents and family members, including those who have limited English proficiency, those who have disabilities, and those of migratory children.

## Implementation

The Addison Central School District will ensure the successful development and implementation of the written LEA Parent and Family Engagement Policy, School Parent and Family Engagement Procedure(s), and School-Parent Compact(s) and will address all requirements in specific detail with review and revision on a periodic and timely basis.

### 1. LEA Parent & Family Engagement Policy <sup>[3], [4]</sup>

Addison Central School District

School Year: 2022-2023

Date of last revision: *Under review for adoption, fall 2022*

In order to provide all children with a significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, the Addison Central School District receives Title I, Part A funds. Therefore, the Addison Central School District will develop, with the parents and family members of participating students, a written parent and family engagement policy. This policy will outline the Local Education Agency’s (LEA) expectations and objectives for meaningful parent and family engagement and the ways in which the LEA will implement and support opportunities for parent and family involvement in order to improve student academic achievement.

#### Part I: General Requirements and Expectations

1. In order to support increased parent/guardian and family engagement to improve student academic achievement, the Addison Central School District has the following objectives:
  - Ensure that families feel welcome and supported at school.
  - Establish effective, inclusive communications between schools and families, including families with limited English proficiency and/or limited access to digital communication tools.
  - Support parents/guardians in understanding the school curriculum, where their children are performing relative to the standards, and how they can access additional support as needed.

- Create opportunities for families to build relationships with school leaders and educators (e.g., principal coffees).
  - Ensure families have clearly articulated, safe, and effective means of providing feedback related to home/school interactions.
2. The Addison Central School District agrees to take the following actions to involve parents and family members in the joint development of its Local Educational Agency Plan:
- The district will include parents/guardians and family members on working teams when developing district-level strategic plans.
3. The Addison Central School District agrees to take the following actions to involve parents and family members in the joint development of Support and Improvement:
- School and district leaders will employ existing avenues of communication (e.g., websites, email, surveys, board meetings, school webpages, school meetings) to gather family input and feedback on support and improvement plans.
4. The Addison Central School District agrees to take the following actions to provide coordination, technical assistance, and other support necessary in order to build capacity for parent and family engagement activities to improve student achievement and school performance: The district will provide
- Communication tools to all schools, including instant messaging, newsletter software, school and district websites, and Google apps for communication (ie., virtual meeting, email, forms).
  - Personal computing devices for students (e.g., Chromebooks).
  - Learning Management Systems to communicate student learning.
  - Professional and family learning engagements (e.g., workshops, instructional videos) as needed to strengthen communication and family engagement.
5. The Addison Central School District will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Parent & Family Title I, Part A Parent & Family Engagement Policy in improving the academic quality of all its Title I schools. The evaluation will include identifying the following:
- Barriers to greater family participation in Title I parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
- Strategies to support successful school and family interactions

The Addison Central School District agrees to take the following actions to conduct this annual evaluation:

- Incorporate required evaluation categories in regular surveys to families.
- Solicit feedback in digital or paper-based form.
- Build relationships with parents/guardians to encourage frequent, informal, conversational feedback.

6. The Addison Central School District agrees to take the following actions to use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise the LEA Parent & Family Engagement Policy, if necessary:

- Ask how parents/guardians want to participate.

7. The Addison Central School District agrees to take the following actions to involve parents in the activities of the schools:

- Nurture school-based partnership groups to increase the engagement of families around academics.
- Reflect on and continue to develop the efficacy of family engagement groups.
- Integrate academic engagement into existing groups.
- Support educators (e.g., counselors, clinicians) to communicate with families who have difficulty engaging.

## Part II: Building Capacity for Involvement

To ensure effective involvement of parents and support a partnership among the schools, parents, and the community in order to improve student achievement, the Addison Central School District will use the following strategies:

8. The Addison Central School District will provide assistance to parents of children served by the LEA in understanding the following topics:
- The challenging State academic standards
  - State and local academic assessments
  - Title I, Part A requirements
  - How to monitor their child's progress
  - How to work with educators to improve their children's achievement

The Addison Central School District agrees to take the followings actions in order provide this assistance:

- Advertise opportunities for parents/guardians to attend school-based events.
  - Post information on school and district websites.
  - Include explanatory letters with progress reports.
  - Host parent/guardian-teacher conferences twice annually.
  - Communicate student learning via Learning Management Systems.
9. The Addison Central School District agrees to provide materials and training, as appropriate, to help parents work with their children to improve their children's achievement: This may include
- Family engagement events focused on literacy, math, or social emotional learning.
  - Parenting classes.
  - Sharing information, resources, and instructional videos online.
  - Providing updates and highlights in regular school communications.
10. The Addison Central School District agrees to take the following actions to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:
- The value of contributions of parents
  - How to reach out to, communicate with, and work with parents as equal partners
  - How to implement and coordinate parent programs
  - How to build ties between parents and school

This may include

- Collaboration and professional learning at faculty meetings and inservice trainings.
  - Providing educator guidelines for technology and communication, teaching and learning (including progress reporting), and multilingual communication.
11. The Addison Central School District will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children.
12. The Addison Central School District agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:
- Employ multiple modes of communication.

- Use family-friendly, translatable communication apps including but not limited to instant messaging and newsletter platforms.
- Translate letters and other school communications.
- Provide interpretation services in person or via phone.

13. The Addison Central School District agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:

- Use multiple modes of communication to collect input and feedback.
- Use parent/guardian input and feedback to inform reasonable support for parent involvement activities.

### PART III. Policy Adoption

This LEA's Parent & Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. [Include MM/DD/YYYY that review with parents/families occurred and where/how documentation will be maintained]. This policy was adopted by the Addison Central School District on [Date MM/DD/YY] and will be in effect for the period of School Year 2022-2023. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

## 2. School Parent & Family Engagement Procedures

[Bridport Parent & Family Engagement Procedures and School-Parent Compact](#)

[Mary Hogan Parent & Family Engagement Procedures and School-Parent Compact](#)

[Salisbury School & Family Engagement Procedures and School-Parent Compact](#)

[Shoreham Parent & Family Engagement Procedures and School-Parent Compact](#)

|                  |           |
|------------------|-----------|
| VSBA<br>Version: | 9/24/2021 |
| Date Warned:     |           |

|                     |                                                                        |
|---------------------|------------------------------------------------------------------------|
| Date<br>Adopted:    |                                                                        |
| Legal<br>Reference: | <a href="#">20 USC § 7801(38)</a><br>20 U.S.C. § 6318<br>16 V.S.A § 43 |
| Cross<br>Reference: |                                                                        |

[1] This policy is mandatory for LEAs and schools that receive Title I, Part A funds. 20 U.S.C. § 6318(a)(2).

[2] [20 USC § 7801\(38\)](#) definition of term “parent.”

[3] 20 U.S.C. § 6318

**Special Rule:** If the school has a parent and family engagement policy that applies to all parents and family members, the school may amend that policy, if necessary, to meet the requirements.

[4] 20 U.S.C. § 6318

**Amendment:** If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, the LEA may amend that policy, if necessary, to meet the requirements.

# **Addison Central School District**

**Policy:** Relationship to and Roles of the Board and the Superintendent  
**File Code:** A3  
**Warned:** September 4, 2018  
**Adopted:** September 17, 2018

## **Policy**

The School Board establishes policy and governs through those policies. The Board hires the Superintendent to manage all operations of the school system in accordance with the Board's policies that prescribe the results the board wants to achieve. The Board is realistic in setting expectations about what can be accomplished within the resources of the school district and the framework of the ACSD Strategic Plan's Vision and Mission.

The Board recognizes and values the Superintendent's experience and expertise in instructional and administrative matters. The Superintendent recognizes and values the Board's experience in issues related to its District and the Board's connections and responsibilities to the community its elected members represent.

The Superintendent and the Board members respect the confidentiality of communication in both directions and always strive for open communication and trust. The Superintendent works only for the Board as a whole and not for any individual Board member. Only decisions of the Board are binding on the Superintendent.

Annually, the Board evaluates the Superintendent's performance through the chair of the board. The Executive Committee of the Board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The Superintendent is accountable to the School Board for the achievement of the Board's goals. The Executive Committee of the Board will evaluate the Superintendent's job performance in a way that is systematic, fair, and effective and shall share its review with the full Board.

## BOARD/SUPERINTENDENT RELATIONSHIP

### **Policy**

The school board establishes policy and governs through the policy it creates. The superintendent manages all operations of the school system in accordance with school board policies.

The board recognizes and values the superintendent's experience and expertise in instructional and administrative matters. The superintendent recognizes and values the board's experience in issues related to the \_\_\_\_\_ School District (/Supervisory Union) and the board's connections and responsibilities to the community it represents.

The superintendent and the board members respect the confidentiality of communication in both directions and work toward open communication and trust. The superintendent works only for the board as a whole, not for any individual member. Only decisions of the board acting as a body are binding on the superintendent.

Board members work directly with the superintendent and central office staff, so long as such communication is clearly not giving direction or suggesting a course of action that staff perceives as direction. When presented with citizen concerns, board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

The board directs the superintendent through written policies that prescribe the results the board wants to achieve. The board is realistic in setting expectations about what can be accomplished, given the school district's (/supervisory union's) available resources. The superintendent is accountable to the board for the performance of staff.

Annually, the board evaluates the superintendent's performance. The superintendent is accountable to the school board for the achievement of the board's goals. The board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The board will evaluate the superintendent's job performance in a way that is systematic, fair, and effective.

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|----------------------------|----------------------|
| <i>VSBA Version:</i>       | <i>March 3, 2020</i> |
| <i>Date Warned:</i>        |                      |
| <i>Date Adopted:</i>       |                      |
| <i>Legal Reference(s):</i> |                      |

CODE F2  
(REQUIRED)

POLICY ON NONDISCRIMINATORY MASCOTS AND SCHOOL BRANDING

***This policy is issued by the Vermont Agency of Education and located within the VSBA model policy manual for reference.***

*ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.*

*(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*

*(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.*

*(c) Any model policies listed under “cross-reference” indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.*

*(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

**Statement of Policy**

It is the policy of the \_\_\_\_\_ School District (District) to provide welcoming, positive, and inclusive learning environments for all students by prohibiting the use of discriminatory school branding, which undermines the educational experiences of members of all communities and perpetuates negative stereotypes.

**Definitions**

1. **“School”** means a public school or an independent school approved under section 166 of Title 16.
2. **“School board”** or **“Board”** means the board of directors or other governing body of an educational institution when referring to an independent school.
3. **“School branding”** means any name, symbol, or image used by a school as a mascot, nickname, logo, letterhead, team name, slogan, motto, or other identifier.

**Administrative Responsibilities**

The superintendent or designee shall:

1. periodically review and provide recommendations for necessary updates to the nondiscriminatory school branding policy as necessary;
2. assist the school board in its review of the district’s school branding to ensure compliance with the policy following any school branding changes or updates to the policy;
3. assist the school board in ensuring the prohibition of school branding that directly or

indirectly references or stereotypes the likeness, features, symbols, traditions, or other characteristics that are specific to either:

- a. the race, creed, color, national origin, sexual orientation, or gender identity of any person or group of persons; or
- b. any person, group of persons, or organization associated with the repression of others;

4. Develop a procedure for an individual to file a complaint that an element of school branding is in violation of the policy.

### **Complaints**

An individual may request an opportunity to appear before the Board for purposes of presenting the complaint, relevant facts, and further explanations. The board shall hear the complaint in a fair and just manner. The Board shall render a decision within 45 days of the hearing, which must include a summary of facts and basis for the decision.

If the individual is unsatisfied with the Board's decision, the individual may appeal the decision to the Secretary of Education. Appeals shall be filed within 30 days of the school board's decision by sending a written notice of appeal to the Agency of Education.

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|-------------------------|-------------------------------|
| <i>VSBA Review Date</i> | <i>August 15, 2022</i>        |
| <i>Date Warned</i>      |                               |
| <i>Date Adopted</i>     |                               |
| <i>Legal References</i> | <i>16 V.S.A. § 568</i>        |
| <i>Cross References</i> | <i>District Equity Policy</i> |

*DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.*