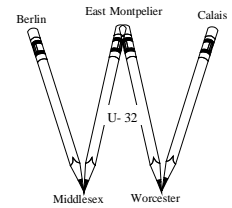


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Bryan Olkowski.
Superintendent



WCUUSD Policy Committee Meeting Agenda

5.25.21 4:30-6:30 pm

<https://tinyurl.com/ykrc62fb>

Meeting ID: 882 6736 1123

Passcode: 292704

Dial by your location: 1-929-205-6099

Via Video Conference*

1. Call to Order
2. Approve Minutes of 5.12.21 – pg. 2
3. Technology Policies for Review
 - 3.1. First Reading for policy to be adopted on 6.23.21: F44 Password Management, B8 Electronic Communication between Employees and Students, D40 Acceptable Use – pg. 5
 - 3.2. Second Reading for Policy to be Adopted: F40 Change Management, F43 Backups, D3 District Take Home Device & Personal Device, F47 Electronic Mail, F48 Incident Response Policy and Plan – pg.15
4. Review Policies
 - 4.1. School Choice Policy – pg. 30
 - 4.2. E46 Memorials Policy – pg. 72
 - 4.3. Family Request to Remain in School at End of Year
5. Future Agenda Items
 - 5.1. Anti-Racism
6. Adjourn

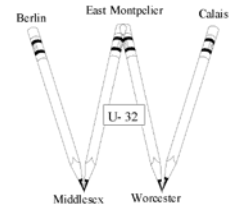
***Open Meeting Law temporary changes as of 3/30/20:** Boards are not required to designate a physical meeting location. Board members and staff are not required to be present at a designated meeting location. **Our building will not be open for meetings. All are welcome to attend virtually.**

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Bryan Olkowski
Superintendent



WCUUSD Policy Committee Meeting Minutes Unapproved 5.12.21 4:30-6:30 PM

Present: Chris McVeigh (arrived at 5:04), Dorothy Naylor, Christina Pollard, Michelle Ksepka, James Garrity, Jody Emerson, Bryan Olkowski, Aaron Boynton

Others: Ellen Knoedler

1. **Call to Order:** Dorothy Naylor called the meeting to order at 4:30 p.m.
2. **Approve Minutes of 4.27.21:** Dorothy Naylor moved to approve the minutes from April 27, 2021. Seconded by Christina Pollard, this motion carried unanimously.
3. **Review Technology Policies**
 - 3.1. **F49 Acceptable Use:** Jim Garrity shared that he had compared this policy draft with the existing Policy D3, as suggested at the previous meeting. He believes that it makes sense to have two separate stand-alone policies. (D3 = Take Home Device/ Personal Device) The policy D3 that the board is currently considering would replace the existing D3. Jim Garrity noted that the new D3 policy would be separate from this policy as discussed tonight, F49. This new version of F49 incorporates some of the key pieces from the older version of D3. Michelle Ksepka asked whether the F49 policy should actually be included in the "D" section of policies (related to instruction.) The policy will be renumbered to be included in "D" section (Michelle Ksepka will do this.)
Jim Garrity invited questions, comments or concerns from the updates that he had proposed to this policy F49. He and Michelle will develop a "D" number for this policy. **Dorothy Naylor moved to bring policy F49 to the WCUUSD Board for first reading. Seconded by Christina Pollard, this motion carried.**
 - 3.2. **School Choice Policy:** Dorothy Naylor stated that she is happy we are addressing this. The one issue she has with this is that requiring parents to work out their own transportation for school choice is a disadvantage and creates inequity. She asked whether we can consider, for example, places where the buses "intersect." She would like to include language in the policy that would have WCUUSD help with transportation and that it not be solely left to parents to work out. Catherine Pollard shared that in her experience school choice is influenced by the parents' workplace. Ellen Knoedler asked whether the survey that had been created in the past will be sent out to communities. She asked whether the curriculum audit

review's goal around "consistency and congruency" - if all of the schools have consistency and equity then why would school choice be needed? She brought up the complication of after school events in other schools outside of a student's community. She fears that school choice may lead to closing of the smaller schools in the district. Each school is unique and has excellent qualities. She asked what the reason is to send a child to another school in another town, if all of the schools are offering equitable opportunities.

Superintendent Olkowski shared that some families live in one town but are closer to another's school. He also noted that there are sometimes peer group issues, in smaller schools. He shared that there are different offerings at schools within the district; for example in allied arts and in world languages. Dorothy Naylor stated that, before we get into a broader school choice policy discussion, we would need to talk about these issues as a large community. Superintendent Olkowski shared some of his experiences with school choice and the committee briefly discussed some of the related issues. Ellen Knoedler reiterated her concerns that there is not true equity in school choice and that it works for families who network and know how to work the system. She does not think that taking kids out of their community is a good idea. She spoke about it seeming like "semi-magnet schools." Chris McVeigh stated that any school choice policy should not result in any town school closing because of lack of numbers; we would have to build in some type of limitation to that effect. Will have to take into consideration a lot of factors. He spoke about the idea of being "one district" but not allowing students the option to attend schools within the one district. Would also need to build in transportation if it were to be a truly accessible school choice option. Christina Pollard spoke about the idea of "involuntary" school choice, for instance at Doty if a kindergarten class is too small then the children are required to attend a neighboring school. She stated that if we consider this we would have to build in a protocol for making the decision about whether school choice is an appropriate option, for example, children who might go from school to school, changing several times; this would not be to the benefit of the child. Dorothy Naylor agreed that if we are to consider this then we will need to put a great deal of thought into all of the aspects and how to "contain" a policy, with parameters. Chris McVeigh asked, as it stands now, do we have the option for a student who is truly unhappy at their current school, to request attendance at another? Superintendent Olkowski stated that this has been done on a case by case basis, by decision of the board. There is no set criteria for such a request.

Superintendent Olkowski spoke about the possibility, around "involuntary" school choice - for example, with social distancing guidelines due to the pandemic - if one of the schools has plenty of space while another does not. Aaron Boynton stated that if we are looking at this to solve a bigger issue, then we need to look at solving the issue in a different way, rather than "involuntarily" move students from their school to another. Chris McVeigh and Christina Pollard indicated that they are not in favor of "involuntary" school choice.

The committee agreed to explore a school choice policy, as a "limited" option. Chris McVeigh suggested listing "limitations"/ "options"/ "factors": He noted that not everyone will be happy with these factors. We need to consider what is best for our system as a whole.

Factors:

- Available space
- Class size (from both perspectives - sending school and receiving school)
- “Attendance zone” - if you live within a certain distance then you are guaranteed attendance at a certain school. (Is this an exclusivity or is this an option?) (e.g. within a mile to the school, or length of bus ride, some other criteria)
- Sibling: guaranteed admission
- Lottery, if necessary
- Transportation

Chris McVeigh asked whether there are basic minimums regarding class size.

Michelle Ksepka shared some of the numbers/ percentages which are considered at the high school, re: school choice. For example, 5% or 10 students, whichever is smaller? Discussion followed around class size. Christina Pollard suggested that it would be helpful to use a survey of the community in order to consider a school choice policy. Dorothy Naylor reiterated her belief that the policy must include some sort of support around transportation to families. Chris McVeigh stated that he is in favor of trying to fashion a transportation option if needed. Ellen Knoedler expressed her hope that in the fall we will be able to meet face to face, and she hopes that there will be a big effort to educate parents about this issue and to have a well fleshed out discussion. She feels that the community engagement of the new WCUUSD board is lacking.

Next steps for the committee re: this policy:

Dorothy Naylor suggested something on FPF explaining that we are considering this, and listing some of the factors as discussed tonight, and to ask for feedback.

Michelle Ksepka: thinks we are talking about a small number of students - might want to start with polling families and seeing if there is interest.

Chris McVeigh - the point of the policy though is to apply regardless of the numbers (e.g. this might gain momentum over time)

Dorothy Naylor - is it possible for principals to ask parents to reach out if they are interested in this option?

Aaron Boynton suggested that using “Google forms” is a simple way to get input from families. Jody Emerson shared that Michelle Ksepka has created a one-question prompt on Infinite Campus in the past - this might be a good resource.

4. Future Agenda Items:

4.1. Memorials Policy

4.2. Family Request to Remain in School at End of year

Next Meeting: May 25, 2021 4:30-6:30

5. Adjourn: The meeting adjourned by consensus at 6:28p.m.

Respectfully submitted,

Lisa Stoudt, Committee Recording Secretary

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

PASSWORD MANAGEMENT

POLICY: F44

WARNED: 5.14.21

ADOPTED: _____

EFFECTIVE: _____

Overview

Strong and consistent management of user IDs and passwords enables the WCUUSD to authenticate individual users, trace actions to users, and fully utilize the secure features of the network and system infrastructure of the organization and to protect sensitive information to the fullest extent practical. All employees and personnel that manage or have access to systems and networks must adhere to the password policies defined below in order to protect the security of sensitive information and data.

Purpose

This policy applies to any and all personnel who have any form of user or administrator account requiring a password on any network, system, or system component.

Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any WCUUSD facility, has access to the WCUUSD network, or stores any non-public WCUUSD information.

User ID & Password

User-IDs and Passwords: WCUUSD requires that each service user accessing multi-user information systems have a unique user-ID and a private password. The unique user-ID and in some cases, the initial password will be issued by WCUUSD Information Technology Department. All issued passwords must be changed at first login and is enforced through group policy. These user-IDs must then be employed to restrict system privileges based on job duties, project responsibilities, and other business activities. Each service user is personally responsible for the usage of his or her user-ID and password. All activity logged under a user account is the responsibility of the user who owns the account.

Role Accounts/Anonymous User-IDs: With the exception of electronic bulletin boards, Internet web sites, and other systems where all regular users are intended to be anonymous, users are prohibited from logging into any WCUUSD system or network anonymously. Anonymous access might, for example, involve use of "guest" user-IDs. When users employ system commands that allow them to change active user-IDs to gain certain privileges, they must have initially logged-in employing user-IDs that clearly indicated their identities. This might, for example, take place on UNIX systems with the SU command. Demonstration software and/or demonstration systems for customers are exempt in that a customer may access the system anonymously; however, all

administrative tasks performed by WCUUSD employees, representatives, contractors, or otherwise must not be anonymous.

Difficult-to-Guess Passwords: To ensure that password systems do the job they were intended to do; users must choose passwords that are difficult-to-guess. This means that passwords must NOT be related to one's job or personal life. For example, a car license plate number, a spouse's name, or fragments of an address must not be used. This also means passwords must not be a word found in the dictionary or some other part of speech. For example, proper names, places, technical terms, and slang must not be used. The password "WCUUSD" must never be used (regardless of upper or lower case) on network (public or private) connected systems, even for demonstration accounts or public access. The password length must be a minimum of eight alphanumeric characters with the maximum number of characters being system dependent. Creating passwords that are at least 15 characters or more can ensure a more secure environment. If words are used in your password, ensure that you are using non-compound words.

Random Characters Must Be Used: At least one special character and one numeric character should be used to increase the difficulty in guessing passwords. An example would be the numeric character '3' in place of the letter 'E'. Special and Numeric characters include numbers, punctuation marks, and delimiting characters such as the "@" symbol.

Passwords Change Frequency: Passwords should only be changed when there is a reason to believe that a password has been compromised. Changes should occur every year for privileged accounts. This must be enforced by software controls on multi-user systems and within the Active Directory domain. Additionally, passwords must not be re-used. All multi-user systems, which have the capability to prevent the re-use of passwords, will not allow a user to enter a password that has been recently used, within 5 uses. Additionally, software controls may be employed that prevent the repeated changing of passwords to facilitate the minimum number of changes within a short period of time.

Password Storage: Passwords must not be stored in readable form in batch files, automatic log-in scripts, software macros, terminal function keys, in computers without access control systems, or in other locations where unauthorized persons might discover them. Similarly, passwords must not be written down in some readily decipherable form and left in a place where unauthorized persons might discover them.

Sharing Passwords: If users need to share computer-resident data, they should use electronic mail, group-ware databases, public directories on local area network servers, and other similar mechanisms. Although user-IDs are shared for electronic mail and other purposes, passwords must never be shared with or revealed to others. Users should not disclose passwords to administrative staff or to managers, even when requested to do so – the password for a user account is not required for administrative purposes and any request for your password should be viewed as suspicious. The exception to this is the 'Administrator' or 'root' password, which is shared by users who require special access. Sharing a password (or any other access mechanism such as a dynamic password token) exposes the authorized user to responsibility for actions that the other party takes using the disclosed password. If a service user believes that someone else is using his or her user-ID and password, the service user must immediately notify the administrator for the information system in question. If a password is discovered written down in an easily accessible location (for example on a whiteboard, or written on a sticky note attached to the bottom of a keyboard) the account will be treated as if it had been disclosed and will be disabled.

Multi-Factor Authentication

The implementation of Multi-factor authentication is highly encouraged whenever applicable not only for work accounts but for personal accounts too.

Privileged User-IDS and Passwords: Certain privileged accesses on production systems require the use of the administrative or Super-User (root) accounts. Knowledge and use of such user-IDS shall be restricted to a need-to-know basis. All users granted such access shall have their names added to the authorized administrative user list and shall be removed when access is no longer required. If a privileged user-ID/password has been determined to be compromised, then the scope of the compromise must be assessed and all passwords relating to the compromised system must be changed as appropriate.

Password Policy Conformance Auditing: From time to time the Information Technology Department or the Security Team may audit the multi-user computer systems for password policy conformance. If a password is not long enough (16+ characters) or does not contain enough special characters or is based on a dictionary word and is easily guessed, the account related to the weak password will be required to choose a more secure password. Audits may also include checking the vicinity of one's workspace for passwords that have been written down (sticky note on keyboard) but will not include a search of personal effects or within desk drawers.

Password Account Blocking: After six consecutive login failures an account will be blocked from further access for a minimum of 30 minutes (not including Network Infrastructure). If a user has had an account disabled in such a manner, they must contact the Information Technology Helpdesk following the IT Support Request Process to have the account re-enabled if it is necessary for the account to be accessible within the lockout time frame.

Violations of Password Policy: In the event that a password has been disclosed, either by accident or by the negligence of a user, the account in question must be disabled. In order for a service user to regain access to computing resources, an internal ticket request must be submitted by the user's manager before the account may be re-enabled for their use. Repeated violations or disclosure of access control information to an outside party will result in disciplinary action up to and including termination of employment. If your account has been disabled or you suspect that it has been disclosed, please immediately contact the Help Desk (ithelp@u32.org)

Required

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

ELECTRONIC COMMUNICATION BETWEEN
EMPLOYEES AND STUDENTS

POLICY: B8

WARNED: 5.14.21

ADOPTED: _____

EFFECTIVE: _____

I. Statement of Policy

The Washington Central Unified Union School District (WCUUSD) recognizes electronic communications, and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and employees communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between employees and students. However, the WCUUSD recognizes employees and students can be vulnerable in electronic communications.

In accordance with Act 5 of 2018 this model policy is adopted to provide guidance and direction to WCUUSD employees to prevent improper electronic communications between employees and students.

II. Definitions. For purposes of this policy, the following definitions apply:

- A. **Electronic communication.** Electronic communication is any computer-mediated communication in which individuals exchange messages with others, either individually or in groups. Examples of electronic communication include, but are not limited to, email, text messages, instant messaging, voicemail, and image sharing and communications made by means of an internet site, including social media and social networking websites.
- B. **Social media.** Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, websites and internet forums. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, and Google+.
- C. **Employee.** Employee includes any person employed directly by or retained through a contract of employment the district, an agent of the school, a school board member, and including supervisory union employees.
- D. **Student.** Student means any person who attends school in any of the grades Prekindergarten through 12 operated by the district.

III. Policy on Electronic Communication Between Students and Employees.

All communication between employees and students shall be professional and appropriate. The use of electronic communication that is inappropriate in content is prohibited.

A. Inappropriate content of an electronic communication. Inappropriate content of an electronic communication between an Employee and a Student includes, but is not limited to:

1. Communications of a sexual nature, sexual oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the employees' or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or demeaning;
6. Communications requesting or trying to establish a personal relationship with a student beyond the employees' professional responsibilities;
7. Communications related to personal or confidential information regarding employee or student that isn't academically focused; and
8. Communications between an employee and a student between the hours of 10 p.m. and 6 a.m. An Employee may, however, make public posts to a social network site, blog or similar application at any time.

B. Procedures. The superintendent shall develop procedures for both the receipt and handling of reports filed under this policy (see IV.A. and B. below).

IV. Enforcement Responsibilities

A. Student communications violation of this policy. In the event a student sends an electronic communication, that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to an employee, the employee shall submit a written report of the inappropriate communication ("Report") to the principal or designee by the end of the next school day following actual receipt by the Employee of such communication. The principal or designee will take appropriate action to have the student discontinue such improper electronic communications.

While the school district will seek to use such improper electronic communications by a student as a teaching and learning opportunity, student communications violation of this policy may subject a student to discipline. Any discipline imposed shall take into account the relevant surrounding facts and circumstances.

B. Employee communications violation of this policy. In the event an employee sends an electronic communication that is inappropriate as defined in this policy or that violates the procedures governing inappropriate forms of electronic communication to a student, the student shall or the student's parent or guardian may submit a written report of the inappropriate communication ("Report") to the principal and/or the person designated by the principal to receive complaints under this policy promptly. The report shall specify what type

of inappropriate communication was sent by the employee with a copy of the communication, if possible.

Inappropriate electronic communications by an employee may result in appropriate disciplinary action.

- C. **Applicability.** The provisions of this policy shall be applicable at all times while the employee is employed by the district and at all times the student is enrolled in the school district, including holiday and summer breaks. An employee is not subject to these provisions to the extent the employee has a family relationship with a student (i.e. parent/child, nieces, nephews, grandchildren, etc.).
- D. **Other district policies.** Improper electronic communications that may also constitute violations of other policies of the district, i.e. unwelcome sexual conduct may also constitute a violation of the school's separate policy on the Prevention of Harassment, Hazing and Bullying of Students. Complaints regarding such behavior should be directed as set forth in the school's Procedures on the Prevention of Harassment, Hazing and Bullying of Students.

V. Reporting to Other Agencies

- A. **Reports to Department of Children and Families [DCF].** When behaviors violative of this policy include allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., must report the allegations to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901 et seq.
- B. **Reports to Vermont Agency of Education [AOE].** Accordingly, if behaviors violative of this policy in a public school involve conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the superintendent and the superintendent shall report the alleged conduct to the AOE.
- C. **Reporting Incidents to the Police.** Nothing in this policy shall preclude persons from reporting to law enforcement any incidents and/or conduct that may be a criminal act.
- D. **Continuing Obligation to Investigate.** Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this or any other policy, such as the Policy on the Prevention of Harassment, Hazing and Bullying, to pursue and complete an investigation upon receipt of notice of conduct which may constitute a policy violation.

<i>Legal Reference(s):</i>	2018 Acts and Resolves No. 5 (located at https://legislature.vermont.gov/Documents/2018.1/Docs/ACTS/ACT005/ACT005%20As%20Enacted.pdf)
	16 V.S.A. § 1698
	16 V.S.A. § 570

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

ACCEPTABLE USE POLICY

POLICY: D40

WARNED: 5.14.21

ADOPTED: _____

EFFECTIVE: _____

Overview

WCUUSD's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to WCUUSD's established culture of openness, trust and integrity. IT is committed to protecting WCUUSD's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

The question of Internet safety includes issues regarding the use of the Internet, Internet-capable computing devices, and other electronic devices in a manner that promotes safe online activity for children, protects children from cybercrimes, including crimes by online predators and cyberbullying, and helps parents shield their children from materials that are inappropriate for minors. To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the district will use the following four-part approach. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of WCUUSD. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every WCUUSD employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose

This policy applies to employees, contractors, consultants, temporary and other workers, including all personnel affiliated with third parties. This policy applies to all equipment that is owned and/or leased by WCUUSD.

Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct WCUUSD business or interact with internal networks and business systems, whether owned or leased by WCUUSD, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at WCUUSD and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with WCUUSD policies and standards, and local laws and regulation. This policy applies to employees, contractors, consultants, temporaries, and other workers at WCUUSD, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by WCUUSD.

Right to Search, **Examine** and Monitor – No Expectation of Privacy

All devices that connect to the WCUUSD network are discoverable. To ensure compliance with WCUUSD internal policies as well as applicable laws and regulations, and to ensure service user safety, WCUUSD administration reserves the right to monitor, inspect, and/or search at any time all WCUUSD information systems. This examination may take place with or without the consent, presence, or knowledge of the involved service users. ~~The information systems subject to such examination include, but are not limited to, electronic mail system files, personal computer hard drive files, voicemail files, printer spool files, fax machine output, desk drawers, and storage areas. All searches of this nature will be conducted after the approval of the Legal and Human Resources Departments.~~

All district-owned and personally owned Internet-capable devices in all district facilities accessing the Internet through district network resources will be filtered and monitored (and could be discoverable) to prevent access to obscene, racist, hateful, violent, or other objectionable material as specified in the FCC Children's Internet Protection Act or district policies.

Since WCUUSD's computers and networks are provided for business and educational purposes only, service users should have no expectation of privacy associated with the information they store in or send through these information systems. WCUUSD administration additionally retains the right to remove from its information systems any material it views as offensive or potentially illegal. WCUUSD reserves the right to turn over potentially illegal material to law enforcement for civil and or criminal prosecution.

Internet Access / Acceptable Use for Personal Activity

Service users are generally provided with Internet access to perform their job duties, but this access may be terminated at any time at the discretion of a service user's supervisor. Service users must take

special care to ensure that they do not represent WCUUSD in an official capacity on Internet discussion groups and in other public forums, unless they have previously received administration authorization to act in this capacity. All information received from the Internet should be considered to be suspect until confirmed by reliable sources; there is a great deal of inaccurate and deliberately misleading information available on the Internet. Separately, service users must not place WCUUSD material (software, internal memos, press releases, databases, etc.) on any publicly accessible computer system such as the Internet, unless both the information Owner and the Information Technology Department have first approved the posting. On a related note, sensitive information must not be sent across the Internet unless it is in encrypted form.

Supervision

When students and staff access the Internet from any district facility, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures and/or the network use agreement, then district staff may instruct the person to cease using that material and/or implement sanctions contained in district policies, procedures and/or the network use agreement.

Unbecoming Conduct

Prohibited Activities: Users must not test or attempt to compromise computer or communication system security measures unless specifically approved in advance and in writing by the WCUUSD IT Team or is specifically a part of their job duties. Incidents involving unapproved system cracking (hacking), password cracking (guessing), file decryption, bootleg software copying, or similar unauthorized attempts to compromise security measures may be unlawful and will be considered serious violations of WCUUSD internal policy. Likewise, short-cuts bypassing systems security measures, as well as pranks and practical jokes involving the compromise of systems security measures are absolutely prohibited.

Harassing or Offensive Materials: WCUUSD computer and communications systems are not intended to be used for and must not be used for the exercise of the service users' right to free speech. Sexual, ethnic, and racial harassment --including unwanted telephone calls, electronic mail, and internal mail -- is strictly prohibited and is cause for disciplinary action up to and including termination of employment. Service users are encouraged to promptly report the communications to their manager and the Human Resources Department. WCUUSD retains the right to remove from its information systems any material it views as offensive or potentially illegal.

Appropriate Behavior: To avoid legal problems, whenever any affiliation with WCUUSD is included with an Internet message or posting, "flaming" or similar written attacks are strictly prohibited. Likewise, service users must not make threats against another user or organization over the Internet. All Internet messages intended to harass, annoy, or alarm another person are similarly prohibited.

Business Activities not Related to WCUUSD: It will be a violation of policy for any user to conduct business other than that of Washington Central Unified Union School District on WCUUSD Information Systems.

Recommend

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

CHANGE MANAGEMENT

POLICY: F40

WARNED: 5.14.21

ADOPTED: 4.28.21

EFFECTIVE: _____

Overview

The objective of change management in this context is to ensure that standardized methods and procedures are used for efficient and prompt handling of all changes to control IT infrastructure, in order to minimize the number and impact of any related incidents upon service.

Purpose

To control all changes to equipment, software or procedures will be established and followed for change, integrating operational and application change control procedures, and logging all changes.

Change Advisory Board (CAB)

A CAB is a group of people who run formal CAB meetings to assess, prioritize, authorize, and schedule changes as part of the change control process.

There are two components of a best practice CAB: 1) The right people and 2) An effective CAB meeting structure.

The CAB should include at least one representative from all groups affected by the changes on the agenda (including non-IT groups and student(s) if applicable) and can include managers or non-managers, such as a network engineer or teacher or administrator. It is likely to include groups from functional and technical disciplines such as the IT Helpdesk, application support, server support, etc. An affected manager of a change (or team leader) who was invited but cannot attend a meeting may designate an alternate to attend in their place. Please ask the CAB owner (chairperson) for guidance as needed on this item (or any item in this policy document).

The CAB owner acts as a chairperson and should be a CAB member. This person is typically a change manager or on the change management team.

The responsibilities of the CAB members include the following:

- Review changes prior to the meeting.
- Assess and recommend the approval or rejection of proposed changes in a timely manner. If a CAB member doesn't approve a change, make sure they explain why.
- Attend scheduled CAB meeting(s) or send a qualified representative.
- Act as a liaison between the CAB and its team regarding change management policies, procedures, questions, or enhancements.

The responsibilities of the CAB owner include the following:

- Develop the vision and strategy for CAB meetings.
- Lead CAB meetings and make sure the required representatives attend (representatives from all groups affected by changes).
- Define and communicate the CAB members' roles and responsibilities.
- Document and communicate the CAB meeting agenda before CAB meetings and decisions after the meeting.

Regular CAB meetings should take place at least monthly; however, a weekly or biweekly schedule is recommended.

All teams affected by a change should be represented in the CAB meeting.

The CAB Meeting Agenda should include the following:

- All high-risk changes and changes marked as required by the CAB - A review of all failed and backed out changes
- Change management process updates
- Reviews for each change that include:
 - A risk/impact assessment (on the district)
 - The effects on the infrastructure and customer service as defined in the Service Level Agreement (SLA) as well as on capacity and performance, reliability and resilience, contingency plans, and security
 - The impact on other services that run on the same infrastructure (or on software that is in the cloud)
 - A resource assessment, including the IT, district, and other resources required to implement and validate the change
 - The effect, risk, and/or impact of not implementing the change
 - Other changes being implemented on the schedule of change
 - Technical capability and technical approval required

A change that goes into production can impact many teams, including central office, parents, administrators, students, IT, and other groups. If you don't consider all technical impacts of a change, there is a higher risk of a system outage or malfunction. This makes an effective CAB essential because it provides awareness of the changes for impacted teams and makes sure all technical aspects of a change are considered.

Types of Significant Change

There are three types of significant change that should be considered:

Standard Change – Standard Change is a consistent or routine change that takes place on a regular interval (weekly, monthly, quarterly, yearly) that should be formally reviewed and approved before being implemented. These changes have fairly common steps and guidelines and are generally low risk to the environment and seldomly require modification.

Once approved, this change does not need to go back to a change advisory board (CAB) or administration team for regular approval.

However, the schedule for change must be published and communicated on a regular basis. Additionally, if a standard change causes an issue or outage, it must be brought back to the CAB for review and discussion.

Examples of Standard Change:

- Lifecycle replacement of hardware
- Routine Software Patching and Updates
- Firewall Changes not requiring a service outage
- DNS entries

Normal Change – Normal Change is a change that may be common, but may also be unique in its construct. A normal change should be reviewed (and approved/scheduled or denied) by the CAB or administration as it may contain risk to the environment such as system downtime, data loss, security risk, enumeration or dissemination of PII, PHI, or other types of information.

Examples of Normal Change:

- Storage or Virtualization Platform replacement
- Application upgrade that impacts functionality or the data model of a system
- Telephone system enhancement or upgrade work that may cause an outage

Emergency Change – Emergency Change is a Normal Change that must be introduced and implemented as soon as possible, even before the CAB or administration team needs to approve or deny the change. The CAB owner will quickly determine if emergency change is warranted for a particular circumstance. These changes typically represent a crisis or opportunity that must be addressed without undue risk to the district. While the change may need to be implemented before a CAB meeting, the change **MUST** still go through the CAB or administration team **AFTER** implementation so they can review the efficacy of the change and the emergency nature of it and provide their approval or dissent to the change. **YOU MAY NOT SKIP THIS PART OF THE PROCESS.**

Examples of Emergency Change:

- Implementing a security patch to a zero-day exploit
- Isolating the network from a large-scale Distributed Denial of Service (DDOS) Attack

Change Management Requirements

There shall be a formal approval for proposed changes that could potentially impact the operational environment. Prior to any operational change there shall be a risk assessment that:

- Identifies significant changes.
- Records significant changes.
- Assesses the potential impact of such changes.

- Procedures and responsibilities for aborting and recovering from unsuccessful changes
- All changes shall be reviewed in advance and requires the written approval of the or designee.
- All changes shall be communicated to all relevant individuals.

Change Policies Computers/Workstations

There shall be a formal approval for proposed Local Administrator Access: WCUUSD service users will not have the right to change the local administrator passwords on WCUUSD provided desktop computers. Service Users may request access to the local administrators group from the Information Technology Department, however, this will void the computer and the service user from being supported by the Information Technology Department. Systems that have been modified and require the assistance of the Information Technology Department will be re-loaded with the original software configuration that the Information Technology Department supplies to service users when issued a new system.

Configuration Changes: The standard network and systems configuration on WCUUSD laptops is configured so that in most cases the computer can be transferred from network to network without substantial configuration changes.

Changes to Hardware: Computer equipment supplied by WCUUSD must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra circuit boards) without prior knowledge and authorization from the Information Technology Department.

Changes NOT Related: Any changes that are not related to the changes listed above must adhere to and comply with the District Change Management Policy.

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

BACKUPS

POLICY: F43

WARNED: 5.14.21

ADOPTED: 4.28.21

EFFECTIVE: _____

Individual User Responsibility: WCUUSD users must ensure that information that represents any part of a plan, system design, or that relates to the management of accounts are adequately protected from loss. District file servers and information stored in Google GSuite in the cloud are frequently backed up and archived; this is the suggested method for ensuring that information loss is prevented. If a user is unable to ensure adequate loss protection, they should contact the WCUUSD Information Technology Helpdesk (ithelp@u32.org) for assistance in resolution of this problem.

Not Responsible for Backups of District or Personal Data stored locally on devices: WCUUSD information systems are for official district use. Personal, non-school or work-related data should not be stored on district systems. WCUUSD will not backup user's district, school or personal data files or programs that are not stored on WCUUSD servers (or in the Google G-Suite environment) or have no relevance to WCUUSD business. Employees, Staff members, students, etc. who store personal, non-school or work-related data on their school devices do so at their own risk and expense. Examples include but are not limited to encoded music files, digital images personal pictures and games. The Information Technology Department may remove such items from WCUUSD systems at their discretion without prior warning to individuals.

General Storage Rules

- Maintain records in an appropriate storage form (i.e., Storage area network, network attached storage, paper, magnetic tape, microfilm, flash drive, optical disk) for the recommended length of time indicated by this policy.
- All records being prepared for storage should be described and include the following information on a label in order to facilitate their reference, review, and destruction:
 - The inclusive dates
 - Originating department name
 - Type of media
 - Date of destruction
 - Contact name and telephone number.
- Ensure the appropriate forms of records are complete and copies of such records can be reproduced in a complete and readable form upon request.
- Store all records in a manner that permits the efficient retrieval of stored records and the efficient return of records borrowed from storage.

- Restrict access to stored records to those individuals who have an appropriate need and permission to retrieve the records.
- Ensure all records are stored in a climate-controlled location with protection from hazards (i.e., theft, water, fire).
- Confirm that records copied onto an alternative storage medium (storage area network, network attached storage, microfiche, diskette, tape) are complete and readable before the original paper record is destroyed. All records stored in an alternate format must be available for reading and/or duplicating within a reasonable timeframe. Once records have been transferred, the original version can be destroyed according to this policy.
- Protect computerized data with password, code or card system.
- The Uniform Preservation of Business Records Act requires retention of general business records for three years from the creation of such records if no retention period is specified by regulation.
- Credit card transaction data should be stored only as long as required for financial tracking and auditing purposes. The specific credit card holder information such as the account number, expiration date, or other magnetic stripe information should never be stored in electronic format unless specific approval is received from the IT Department and the WCUUSD Policy Committee.

Required

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

DISTRICT TAKE HOME DEVICE &
PERSONAL DEVICE POLICY

POLICY:

D3

WARNED:

5.14.21

ADOPTED:

4.28.21

EFFECTIVE:

Overview

The mission of the District Take Home Device & Personal Device Policy in WCUUSD is to create a collaborative learning environment for all learners. This environment will support students and teachers in the use of technology to enhance student learning and engagement in the classroom. It will create equity and level the playing field for all learners by providing every student with a device to use both in school and at home.

In 2019 the District expanded the use of Chromebooks and the ability for students to take home the devices to support their schoolwork. Students at all WCUUSD schools will have the opportunity to check out a district-owned Chromebook (Grades 3-12) or Tablets (Grades PreK-2) for the school year. This device will allow filtered access via the district network to educational resources and materials needed for students to be successful. It will also allow all student access to G Suite for Education, online textbooks, educational web-based tools, and many other useful websites.

Education and Access

G Suite for Education is a closed system whereby only students and staff have access. It includes applications that enable students to:

- Create projects
- Collaborate with their classmates
- Send emails to students and teachers
- Submit assignments

As a G Suite for Education District, we are able to monitor student Chromebook activity through web-based management tools.

Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing at school or home using another WiFi router that is providing the Internet connection. We are currently using Content Keeper for Chromebook and other background tools.

Daily Care and Maintenance

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to administrators in the schools who will provide it to the IT department. Do not take District owned Chromebooks to an

outside computer service for any type of repairs or maintenance. Do not attempt to repair the device yourself. We understand accidents happen. Report them immediately so that the district can fix the device.

- Students are responsible for bringing fully charged Chromebooks for use each school day.
- Chromebooks must have a District asset tag on them at all times and this tag must not be removed or altered in any way. If removed there may be disciplinary action.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Plug-in connectors are **fragile** and must be handled with care.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. No liquids.
- Student should never leave a Chromebook unattended, such as in a vehicle or any unsupervised area.
- Transport Chromebooks with care, Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its base with the lid closed and open or close it using two hands.

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not store the Chromebook with the screen in the open position or tablet mode.
- Do not place anything on the Chromebook that could put pressure on the top or screen.
- Do not poke the screen with anything that may mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g., pens or pencils)
- Do not place the device near magnets or anything with high electric current.
- Do not place anything in the sleeve or backpack that may press against the cover.

Digital Citizenship and Internet Safety

WCCUSD asks that all computing equipment is used for educational purposes or to support those employees who provide educational services. We expect device holders to use electronic resources safely and responsibly. We ask that students engage a trusted adult if you are unsure about something related to the use of your computer or electronic resources. We ask that you do not share your account information or the account information of others. Never post or share pictures of yourself or others unless you have school permission. Please tell a trusted adult if you come across something that is dangerous or disturbing. All school rules for how you behave and how you treat others apply for in-person and for electronic communications.

Security, Filtering, and Monitoring

The school district is required by law to provide certain levels of filtering and monitoring of the use of all district owned technology and electronic resources. All students are expected to support these efforts to provide a safe and legal electronic learning environment. It is expected that parents/guardians will monitor the student's use of the Internet at home so that the district-owned device is not used to access illegal or inappropriate websites or download any material from those sites. Please be aware of these cautions.

- Do not use district equipment or electronic resources for commercial or personal gain.
- Do not use district resources and email addresses for political purposes, like trying to influence elections.

- Do not use district resources for anything illegal or indecent such as bullying, posting inappropriate images or text, or passing along information that is harmful or inappropriate.
- Do not participate in any activity to alter, bypass or attempt to bypass the school district network, security settings, filters, safety settings, or user roles.
- Do not install or download personal software or applications (apps), games, or operating systems.

Lost or Damaged Equipment

Students and parents are responsible for district-owned technology that is issued to them, just as they are for other district-owned items such as textbooks, athletic equipment, or library books. The district will repair or replace the device, but students and parents may be responsible for the cost of those repairs or replaced devices. Please remind your student to report a missing Chromebook to the library staff or classroom teacher (in-person or via email) as **soon** as it's misplaced. We can help them locate. After 24 hours we will disable the device.

The WCUUSD Transportation Staff have been asked to return any found devices to the U-32 Technology Office.

Submit Chromebooks that need repair, with the sleeve and power cord to the Building Technology Specialist, teacher-librarian, or classroom teacher depending on your school. If we are able to fix the device, we will do so and return it. If we are unable to fix the problem, we will issue a new device. Physical damage or lost equipment may cost a student or employee a replacement fee.

Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices such as, but not limited to, laptops, mobile devices, cell phones, and e-readers to promote student learning and to further the educational and research mission of the district. The use of personally owned devices at school by staff and students is voluntary and a privilege, and subject to all school district policies and procedures. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during any school-related activity.

The district assumes no liability or responsibility for any act of a staff, student or guest user that is inconsistent with school district policies and procedures. Any individual who brings personally owned devices onto school property is solely responsible for that equipment.

If the District has reasonable cause to believe a staff member or student has violated school district policies or procedures authorized personnel may confiscate and hold a staff member, student's or guest user's mobile or personal device in accordance with school district policies and procedures for privacy and security.

Law Enforcement Requests Regarding District Devices

From time to time, the district may receive an equipment access or seizure request from law enforcement. In order to respond to these requests in a structured way, no employee, vendor, or consultant should act independently on these requests. Absolutely no district devices or accounts are to be given to law enforcement without permission of the Superintendent or Superintendent's

designee. All requests for equipment, software, or account access, including subpoenas should be directed to the Office of the Superintendent.

Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

ELECTRONIC MAIL

POLICY: F47

WARNED: 5.14.21

ADOPTED: 4.28.21

EFFECTIVE: _____

Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within the district. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose

The purpose of this email policy is to ensure the proper use of WCUUSD email system and make users aware of what WCUUSD deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within WCUUSD Network.

Scope

This policy covers appropriate use of any email sent from a WCUUSD email address and applies to all employees, vendors, and agents operating on behalf of WCUUSD.

Definitions

FERPA - The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to

disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

HIPAA - The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge. The US Department of Health and Human Services (HHS) issued the HIPAA Privacy Rule to implement the requirements of HIPAA. The HIPAA Security Rule protects a subset of information covered by the Privacy Rule.

PCI - The Payment Card Industry Data Security Standard (PCI DSS) is a set of security standards designed to ensure that ALL companies that accept, process, store or transmit credit card information maintain a secure environment.

The Payment Card Industry Security Standards Council (PCI SSC) was launched on September 7, 2006 to manage the ongoing evolution of the Payment Card Industry (PCI) security standards with a focus on improving payment account security throughout the transaction process. The PCI DSS is administered and managed by the PCI SSC (www.pcisecuritystandards.org), an independent body that was created by the major payment card brands (Visa, MasterCard, American Express, Discover and JCB.).

The PCI DSS applies to ANY organization, regardless of size or number of transactions, that accepts, transmits or stores any cardholder data.

FOIA - The **Freedom of Information Act (FOIA)**, is a federal freedom of information law that requires the full or partial disclosure of previously unreleased information and documents controlled by the public organizations. The act defines agency records subject to disclosure, outlines mandatory disclosure procedures, and defines nine exemptions to the statute. The act was intended to make U.S. government agencies' functions more transparent so that the American public could more easily

identify problems in government functioning and put pressure on Congress, agency officials, local officials and the president to address them.

Policy

- All use of email must be consistent with WCUUSD policies and procedures of ethical conduct, safety, compliance with applicable laws and proper district practices.
- WCUUSD email account should be used primarily for WCUUSD district-related purposes; personal communication is permitted on a limited basis, but non-WCUUSD related business uses are prohibited.
- All WCUUSD data contained within an email message or an attachment must be secured according to the Data Protection Standard, state and federal laws and should adhere to all FERPA, HIPAA, FOIA and PCI requirements.
- Email should be retained only if it qualifies as a WCUUSD district record. Email is a WCUUSD district record if there exists a legitimate and ongoing district reason to preserve the information contained in the email.
- Email that is identified as a WCUUSD district record shall be retained according to WCUUSD Record Retention Schedule.
- The WCUUSD email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any WCUUSD employee should report the matter to their supervisor immediately.
- Users are prohibited from automatically forwarding WCUUSD email to a third-party email system. Individual messages which are forwarded by the user must not contain WCUUSD confidential or above information.
- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct WCUUSD business, to create or memorialize any binding transactions, or to store or retain email on behalf of WCUUSD. Such communications and transactions should be conducted through proper channels using WCUUSD-approved documentation.
- Using a reasonable amount of WCUUSD resources for personal emails is acceptable, but non-*work-related* email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a WCUUSD email account is prohibited.
- WCUUSD employees shall have no expectation of privacy in anything they store, send or receive on the district's email system.
- WCUUSD may monitor messages without prior notice. WCUUSD is not obliged to monitor email messages.

The Internet has been plagued with hoaxes alleging various security problems. Many of these hoaxes take the form of phishing attacks or chain letters, which request that the receiving party send the message to other people. Service users in receipt of information about system vulnerabilities should forward it to the WCUUSD Information Technology Helpdesk (ithelp@u32.org), who will then determine what if any action is appropriate. Service users must not personally redistribute system vulnerability information.

Distribution of Unsolicited WCUUSD Marketing: Service users must not use facsimile (fax) machines, electronic mail, instant messenger, auto-dialer robot voice systems, or any other electronic communications systems for the distribution of unsolicited advertising material.

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

INCIDENT RESPONSE POLICY AND PLAN

POLICY: F48

WARNED: 5.14.21

ADOPTED: 4.28.21

EFFECTIVE: _____

Overview

In accordance with security best practices, all security incidents will be formally documented and responded to. This policy provides some general guidelines and procedures for dealing with computer security incidents.

Purpose

The WCUUSD is committed to maintaining the security of electronic information. Formal practices of tracking and mitigating security incidents will aid in assessing potential risks and vulnerabilities to data. As such, WCUUSD will continually assess risks and improve security measures.

Incident Examples

Some examples of possible incident categories include:

- Compromise of system or data integrity
- Denial of system resources.
- Illegal access to a system (either a penetration or an intrusion).
- Malicious use of system resources
- Inadvertent damage to a system.
- Malware or virus detection.

Some possible scenarios for security incidents are:

- Loss of a laptop or device containing, HIPAA, PII and/or other WCUUSD – data.
- Suspicious activities or anomalies that are identified through intrusion detection, firewall or other network device logs. You have discovered a major virus has infected multiple systems.
- Damage, intentional or accidental, to equipment or system affecting its ability to perform its job.
- Unauthorized wireless access points.

Incident Reporting

All suspected policy violations, system intrusions, virus infestations, and other conditions which might jeopardize WCUUSD information or WCUUSD information systems must be immediately reported to the WCUUSD Information Technology Helpdesk (ithelp@u32.org), who will coordinate with the WCUUSD Director of Technology and/or Superintendent.

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

**INTRA-DISTRICT ELEMENTARY
SCHOOL CHOICE POLICY**

POLICY: _____

WARNED: _____

ADOPTED: _____

EFFECTIVE: _____

The Washington Central Unified Union School District (WCUUSD) offers parents/guardians school choice within the district. The choice of school will be guided by the needs of students, parents and the district. It is the policy of WCUUSD to offer students the option to enroll in a school of their choice within the District. The District places students in the District's schools based on a student's town of residence. Transportation is available to students who attend their town school.

Voluntary School Choice: The Superintendent of Schools will develop procedures consistent with the following guidelines:

- Requests to attend a school in another town within WCUUSD will be granted based on space availability and with the goal of creating balanced class sizes for all schools.
- Regardless of residence, every family will have a choice of enrolling in any elementary school operated by the District (Berlin, Calais, Doty, East Montpelier and Rumney).
- Transportation is the responsibility of the student's family and will not be provided. Parents must maintain transportation and regular attendance in the enrolled school.
- Younger siblings entering school after a child who has exercised school choice may attend the same school as their older sibling.

~~**Involuntary School Choice:** The Superintendent of Schools will develop procedures consistent with the following guidelines:~~

- ~~• After the voluntary school choice has taken place, the Superintendent along with the elementary principals shall look at the class sizes for each grade level. When there are classes sizes less than _____~~
- ~~• Transportation will be provided to these students due to involuntary school choice.~~

September 18, 2020

VIA EMAIL *only*

Bryan Olkowski
Chris McVeigh
Marylynn Strachan
Jaiel Postcamp
Aaron Boynton
Jodi Emerson
Krista Metevia

Dear Colleagues,

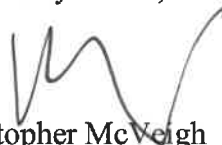
We are set to meet on September 29th, 2020 at 4:30 p.m. via Zoom.

One of the topics we'll be discussing is developing a school choice policy. I've attached copies of school choice policies that are currently in existence at other districts in Vermont, including one that Brian Olkowski shared with me.

I do look forward to seeing you all after this drought of conversation.

Thank you for your kind attention to this matter. Please call with any questions you may have.

Very Truly Yours,

A handwritten signature in dark ink, appearing to be 'CM', with a long, sweeping flourish extending upwards and to the right.

Christopher McVeigh

Enc.

MMUUSD SCHOOL CHOICE, GRADES K-8 ADMINISTRATIVE PROCEDURES

The Mount Mansfield Unified Union School District offers parents/guardians school choice within the district. The choice of school venue will be guided by the needs of students, parents and the district and will adhere to the MMUUSD Articles of Agreement and follow a district process and guidelines which will be limited by transportation feasibility and classroom space availability.

Administrative Procedures:

Home-Based School Assignment Procedures

The Home-Based Plan uses a student's home as the starting point.

- MMUUSD offers a home-based school for every family based on their home address. Transportation will be provided to every school for children and families living within the zone of their home residence.
- There are some options available for busing for families who wish their children to attend school outside of their home-based zone. These areas are called school transportation areas, and busing will be provided for families residing in a school transportation area even if the choice school is not considered one's home-based school. Please see the [busing link](#) for details.
- Every family will have a choice of all five elementary schools and two middle schools.
- Families may select any MMUUSD school and if transportation is not available, the family will need to provide their own transportation.

Valuing Family

The Home-Based plan continues to work to keep communities and families together if they so desire. As such, the plan includes sibling priority. While MMUUSD cannot guarantee siblings seats in a particular school, the sibling priority is the highest priority we offer to ensure that we make every effort within our guidelines to keep families together.

Transportation Zones

The [busing link](#) provides a description of busing zones for transportation. Each zone is organized by school. Families should look at the elementary school they would like their son or daughter to attend, and then look at the list of geographic areas to see if transportation can be provided. If a family would like to exercise school choice to an area not located in that school's transportation area, they will be responsible for providing their child(ren)'s transportation to and from school.

Priorities for the Home-Based School Choice Plan

What are "priorities?" Sometimes a school does not have room for every student who lists it as a choice. When this happens, the students are assigned a school based on choice and priorities. Sibling priority and Home Geographic priority are both considered to be the highest priorities in school choice. Please see below for details.

1. Sibling priority- highest priority
 - a. If one sibling is attending a school out of the home-based area, the other siblings will be given priority to attend that school as well.

- b. For example a 3rd grader who lives in Jericho and attends Underhill Central, and the child has a younger sibling entering kindergarten, this child will be given priority for attending the Underhill Central.
 - c. The sibling priority does not apply to children who attended pre-kindergarten and are applying for choice in a subsequent year.
- 2. Home-based zone - highest priority.
 - a. Children will be given priority to attend the school that is in the home-based zone of their former school district (prior to the school district merger in 2015).

Availability of school choice will be based on right-sizing classes, district class size guidelines, and optimal educational environments.

Wait Lists

If parents do not get their first choice, their son or daughter will be placed on a waitlist for one or more of their other choices. Here are the rules for wait lists:

- Mt. Mansfield Unified Union School District (MMUUSD) will create wait lists for all schools where there are more applicants than available seats for a particular grade.
- A student's place on the waitlist is based on a lottery for all choice applications received by the deadline. The application must include names of siblings and schools, and school choices selected on the application.
- Families may request that a student be added to any wait list.

Coming off a Waitlist

- When seats become available, students will be assigned from wait lists based on the order the children were selected in the lottery, and the priorities.
- From mid-March through mid-August, as seats become available, children are automatically moved off the waitlist into their chosen school. Families receive notification about their new school assignment with a letter sent in the mail.
- Families interested in school choice who submit an application after the deadline will be placed at the end of the waitlist.

School Changes

Families may apply to change schools during the current school year. This is not recommended if it is not in the best interest of the child or the family. As a rule, most school changes will be considered for the following school year. However, in extenuating circumstances, school changes mid year will be considered on a case by case basis. Parents should apply through the MMUUSD central office in Richmond.

Procedures for School Choice

To apply for school choice, families should complete the school choice application form and return it to the Mt. Mansfield Unified Union School District Office in Jericho (10 River Road, Jericho, VT 05465) by the indicated deadline. Parents will be notified of their child's placement in a choice school in mid-April.

This plan will be reviewed and may be modified yearly and any changes to the guidelines will be completed by February 1st of subsequent years.

School Choice

- *application*
- *busing options*
- *frequently asked questions*
- *policy*
- *timeline*

Dr. Kevin Dirth
Superintendent

Martha Gagner
Business Manager

Joanne Wells
Special Ed Director

Michelle Spence
Assistant Special Ed Director



Kathy Finck
Human Resource Director

Mona Berry
Curriculum Director

Melanie Boyle
Early Childhood Programs

Updated 12/13/2018

MAPLE RUN UNIFIED SCHOOL DISTRICT ELEMENTARY SCHOOL IN-DISTRICT TRANSFER PROCEDURES

Philosophy

Acknowledging that the goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us, a system allowing student transfer among the three elementary schools within the MRUSD will be implemented in accordance with the parameters outlined.

Definitions

Transfer:	Enrollment in one of the three MRUSD elementary schools – Fairfield Center School, St. Albans City School, and St. Albans Town Educational Center – other than the school of residence.
Elementary:	Grades K – 8
Sending school:	The home school of a participating student
Receiving school:	The school chosen by a participating student
Eligible student:	Any elementary student residing in the MRUSD
Transfer student:	A student that is participating in this program and is attending a receiving school, which is not in the student's home school attendance area.
School of Origin:	The first school in MRUSD in which a student enrolled (based on residency)
School of Residency:	The school for which a student's residence is zoned.

Implementation of in-District Transfer Program

Maple Run Unified School District shall permit students to attend an in-district elementary school other than their home school based on residency, with the following limitations:

1. MRUSD shall permit up to ten (10) students per year to attend an elementary school that is not their school of residency. **Note:** on July 19, 2017, the MRUSD Board approved a motion to expand the Elementary Student Transfer Program to allow children of district employees who live in the district to apply for transfer and it will not count against the quota.
2. If more than the agreed upon number of students wish to transfer from a sending school or to transfer into a receiving school, siblings of currently enrolled students will be given priority, after which a lottery system, as developed by the superintendent, shall be employed. **Note:** The District believes in keeping siblings together whenever possible, so when siblings **apply** for the transfer and one is selected, all siblings who have applied are considered to have been selected, providing there is room in the grade at the school of choice. (See # 6) Younger siblings must apply when ready to enter school and will be given priority.

3. The lottery system shall allow students not selected for admission at the elementary school of their choice to participate in a second-choice lottery if spaces become available.
4. Students must be eligible for enrollment in their home school attendance region to be eligible for enrollment in this school transfer program.
5. Transfer students must be accepted on a nondiscriminatory basis.
6. Transfer requests may be denied if the requested transfer would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The Superintendent of Schools will make the determination of approval or denial.
7. Each transfer student shall be assured the opportunity for enrollment in that school until matriculation to 9th grade for as long as the student continues to reside in the MRUSD.
8. If, at any time, the student wishes to return to his/her home school for the next school year, the superintendent must be notified by March 1 for a fall transfer.
9. Students participating in the in-district transfer program do not need to reapply for subsequent years.
10. Transportation is the responsibility of the student's family and will not be provided to students unless a bus to the sending school is available. Parents must maintain transportation and regular attendance in the enrolled school.
11. Requests for consideration must be made in writing – by completing appropriate application documents – by April 15. The requests will be considered based on impacts outlined in number six (6) above or considering any other extenuating circumstances. The superintendent will make decisions regarding an application by May 30, and parents of students who win lottery slots will be notified in writing after the decision has been made. Decision of the superintendent is final.
12. Students who participate in this program and attend a different elementary school than their home school of residence will be expected to remain at the new location through the remainder of that school year unless there are extenuating circumstances to be considered by the superintendent. Decision of the superintendent is final.
13. These protocols are in no way intended to apply to mid-year request for transfer of students. The superintendent may consider such requests if student well-being is in question. Otherwise, requests for in-district transfer must be limited to the end of school year application process and start of school year transfer timeline.
14. If a student's family moves to another municipality in the school district, they will have the option of staying at their school of origin or transferring to their new school of residence. Relative to transportation, see #10.

MRUSD Elementary School Transfer Frequently Asked Questions (FAQ's)

What is Elementary School Transfer and who is allowed to exercise this program? Children entering grades K-8 who live in the municipalities of Fairfield, St. Albans City and St. Albans Town may exercise the program. Our goal is to both provide options for families and to meet the diverse needs that parents and families have for their children. Parents may apply for transfer in any of the elementary schools. Transfers will be limited to 10 throughout the Maple Run Unified School District (MRUSD) and to the amount of space in each building. If there is more interest than spaces available, we will conduct a lottery. **Note:** on July 19, 2017, the MRUSD Board approved a motion to expand the Elementary Student Transfer Program to allow children of district employees who live in the district to apply for transfer and it will not count against the quota.

Will my child be able to attend this same school for all of his/her elementary or middle school years? Your child will be able to attend the same school and continue through the 8th grade.

Will my child be offered transportation to the school of transfer? Transportation is the responsibility of the student's family and will not be provided to students unless a bus to the sending school is available. Parents must maintain transportation and regular attendance in the enrolled school.

If we exercise this option and we have younger children, will he/she be able to attend the same school? Younger siblings entering school after a child who has exercised the transfer program may attend the same school as his or her older sibling as long as there is availability.

If we have siblings applying for the transfer, how is that handled?

When one sibling is selected in the lottery, we are now considering all siblings who have applied to be selected, providing there is room in the grade at the school of choice.

What do we do if, after a year or two of exercising school transfer, we want to change back to our original school? If the student wishes to return to his/her home school for the next school year, the superintendent must be notified by March 1.

If more children want to exercise school transfer than spaces are available, who gets priority? First priority goes to siblings of those who have already transferred. There is no other priority.

Who will my son/daughter's teacher be? At this point, we have not made teacher assignments for any of our classes. Once we receive all applications, teacher will be assigned based on numbers. We will then send out classroom teacher assignments to elementary families.

What if I miss the deadline for school transfers? We will not be able to honor requests for school transfers after the deadline.

How will I know if my child got their choice of school? We will notify parents of student who win the lottery soon after the May 30 lottery date.

What happens if our family moves into a different town within the district? If a student's family moves to another municipality in the school district, they will have the option of staying at their school of origin or transferring to their new school of residence. This option is automatic and can be done without having to go through the lottery process. Relative to transportation, see #10 of the *Procedures*.

If my PreK student is presently in a school other than our school of residence, can he/she stay there as a Kindergartner? If you are attending Pre-K in a school that is not your school of residence, you can either enroll in K in your school of residence or apply for the transfer program. There is no grandfathering for Pre-K children.

Are free lunches offered at all elementary schools? No. Only St. Albans City School qualifies for free lunches for all students. Attendance at all other District schools requires going through the free/reduced lunch application process.

HARWOOD UNIFIED UNION SCHOOL DISTRICT POLICY

Policy F33-L

F33-L INTRA-DISTRICT CHOICE, K-8

Policy

It is the policy of the Harwood Unified Union School District to offer intra-district school choice in grades kindergarten through eight, for all students residing in the District, which includes Crossett Brook Middle School, Fayston Elementary School, Harwood Union Middle School, Moretown Elementary School, Thatcher Brook Primary School, Waitsfield Elementary School, and Warren Elementary School. Choice may be limited only where necessary to the legitimate operational needs of the District and any applicable legal requirements, and limitations may be imposed only in conformity with the criteria set out in Article 13 of the Articles of Agreement.

Students residing within the HUUSD must be enrolled in the school of choice at least seven days before the first day of the school year. Parents or guardians who move to the HUUSD during the school year must immediately enroll students in an HUUSD school of their choice. Parents or guardians who move within the HUUSD during the school year may exercise choice upon changing residence and must do so by giving written notice to the sending school and the chosen receiving school.

Bus transportation shall be made available where possible, but not as a matter of right.

A student enrolled in a school of choice shall remain enrolled in that school for the full school year. Requests to change schools during the existing school year must be submitted in writing to the Superintendent of Schools and may be approved only where extenuating circumstances are shown.

Where a parent or guardian disputes the denial of a choice or transfer request, the parent or guardian may make a written appeal for review by the Board of School Directors. The Board's determination shall be final.

Date Warned: 03.09.2017
Date Adopted: 03.22.2017
Legal Reference(s):
Cross Reference:

F33-L Intradistrict Choice Policy PROCEDURES

When considering applications, priority will be given based on the date and time of submission.

Article 13 of the HUUSD Articles of Agreement will be considered when reviewing requests. Thus, factors including, but not limited to, transportation, socio-economic equity, proximity to the selected building, unity of siblings, and the capacities of receiving schools and sending schools will be considered. Tuitioning students coming from school districts not operating a school will be given priority before intradistrict choice students when determining enrollment.

PERMANENCY OF REQUEST & FUTURE NEEDS

If resident enrollment changes between May 1 and the start of the school year, or during the school year, approved intradistrict school choice status will not be revoked for the remainder of that school year. If needs arise, based on changes in resident student enrollment after May 1, administration may explore staffing changes to meet needs. In such cases, resident and intra-district choice students shall be considered equally.

Once annual intradistrict choice is approved, it will not be revoked unless a parent/guardian requests a change of enrollment following F-33L Intradistrict choice, K-8. Intra district choice must be approved annually. Wherever possible, preference will be given to students who were approved the prior year to remain in that school.

PRESCHOOL

Universal preschool, as identified by Act 166, shall not be considered intradistrict choice as defined within this policy and procedure.

Resources:

- From HUUSD F-33L Intradistrict choice, K-8

"Choice may be limited only where necessary to the legitimate operational needs of the District and any applicable legal requirements, and limitations may be imposed only in conformity with the criteria set out in Article 13 of the Articles of Agreement.

Students residing within the HUUSD must be enrolled in the school of choice at least seven days before the first day of the school year. Parents or guardians who move to the HUUSD during the school year must immediately enroll students in an HUUSD school of their choice. Parents or guardians who move within the HUUSD during the school year may exercise choice upon changing residence and must do so by giving written notice to the sending school and the chosen receiving school.

Bus transportation shall be made available where possible, but not as a matter of right.

A student enrolled in a school of choice shall remain enrolled in that school for the full school year. Requests to change schools during the existing school year must be submitted in writing to the Superintendent of Schools and may be approved only where extenuating circumstances are shown.

Where a parent or guardian disputes the denial of a choice or transfer request, the parent or

F33-L Intradistrict Choice Policy PROCEDURES

guardian may make a written appeal for review by the Board of School Directors. The Board's determination shall be final."

- From HUUSD Articles of Agreement: Article 13: Choice

The Board of School Directors shall develop policy and programs for offering intradistrict choice to the families or guardians of students matriculating in grades for which the Unified District operates multiple buildings as soon as practicable. Choice may be limited only where necessary to the legitimate operational needs of the Unified District and any applicable legal requirements. Policies respecting choice shall consider issues including, but not limited to, transportation, socio-economic equity, proximity to the selected building, unity of siblings, and the capacities of receiving schools and sending schools.

- HUUSD G-14R, Class Size

- From VT Education Quality Standards:

Classes in grades K-3, when taken together, shall average fewer than 20 students per teacher. In grades 4-12, when taken together, classes shall average fewer than 25 students per teacher. The total class roll of a teacher shall not exceed 100 students, except where the specific nature of the teacher's assignment (such as in certain art, music, or physical education programs) is plainly adaptable to the teaching of greater numbers of students while meeting the educational goals of the program

F33-L Intradistrict Choice Policy PROCEDURES

TIMELINE

Regular Applications	
October 1 - December 13	Parents/guardians of children currently in grades PK4 - 7 apply for intradistrict choice for 2020-21.
March - April	<p>Applications reviewed and acted upon. Parents notified.</p> <ul style="list-style-type: none"> Applications will be reviewed by evaluating the capacity of the requested school, based on current enrollment. If honoring the request causes class size to expand to 18 students per teacher in grades K-3, or 23 students per teacher in grades 4-8 (two fewer than the maximum class size established in VT Education Quality standards¹) a request may be considered to exceed the capacity of a particular school and denied. The composition and needs of an individual class will also be considered in determining the capacity of that class. Rejected applications may, upon parent/guardian request, be held until the week before school starts for reconsideration.
Late Applications	
May 1 - Seven Days Before the Start of School	Applications may be responded to immediately, if it appears clear that such a response will not result in exceeding the capacity of a particular class/school, or may be held until seven days preceding school's commencement, if deemed necessary to ensure that honoring such a request does not exceed the class size capacity within the requested school.
Applications During School Year	
Ongoing	<p>Applications will ONLY be accepted during the current school year for:</p> <ol style="list-style-type: none"> Families that move into the HUUSD from outside the district Families that move from one HUUSD town to another and wish to remain at the originating school Families with other circumstances, per these procedures <p>They will be considered on an individual basis with consideration given to space and resources in the requested school and classroom. The Superintendent will make the final decision, within a reasonable timeframe.</p>

¹ Vermont Education Quality Standards,
<http://education.vermont.gov/sites/aoe/files/documents/edu-state-board-rules-series-2000.pdf>, (section 2121.2. Staff, paragraph 4)

Lamoille North Modified Unified Union School District Policy

96 Cricket Hill, Hyde Park, VT 05655

CODE C22

In-District Transfer Policy

It is the policy of the Lamoille North Modified Unified Union School District (LNMUUSD) that we acknowledge that the parents'/guardians' perception of what is beneficial for their child is valid and valuable information, especially at the elementary school level. We further acknowledge that the ultimate goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us. Therefore, a system allowing student transfer among the four elementary schools within the LNMUUSD will be implemented in accordance with the parameters outlined.

DEFINITIONS:

Transfer:	Enrollment in one of the participating LNMUUSD elementary schools other than the school of residence
Elementary:	Grades K–6
Sending school:	The school of a participating student based on residency
Receiving school:	An elementary school within LNMUUSD that is not the student's sending school
Eligible student:	Any elementary student residing in a town within LNMUUSD
Transfer student:	A student that is participating in this program and is attending a receiving school

IMPLEMENTATION OF IN-DISTRICT TRANSFER PROGRAM:

LNMUUSD shall permit students to attend any in-district elementary school by using the following process.

1. Program Eligibility:
 - 1.1. Students must be eligible for enrollment in their sending school in order to be eligible for enrollment in this school transfer program.
 - 1.2. Siblings of transfer students, who are not yet of school age but eventually will meet eligibility requirements in section 1.1, will be given priority upon application to attend the same receiving school, at the option of the parents/guardians.
 - 1.3. Existing transfer students shall be assured the opportunity for continued enrollment in the receiving school until matriculation to 7th grade, for as long as the student meets program eligibility requirements in section 1.
2. Student Responsibilities:
 - 2.1. Transfer students will be expected to remain enrolled at the receiving school for the duration of the school year, as eligibility permits.
 - 2.2. Transportation to and from the receiving school is the responsibility of the student's family and will not be provided to students participating in the in-district transfer program.
3. Application Guidelines for New Transfer Students:
 - 3.1. All students who wish to participate in the in-district transfer program must submit the established Transfer Student Application Form available from the Superintendent's Office by the application deadline in section 7.1.

4. Application Guidelines for Existing Transfer Students:

4.1. Transfer students already participating in the in-district transfer program must submit the established Transfer Student Update Form available from the Superintendent's Office.

5. Review Guidelines:

5.1. Transfer student applications must be approved on a nondiscriminatory basis.

5.2. The Superintendent shall work with building administrators to determine available transfer slots. Determining factors may include, but are not limited to, new sibling transfers, impact on class size, or impact on staffing, at both the sending and receiving schools.

5.3. If there are more applicants than remaining available slots in a given receiving school or grade level, a blind lottery shall be used to select students for transfer approval.

5.4. The Superintendent may consider any extenuating circumstances affecting new or existing transfer students, and make determinations accordingly.

6. Appeal Guidelines:

6.1. A parent/guardian who disputes the determination made by the Superintendent in accordance with the process described above is entitled to appeal the decision to the school board. The board shall review the decision within the context of this policy, and the board's determination will be considered final for the relevant school year.

6.2. All requests for the school board to appeal a disputed decision must be made in writing to the School Board Chair via the Superintendent's Office.

6.3. The school board shall review appeals during regular school board meetings. Parents shall be notified in writing as soon as the decision has been made.

7. Application Process Deadlines:

7.1. April 15 – Applications due

7.2. May 15 – Superintendent Reviews completed

Legal Reference(s): Cross Reference:

Date Warned: 7/13/17

Date Adopted: 7/24/17

Date Re-warned: 8/12/19

Date Re-Adopted: 8/26/19

Date Re-warned: Date Re-Adopted:

ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION: STUDENTS

CODE: C41

TITLE: INTRA-DISTRICT ELEMENTARY SCHOOL CHOICE POLICY

It is the policy of the ANWSD to offer parents/guardians elementary school choice within the District. School choice decisions will be guided by the needs of students, parents/guardians/families, and the schools within the District. Choice may be limited only where necessary to the legitimate operational needs of the District and any applicable legal requirements.

Implementation of In-District Choice Program

ANWSD shall permit students to attend an in-district elementary school other than their home school based on residency with the following limitations:

1. Students must be eligible for enrollment in their home school attendance area in order to be eligible for enrollment in this school choice program. For purposes of determining residency, the Board will apply the definitions contained in 16 V.S.A. §1075(a).
2. Choice students must be accepted on a nondiscriminatory basis.
3. Choice requests may be denied if the requested move would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The determination of approval or denial will be made by the Superintendent. Once applications are received, the elementary Principals, with the Superintendent will determine the status for all parent/guardian applications. If there is more interest in one particular school and/or grade than space available, the Superintendent will conduct a lottery.
4. Each choice student shall be assured the opportunity for enrollment in that school until the end of elementary school or for as long as the student continues to reside in the ANWSD.
5. Students participating in the in-district choice program do not need to reapply for subsequent years.
6. In subsequent years, younger siblings entering school after a child who has moved to a different school through the school choice may attend the same school as his or her older siblings. We will make every effort to meet the needs of families so children in the same family can enroll in the same school.
7. Transportation is the responsibility of the student's family and may not be provided to students participating in the in-district choice program.
8. Requests for consideration must be made in writing – by completing appropriate application documents – by the date determined by the Superintendent during the previous academic year. The requests will be considered based on impacts outlined in number three (3) above or in light of any other extenuating circumstances. The Superintendent will make decisions regarding an application by April 15th and parents will be notified in writing as soon as the decision has been made.

ADDISON NORTHWEST SCHOOL DISTRICT POLICY

9. Decisions regarding student choice shall be made by the Superintendent. Decisions by the Superintendent are final and not subject to appeal.
10. Students that participate in this program and attend a different elementary school other than their home school of residence will be expected to remain at the new location through the remainder of the particular school year, unless there are extenuating circumstances to be considered by the Superintendent. Students who move to a new school through school choice are encouraged to remain through the end of elementary grades if possible.
11. These protocols are in no way intended to apply to mid-year requests for transfer of students (See Policy C40).
12. The Superintendent will report on the ANWSD School Choice policy at least annually to the Board.
13. Notification of ANWSD School Choice policy and process will be made available to families annually.

Date Warned: 12/5/2017; 11/19/18

Date Adopted: 12/18/17; 11/26/18

Date Revised: 11/26/18

Legal Reference: 16 V.S.A. §1075(a)

Cross Reference:

CODE F31

INTRADISTRICT SCHOOL CHOICE PROGRAM FOR ELEMENTARY & MIDDLE SCHOOLS

The Champlain Valley School District places students in the District's schools based on a student's town of residence. For the purposes of this policy, St. George students will be placed in Williston as if that were their town of residence. Transportation is provided for PK-8 students attending a school within the town of residence..

To accommodate occasions when a student might benefit from placement in a school outside a PK-8 student's town of residence, it is the policy of the Champlain Valley School District to offer students the option to enroll in a school of their choice within the District. Processes for intra-district choice of school will be guided by the needs of students, space availability, and existing resources.

The Superintendent of Schools will develop procedures consistent with the following guidelines:

- Requests to attend a school in another town within the CVSD will be granted based on space availability and with the goal of creating balanced class sizes in all schools.
- Regardless of residence, every family will have a choice of enrolling in any grade-level appropriate school operated by the District (Charlotte, Hinesburg, Shelburne and Williston).
- Transportation to PK-8 buildings will be provided for students attending school within one's town of residence. For students choosing to attend school in a neighboring town, transportation is not provided by the CVSD, unless the existing bus route passes the child's residence on the way to or from the choice school and there is sufficient space on the bus..
- Younger siblings entering school after a child who has exercised school choice may attend the same school as his or her older sibling.
- School choice does not apply to non-resident students.
- School Choice procedures will be listed in school handbooks and updated and published by March 1st annually.

<i>Date Warned:</i>	<i>4/19/2017</i>
<i>Date Adopted:</i>	<i>5/2/2017</i>
<i>Date Reaffirmed:</i>	<i>Not Applicable</i>

Code F31: Intradistrict School Choice Program for Elementary & Middle Schools

Legal Reference(s):

Cross Reference:

MRUUSD ELEMENTARY SCHOOL IN-DISTRICT TRANSFER PROGRAM

Philosophy

Acknowledging that the parents' and guardians' perception of what is beneficial for their child is valid and valuable information, especially at the elementary school level, and acknowledging that the ultimate goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us, a system allowing student transfer among the four elementary schools within the MRUUSD will be implemented in accordance with the parameters outlined.

Definitions

Transfer - enrollment in one of the four MRUUSD elementary schools – Clarendon Elementary School, Shrewsbury Mountain School, Tinmouth Elementary School, and Wallingford Elementary School – other than the school of residence.

Elementary - Grades PreK - 6

Sending school - the home school of a participating student.

Receiving school - the school chosen by a participating student.

Eligible student - any elementary student residing in the MRUUSD.

Transfer student - a student that is participating in this program and is attending a receiving school, which is not in the student's home school attendance area.

Implementation of In-District Transfer Program

MRUUSD shall permit students to attend an in-district elementary school other than their home school based on residency with the following limitations:

1. Students must be eligible for enrollment in their home school attendance area in order to be eligible for enrollment in this school transfer program.
2. Transfer students must be accepted on a nondiscriminatory basis.
3. Transfer requests may be denied if the requested transfer would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The ultimate determination of approval or denial will be made by the Superintendent's Office and that determination will be considered to be final.
4. Each transfer student shall be assured the opportunity for enrollment in that school until matriculation to 7th grade for as long as the student continues to reside in the MRUUSD.
5. Students participating in the in-district transfer program do not need to reapply for subsequent years.
6. Transportation is the responsibility of the student's family and will not be provided to students participating in the in-district transfer program.
7. Requests for consideration must be made in writing – by completing appropriate application documents – by May 15th. The requests will be considered based on impacts outlined in number three (3) above or in light of any other extenuating circumstances. The superintendent will make decisions regarding an application by June 15th and parents will be notified in writing as soon as the decision has been made.
8. A parent who disputes a decision made by the superintendent in accordance with the above process is entitled to request board review of the decision. The board's determination will be considered final.
9. Students that participate in this program and attend a different elementary school than their home school of residence will be expected to remain at the new location through the remainder of the

particular school year, unless there are extenuating circumstances to be considered by the superintendent.

10. These protocols are in no way intended to apply to mid-year requests for transfer of students. The superintendent may consider such requests if student safety or well-being is in question. Otherwise, requests for in-district transfer must be limited to the end of school year application process and start of school year transfer timeline.

**MRUUSD/LMHUUSD
ELEMENTARY SCHOOL TRANSFER PROGRAM APPLICATION**

This application may be completed at any time during the school year, however, the deadline for enrollment in the program is May 15th. The application will be reviewed by the requested receiving school. If an opening is available, the district will then contact you directly.

If more students apply than there are slots available, a lottery will be conducted.

Please be advised that transportation **IS NOT** provided for students participating in this program.

If you are not selected in the lottery and an opening does not come available during the school year, you must complete a separate application for any other academic year for which you would like to be considered to participate in the elementary school transfer program.

School Year applied for: _____

School Requested: _____

Student's full name: _____

Student's date of birth: _____

Current grade in school: _____

Current school: _____

Parents'/Guardians' Name: _____

Parents'/Guardians' Address: _____

Email Address & Phone _____

Signature of Parent or Guardian

Today's date: _____

You will be notified of the status of your request at the conclusion of the school year.

**The deadline for submitting this application to the MRUUSD Superintendent's Office is
May 15th.**

MRUUSD Address: 2321 Middle Rd., Suite 1, North Clarendon VT 05759

Email Submission: adages@millriverschools.org

**MRUUSD and LMHUUSD
ELEMENTARY SCHOOL TRANSFER PROGRAM**

Philosophy

Acknowledging that parent and guardian perception of what is beneficial for a child is valid and valuable information, especially at the elementary school level, and acknowledging that the ultimate goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us, it is recommended that a program allowing student transfer among the four elementary schools within the Mill River Unified Union School District (MRUUSD) and the Ludlow - Mt. Holly Unified Union School District (LMHUUSD) be implemented in accordance with the terms and conditions contained herein.

ARTICLES OF AGREEMENT

Article I - Introduction

The undersigned school board chairs, having been duly authorized by their respective school boards, hereby enter into the following agreement to maintain an elementary school transfer program for elementary students in the MRUUSD and students in the LMHUUSD.

Article II - Definitions

<u>Transfer:</u>	Enrollment in one of the five public elementary schools – Clarendon Elementary School, Ludlow Elementary School, Mt. Holly Elementary School, Shrewsbury Mountain School, Tinmouth Elementary School, and Wallingford Elementary School – other than the school of residence.
<u>Elementary:</u>	Grades K - 6
<u>Sending school:</u>	The home school of a participating student.
<u>Receiving school:</u>	The school chosen by a participating student.
<u>Eligible student:</u>	Any elementary student residing in the MRUUSD or Ludlow-Mt. Holly attendance areas, in accordance with Article 3B stated below.
<u>Transfer student:</u>	A student that is participating in this program and is attending a receiving school, which is not in the student's home school attendance area.
<u>ADM:</u>	The Average Daily Membership computation in the state aid to education formula.
<u>Excess costs:</u>	Additional expenditures that are required by law to implement individual education plans (IEP's) for students with disabilities.
<u>Participating schools:</u>	The elementary schools in Clarendon, Ludlow, Mt. Holly, Shrewsbury, Tinmouth, and Wallingford.

Article III - Implementation

- A. MRUUSD shall permit a sum total up to six (6) students to attend Ludlow or Mt. Holly Elementary Schools and LMHUUSD shall permit a sum total up to six (6) students to attend MRUUSD elementary schools. Neither MRUUSD nor LMHUUSD shall be subject to a total loss or gain disparity of more than two students during any school year.
- B. Students must be eligible for enrollment in the elementary school of their home school attendance area in order to be eligible for enrollment in this school transfer program.
- C. Transfer students must be accepted on a nondiscriminatory basis.
- D. Before approving transfers, each participating school board shall define its capacity limits at each grade level for the ensuing school year according to current class size policies regarding minimum and maximum class sizes. Transfer students that would increase or decrease class enrollment sizes that would require the hiring or reducing of additional staff may be refused.
- E. Except with respect to students eligible for special education requiring the expenditure of excess costs, MRUUSD and the LMHUUSD will direct a total of 50% of the state support grant amount for each transfer

student to the receiving district (pro-rated for any transfer student not attending for the full academic year). Each sending district shall count toward its ADM its own resident students who choose to attend other participating schools.

F. Each transfer student attending another participating school, unless expelled in accordance with the receiving school's policy and federal and state law, shall be guaranteed enrollment in that school until matriculation to 7th grade for as long as the student continues to reside in the MRUUSD or LMHUUSD attendance areas.

G. Students participating in the elementary school transfer program do not need to reapply for subsequent years. Students not currently enrolled must reapply to be considered for openings for each new school year.

H. This program and the parameters established for this program only apply for students who apply for inclusion through the timelines and process outlined in Article V.

Article IV. Duration of the Program

The program shall be implemented until dissolved by the boards involved.

Article V. Selection of Students to Participate

A. Students shall be selected for enrollment in the elementary school transfer program at all participating schools in a nondiscriminatory manner.

B. Students and families shall be notified of the opportunity to apply for admission for the next school year, and the procedures for doing so no later than April 15.

C. The deadline for submitting an application for the next school year to the MRUUSD Superintendent's office is May 15.

D. If more than the agreed upon number of students wish to transfer between MRUUSD and LMHUUSD, a wait list shall be instituted.

E. Parents must notify the MRUUSD Superintendent's Office of their decision to transfer to the receiving school within two weeks of receipt of notification of their child's acceptance into the transfer program:

Article VI - Return to Sending School

If a transfer student no longer wishes to continue being enrolled at the receiving school, the student may only return to the sending school. The student is eligible to begin the elementary school transfer application process again according to the same application provisions as all other eligible students.

Article VII - Discipline

Transfer students under this program are subject to the disciplinary policies and procedures of the receiving elementary school. The sending school is not required to provide services to a student during a period of suspension or expulsion imposed by the receiving school.

Article VIII - Special Education, Section 504, Act 157

Both the sending and receiving districts will work collaboratively to ensure that the needs of students with disabilities are met. In the case of students eligible for special education, subject to any state and federal requirements, the sending district shall retain fiscal obligations as well as responsibility for management and oversight of a student's individual education plan, while the receiving district shall be responsible for hiring and supervising personnel who provide services to such students. The receiving district shall carry out the IEP, including placement, developed by the sending district. If the receiving district decides that a student not on an IEP may be eligible for special education services or that an existing IEP should be altered, it shall notify the sending district. Whenever a sending district considers special education eligibility, development of an IEP, or changes to a plan regarding a transfer student, it shall give notice of meetings to the receiving district and provide an opportunity for a representative of that district to attend the meetings and participate in the

decision-making. If there are any costs associated with providing 504 or Act 157 services, those costs will be charged to the sending district.

Article IX - Activity Eligibility and Participation

Each participating school shall treat all enrolled students, regardless of the school of origin, in the same fashion with regard to eligibility for and participation in activities.

Article X - Transportation

Transportation to the receiving school is not provided for students who participate in this program.

Article XI - Amendment and Dissolution

- A. The foregoing articles of agreement may be amended or dissolved by a vote of either the MRUUSD or the LMHUUSD Board of Directors.
- B. A participating district may not withdraw from this agreement during the school year.
- C. Notwithstanding the above, the provisions of Articles 3E and 3F shall not be amended nor dissolved with respect to students who have already exercised the option to transfer to another participating school.

**AGREED TO, SIGNED AND DATED BELOW BY THE DULY
AUTHORIZED SCHOOL BOARD CHAIRS:**

Mill River Unified Union School District

Date

Ludlow Mt. Holly Unified Union School District

Date

Dr. Kevin Dirth
Superintendent

Martha Gagner
Business Manager

Joanne Wells
Special Ed Director

Michelle Spence
Assistant Soecial Ed Director



Kathy Finck
Human Resource Director

Mona Berry
Curriculum Director

Melanie Boyle
Early Childhood Programs

Updated 12/13/2018

**MAPLE RUN UNIFIED SCHOOL DISTRICT
ELEMENTARY SCHOOL
IN-DISTRICT TRANSFER PROCEDURES**

Philosophy

Acknowledging that the goal of our schools is to provide the best possible education to each child by utilizing all the resources available to us, a system allowing student transfer among the three elementary schools within the MRUSD will be implemented in accordance with the parameters outlined.

Definitions

Transfer:	Enrollment in one of the three MRUSD elementary schools – Fairfield Center School, St. Albans City School, and St. Albans Town Educational Center – other than the school of residence.
Elementary:	Grades K – 8
Sending school:	The home school of a participating student
Receiving school:	The school chosen by a participating student
Eligible student:	Any elementary student residing in the MRUSD
Transfer student:	A student that is participating in this program and is attending a receiving school, which is not in the student's home school attendance area.
School of Origin:	The first school in MRUSD in which a student enrolled (based on residency)
School of Residency:	The school for which a student's residence is zoned.

Implementation of in-District Transfer Program

Maple Run Unified School District shall permit students to attend an in-district elementary school other than their home school based on residency, with the following limitations:

1. MRUSD shall permit up to ten (10) students per year to attend an elementary school that is not their school of residency. **Note:** on July 19, 2017, the MRUSD Board approved a motion to expand the Elementary Student Transfer Program to allow children of district employees who live in the district to apply for transfer and it will not count against the quota.
2. If more than the agreed upon number of students wish to transfer from a sending school or to transfer into a receiving school, siblings of currently enrolled students will be given priority, after which a lottery system, as developed by the superintendent, shall be employed. **Note:** The District believes in keeping siblings together whenever possible, so when siblings **apply** for the transfer and one is selected, all siblings who have applied are considered to have been selected, providing there is room in the grade at the school of choice. (See # 6) Younger siblings must apply when ready to enter school and will be given priority.

3. The lottery system shall allow students not selected for admission at the elementary school of their choice to participate in a second-choice lottery if spaces become available.
4. Students must be eligible for enrollment in their home school attendance region to be eligible for enrollment in this school transfer program.
5. Transfer students must be accepted on a nondiscriminatory basis.
6. Transfer requests may be denied if the requested transfer would have negative impacts on class size or staffing at the sending or receiving school or due to other extenuating circumstances. The Superintendent of Schools will make the determination of approval or denial.
7. Each transfer student shall be assured the opportunity for enrollment in that school until matriculation to 9th grade for as long as the student continues to reside in the MRUSD.
8. If, at any time, the student wishes to return to his/her home school for the next school year, the superintendent must be notified by March 1 for a fall transfer.
9. Students participating in the in-district transfer program do not need to reapply for subsequent years.
10. Transportation is the responsibility of the student's family and will not be provided to students unless a bus to the sending school is available. Parents must maintain transportation and regular attendance in the enrolled school.
11. Requests for consideration must be made in writing – by completing appropriate application documents – by April 15. The requests will be considered based on impacts outlined in number six (6) above or considering any other extenuating circumstances. The superintendent will make decisions regarding an application by May 30, and parents of students who win lottery slots will be notified in writing after the decision has been made. Decision of the superintendent is final.
12. Students who participate in this program and attend a different elementary school than their home school of residence will be expected to remain at the new location through the remainder of that school year unless there are extenuating circumstances to be considered by the superintendent. Decision of the superintendent is final.
13. These protocols are in no way intended to apply to mid-year request for transfer of students. The superintendent may consider such requests if student well-being is in question. Otherwise, requests for in-district transfer must be limited to the end of school year application process and start of school year transfer timeline.
14. If a student's family moves to another municipality in the school district, they will have the option of staying at their school of origin or transferring to their new school of residence. Relative to transportation, see #10.

MRUSD Elementary School Transfer Frequently Asked Questions (FAQ's)

What is Elementary School Transfer and who is allowed to exercise this program? Children entering grades K-8 who live in the municipalities of Fairfield, St. Albans City and St. Albans Town may exercise the program. Our goal is to both provide options for families and to meet the diverse needs that parents and families have for their children. Parents may apply for transfer in any of the elementary schools. Transfers will be limited to 10 throughout the Maple Run Unified School District (MRUSD) and to the amount of space in each building. If there is more interest than spaces available, we will conduct a lottery. **Note:** on July 19, 2017, the MRUSD Board approved a motion to expand the Elementary Student Transfer Program to allow children of district employees who live in the district to apply for transfer and it will not count against the quota.

Will my child be able to attend this same school for all of his/her elementary or middle school years? Your child will be able to attend the same school and continue through the 8th grade.

Will my child be offered transportation to the school of transfer? Transportation is the responsibility of the student's family and will not be provided to students unless a bus to the sending school is available. Parents must maintain transportation and regular attendance in the enrolled school.

If we exercise this option and we have younger children, will he/she be able to attend the same school? Younger siblings entering school after a child who has exercised the transfer program may attend the same school as his or her older sibling as long as there is availability.

If we have siblings applying for the transfer, how is that handled?

When one sibling is selected in the lottery, we are now considering all siblings who have applied to be selected, providing there is room in the grade at the school of choice.

What do we do if, after a year or two of exercising school transfer, we want to change back to our original school? If the student wishes to return to his/her home school for the next school year, the superintendent must be notified by March 1.

If more children want to exercise school transfer than spaces are available, who gets priority? First priority goes to siblings of those who have already transferred. There is no other priority.

Who will my son/daughter's teacher be? At this point, we have not made teacher assignments for any of our classes. Once we receive all applications, teacher will be assigned based on numbers. We will then send out classroom teacher assignments to elementary families.

What if I miss the deadline for school transfers? We will not be able to honor requests for school transfers after the deadline.

How will I know if my child got their choice of school? We will notify parents of student who win the lottery soon after the May 30 lottery date.

What happens if our family moves into a different town within the district? If a student's family moves to another municipality in the school district, they will have the option of staying at their school of origin or transferring to their new school of residence. This option is automatic and can be done without having to go through the lottery process. Relative to transportation, see #10 of the *Procedures*.

If my PreK student is presently in a school other than our school of residence, can he/she stay there as a Kindergartner? If you are attending Pre-K in a school that is not your school of residence, you can either enroll in K in your school of residence or apply for the transfer program. There is no grandfathering for Pre-K children.

Are free lunches offered at all elementary schools? No. Only St. Albans City School qualifies for free lunches for all students. Attendance at all other District schools requires going through the free/reduced lunch application process.

INTRADISTRICT SCHOOL CHOICE PROGRAM FOR ELEMENTARY & MIDDLE SCHOOLS

The Champlain Valley School District places students in the District's schools based on a student's town of residence. For the purposes of this policy, St. George students will be placed in Williston as if that were their town of residence. Transportation is provided for PK-8 students attending a school within the town of residence.

To accommodate occasions when a student might benefit from placement in a school outside a PK-8 student's town of residence, it is the policy of the Champlain Valley School District to offer students the option to enroll in a school of their choice within the District. Processes for intra-district choice of school will be guided by the needs of students, space availability, and existing resources.

The Superintendent of Schools will develop procedures consistent with the following guidelines:

- Requests to attend a school in another town within the CVSD will be granted based on space availability and with the goal of creating balanced class sizes in all schools.
- Regardless of residence, every family will have a choice of enrolling in any grade-level appropriate school operated by the District (Charlotte, Hinesburg, Shelburne and Williston).
- Transportation to PK-8 buildings will be provided for students attending school within one's town of residence. For students choosing to attend school in a neighboring town, transportation is not provided by the CVSD, unless the existing bus route passes the child's residence on the way to or from the choice school and there is sufficient space on the bus..
- Younger siblings entering school after a child who has exercised school choice may attend the same school as his or her older sibling.
- School choice does not apply to non-resident students.
- School Choice procedures will be listed in school handbooks and updated and published by March 1st annually.

<i>Date Warned:</i>	<i>4-19-2017</i>
<i>Date Adopted:</i>	<i>5-2-2017</i>
<i>Date Reaffirmed:</i>	<i>Not Applicable</i>

Legal Reference(s):
Cross Reference:

PROCEDURES CODE D42

INTRADISTRICT SCHOOL CHOICE PROGRAM FOR ELEMENTARY & MIDDLE SCHOOLS

Guidelines and Procedures

Guidelines:

- Requests to attend a school in another town within the CVSD will be granted based on space availability and with the goal of creating balanced class sizes in all schools.
- Regardless of residence, every family will have a choice of enrolling in any grade-level appropriate school operated by the district (Charlotte, Hinesburg, Shelburne and Williston).
- Transportation to PK-8 buildings will be provided for students attending school within one's town of residence. For students choosing to attend school in a neighboring town, transportation is not provided by the CVSD, unless the existing bus route passes the child's residence on the way to or from the choice school and there is sufficient space on the bus..
- Younger siblings entering school after a child who has exercised school choice may attend the same school as his or her older sibling.

Procedures:

Town of Residence Assignment

All students will be assigned to the school in their town of residence. Students residing in St. George will be assigned to Williston.

School Choice Program

Prior to the start of the intraschool district school choice program, the Superintendent will announce how many openings exist at each school and each grade level for the next school year. The number of available slots will be determined based on the following criteria:

- Space available in the building
- Space available in each grade level
- Right Sizing Classes and Compliance with Class Size Guidelines
Optimal Educational Environment (In order to achieve optimal class size, the District in the spring of the preceding school year, the Administration may solicit requests to balance class sizes across the district in a given grade level.)

Parents will then submit the Intraschool District School Choice Election form by the annual deadline. Slots will be awarded as follows:

1. Younger siblings of existing school choice participants will be assigned to the same school as the older sibling. This only applies to the K-8 program. The PreK program will have its own enrollment program.
2. Individuals on the wait list from the year prior
3. In the event there are more requests than there is remaining space available, a lottery system will be used to select participants to fill open spots.

Wait lists

- Champlain Valley School District (CVSD) will create wait lists for all schools where there are more applicants than available seats for a particular grade.
- A student's place on the waitlist is based on a lottery for all choice applications received prior to the deadline.
- When seats become available, students will be assigned from wait lists based on the order the children were selected in the lottery, and the priorities.
- From mid-March through mid-August, as space become available, children are automatically moved off the waitlist into their chosen school. Families receive notification about their new school assignment with a letter sent in the mail.
- Families interested in school choice who submit an application after the deadline will be placed at the end of the wait list.

School Changes

In extenuating circumstances, school changes mid-year will be considered on a case by case basis. Parents should apply through the CVSD central office in Shelburne.

Length of Placement

Once a student is placed, they shall remain at the choice school until Grade 9. Requests to return to the school in the town of the student's residence will be considered as a part of the next year's intraschool district school choice program. Once school choice is elected the school in the student's town of residence becomes a choice school and the school of placement becomes the student's home school.

This plan will be reviewed and may be modified yearly and any changes to the guidelines will be completed by February 1st of subsequent years.

K-8 IntraDistrict School Choice Program Frequently Asked Questions (FAQs)

What is school choice and who is allowed to exercise school choice? Children entering grades K-8 who live in the towns of Charlotte, Hinesburg, Shelburne, St. George and Williston may exercise school choice. Our goal is to both allow options for families and also make balanced class sizes to provide a positive learning environment for all of our children. Parents may apply for choice in any of the K through eighth grade schools. Given space availability, we will work to meet as many families' needs as possible. By exercising a local school choice options we can:

- Create balanced class sizes in all schools
- Eliminate, combine or divide too small or too large classes
- Create optimal learning environments in all schools
- Meet diverse needs that parents and families have for their children
- Provide options

Who gets school choice? School choice will be limited to the amount of available space in each building. If you are interested in choosing a school other than the one located in your town, you complete and submit the school choice form. Once we receive all the applications, we will assign students. If there is more interest in one particular school than spaces available, we will conduct a lottery.

Does this mean that one of our schools will close? There are no current plans to close any schools.

Will my child be able to attend this same school for all of his/her elementary or middle school years? Your child will be able to attend the same school and continue through the highest grade offered at that school.

If we exercise school choice and we have younger child(ren), will he or she also be able to attend the choice school? Younger siblings entering school after a child who has exercised school choice may attend the same school as his or her older sibling. We will make every effort to meet the needs of families so children in the same family can enroll in the same school- both younger and older siblings.

My child is currently attending one particular school and we feel a change of schools would be in his/her best interest, we would like school choice next year. School choice is extended to all students K-8 next year.

What do we do if, after a year or two of exercising school choice, we want to change back to our original school? In future years we hope to continue school choice, and you would re-apply for school choice for your hometown school. Choice will be provided if space is available.

If more children want to exercise school choice than spaces available who gets priority? First priority goes to children who live in the home-based geographic area of a school. If parents list a choice school that is not in their home-based geographic area, and there are more children interested than spaces available, the school will conduct a lottery. Once school choice is established, siblings will be given priority for school choice. Please refer to the school choice guidelines for more information.

Who will my son/daughter's teacher be? At this point we have not made teacher assignments for any of our classes. Once we receive all applications, teachers will be assigned based on numbers. We will send out classroom teacher assignments to elementary families in late spring and to middle school families mid-summer.

Is _____ teacher teaching _____ grade at _____ school next year? At this point we have not made teacher assignments for specific grades. Once we receive all applications, teachers will be assigned based on numbers.

What if I miss the deadline for school choice? We will honor requests for school choice after the deadline only if there is space available on a first come, first served basis.

How will I know if my child got their first choice school? We will notify parents of their school in May via email.

Parental School Choice Program for Elementary & Middle Schools within CVSD

Timeline

For the following school bases:

Charlotte Hinesburg Shelburne Williston (Allen Brook & Williston Central)

March

CVSD Elementary and Middle Schools communicate to parents the availability of school choice and where to access information if they wish to apply for school choice, pending the CVSD's final approval of the policy on April 4, 2018.

March

Parent(s) or guardian(s) fill out a school choice form for each child - indicate school of choice, and include a brief letter of explanation why you are requesting school choice, and return the form:

- by mail CVSD, 5420 Shelburne Rd, Shelburne, VT 05482 ATTN: Sandy Raymond,
- in person to the Champlain Valley School District office in Shelburne,
- or via email to the Superintendent's executive assistant at sraymond@cvsdvt.org

April

School Choice applications due. If parents want to exercise school choice, all forms are due either via mail, dropped off in person at the Champlain Valley School District office, or via email.

May

Schools will mail letters to parents/guardians explaining the school choice placement for their child and general information and timelines for their son/daughter's individual school.

Late Spring (elementary schools) /Midsummer (middle schools)

Teacher assignment will occur within each school and letters will be sent home with the teacher placement.

**CVSD INTRADISTRICT
SCHOOL CHOICE PROGRAM
FOR ELEMENTARY & MIDDLE SCHOOLS**

Application Form

Please Note: If your child is entering Kindergarten or is new to the district, please attach all other registration forms to this application.

Due: April 1st

Submit completed form:

- by mail – CVSD, 5420 Shelburne Rd, Shelburne, VT 05482 ATTN: Sandy Raymond,
- in person to the Champlain Valley School District office in Shelburne,
- or via email to the Superintendent's executive assistant at sraymond@cvsdvt.org

STUDENT INFORMATION:

Please Circle grade child will be entering in the fall:

K 1 2 3 4 5 6 7 8

First _____ Middle _____ Last _____

Gender: Male _____ Female _____ Date of Birth: _____

Current Mailing Address: _____

PARENT/GUARDIAN INFORMATION:

Parent/Guardian #1

Name: _____ Relationship: _____

Preferred Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Physical and Mailing address (if different from student):

Parent/Guardian #2

Name: _____ Relationship: _____

Preferred Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Physical and Mailing address (if different from student):

Student lives with: Parent/Guardian #1 _____ Parent/Guardian #2 _____ Both _____

SIBLING INFORMATION:

Name(s) _____ M _____ F _____ DOB _____

Name(s) _____ M _____ F _____ DOB _____

Name(s) _____ M _____ F _____ DOB _____

Name(s) _____ M _____ F _____ DOB _____

What will be your current town of residence for the upcoming school year (circle one)?

Charlotte Hinesburg Shelburne Williston

What is your school of choice for the upcoming school year (circle one)?

Charlotte: Charlotte Central School

Hinesburg: Hinesburg Community School

Shelburne: Shelburne Community School

Williston Allen Brook School & Williston Central School

IN-DISTRICT SCHOOL CHOICE FOR SEVENTH AND EIGHTH GRADE STUDENTS (LP2)

Policy

The Taconic & Green Regional School District offers parents and guardians of seventh and eighth graders choice among its schools other than the-school to which they are assigned under Local Policy 1. The choice of the school will be guided by the requests of students and parents and classroom space availability.

Seventh and Eighth Grade School Choice Guidelines

Early February - Schools tell parents and guardians about school choice and distribute the school choice form.

By March 15 - Parents/Guardians fill out the form indicating school choice and return the form by mail or in person to their assigned school or to the Bennington Rutland Supervisory Union (BRSU) office, 6378 VT Rte. 7A, Sunderland, VT 05250. Forms can also be submitted electronically; an email address will be provided on the school choice form.

Late April – Schools will mail letters to parents/guardians stating any changed school assignment for their child and general information and timelines for their child's school.

A lottery system will be used if a school receives more requests for placement than space available.

Siblings of students who have been placed in a school, other than their originally assigned school will have lottery priority for placement at that school.

Students who successfully choose a school other than the one to which they are originally assigned- may not request reassignment to another school until the following March.

Limited school bus routes will be available for in-district school choice, under the Transportation Policy (MP 22).

Approved: November 7, 2017
Adopted: November 21, 2017

Greater Rutland County Supervisory Union
Wells Springs Unified Union School District

ELEMENTARY SCHOOL CHOICE POLICY

Code F50

Policy

It is the policy of the Wells Springs Unified Union School District (WSUUSD) to offer parents and guardians elementary school choice within the district. The choice of the school venue will be guided by the needs of students and parents. The district will adhere to the WSUUSD process and guidelines which will be limited by transportation feasibility and classroom space availability.

K-6 School Choice Guidelines

February - WSUUSD Schools communicate to parents the availability of school choice and where to access information if they wish to apply for school choice. Late February/early March - Parents/ Guardians fill out a school choice form, indicate school choice and return the form by mail or in person to the GRCSU office. April - Schools will mail letters to parents/guardians to explain the school choice placement for their child and general information and timelines for their child's school.

Frequently Asked Questions

1. *What is school choice and who is allowed to exercise it?* Children entering grades K-6 who live in the towns of Middletown Springs and Wells may exercise school choice. Our goal is to allow options for families while also ensuring balanced class sizes to provide a positive learning environment for all of our children. Parents may apply for choice in either of the elementary schools in these towns. Given space availability, we will work to meet as many families' needs as possible. By exercising school choice, we hope to achieve:

- a. Balanced class sizes in all schools by eliminating, combining or dividing classes too small or too large
- b. Optimal learning environments in all schools
- c. Meeting the diverse needs of our student population
- d. Options for all families

2. *Who gets school choice?* School choice will be limited to the amount of available space in each building. If you are interested in choosing a school other than the one located in your town, complete and submit the school choice form. Once we receive all applications by mid-March, we will assign students. If there is more interest in one particular school than space is available, we will hold a lottery.

3. *Does this mean one of our schools will close?* There are no current plans to close any schools. As per the Articles of Agreement, no schools will close without a positive vote of the community.

4. *Will my child be able to attend this school of choice for all elementary years?* Your child will be able to attend the school of choice through the highest grade offered at that school.

5. *If we exercise school choice and we have a younger child, will he or she also be able to attend the choice school?* Younger children may attend the school choice location with an older sibling when capacity is available. Capacity is determined by the GRCSU Class Size Policy.

6. *My child is currently attending one particular school and we feel a change of schools would be in his/her best interest. May we apply for school choice for next year?* School choice will be extended to all K-6 students each year

7. *Will the district provide busing?* There will be no inter-school transportation for school choice during the 2019-2020 school year. The Board will review the transportation periodically.

8. *What if we want to go back to our original school after a year or more?* You can reapply for your local school. Choice will be provided if space is available.

9. *If more children want school choice than space is available, who gets priority?* First priority goes to families living in that town. Next priority goes to siblings. If there are still more children applying than there is space, a lottery will be held. A wait list will be maintained from year to year and siblings of choice students will have first priority.

10. *My child is entering Preschool.* Do we apply for school choice for Preschool?* No. Preschool is universal in the Greater Rutland County Supervisory Union (GRCSU) and you may register your three- or four-year-old child at any school which has a public preschool program with space available in the supervisory union. You may also elect to enroll your child in a private preschool program, on a space available basis, provided the preschool has been pre-qualified by the Agency of Education

11. *Does Preschool* enrollment in another school in the district or supervisory union follow into Kindergarten?* No. Preschool placement does not follow into Kindergarten and if you wish to attend Kindergarten in the other school in the Wells Springs Unified Union School District, you will need to apply for elementary school choice.

**Universal Preschool enrollment is subject to change per Vermont legislation and the administrative rules of the Agencies of Education and Human Services.*

Legal References: VT Title 16 Section Act 166 of 2014 and associated administrative rules by the Agency of Education and Human Services

Date Reviewed: January 2, 2019
Date Warned: January 30, 2019
Date Adopted: March 6, 2019

Well Springs Elementary School Choice Application

The Wells Springs Unified Union School Board Policy F50 provides school choice for incoming kindergarten through sixth grade students.

Any resident student incoming for grades kindergarten through sixth grade of Middletown Springs or Wells is eligible to apply. The Board has authorized five seats to enter or exit each school. Please see the attached policy for guidance.

Please complete the application form below if you are interested in being considered for the Wells Springs School Choice Program.

APPLICATION DEADLINE: March 15

Please submit your application to your school principal.

Student Name _____
Date of Birth _____
Current Grade Level _____
Parent/Guardian Name _____
Home Address _____

Phone _____
Email _____

1. Is your child currently enrolled in school? Yes _____ No _____
Please check one: Wells _____ Middletown Springs _____
2. What grade does your child currently attend? _____
3. Are you able to provide transportation for your child? Yes _____ No _____

*(Please note: Transportation is not provided between schools
by the school district for choice students.)*

4. Please provide any other information concerning your child's interests or learning preferences (optional):

Well Springs Elementary School Choice Application – page 2

Next steps:

1. You will be notified by April 1 of the status of your application.
2. If applications exceed space available, a lottery will be held.
3. No late applications will be accepted.
4. If not accepted your child will be placed on a waiting list for next year.
5. Openings are based on space available per grade as determined by the Superintendent annually.

If you have questions or require additional information, please contact Dr. Debra Taylor, Superintendent at 802-775-4342 Ext 2103 or debra.taylor@wresu.org.

Please sign and date the application below.

Signature

Date

Printed Name

CODE F31

INTRADISTRICT SCHOOL CHOICE PROGRAM FOR ELEMENTARY & MIDDLE SCHOOLS

The Champlain Valley School District places students in the District's schools based on a student's town of residence. For the purposes of this policy, St. George students will be placed in Williston as if that were their town of residence. Transportation is provided for PK-8 students attending a school within the town of residence..

To accommodate occasions when a student might benefit from placement in a school outside a PK-8 student's town of residence, it is the policy of the Champlain Valley School District to offer students the option to enroll in a school of their choice within the District. Processes for intra-district choice of school will be guided by the needs of students, space availability, and existing resources.

The Superintendent of Schools will develop procedures consistent with the following guidelines:

- Requests to attend a school in another town within the CVSD will be granted based on space availability and with the goal of creating balanced class sizes in all schools.
- Regardless of residence, every family will have a choice of enrolling in any grade-level appropriate school operated by the District (Charlotte, Hinesburg, Shelburne and Williston).
- Transportation to PK-8 buildings will be provided for students attending school within one's town of residence. For students choosing to attend school in a neighboring town, transportation is not provided by the CVSD, unless the existing bus route passes the child's residence on the way to or from the choice school and there is sufficient space on the bus..
- Younger siblings entering school after a child who has exercised school choice may attend the same school as his or her older sibling.
- School choice does not apply to non-resident students.
- School Choice procedures will be listed in school handbooks and updated and published by March 1st annually.

<i>Date Warned:</i>	<i>4/19/2017</i>
<i>Date Adopted:</i>	<i>5/2/2017</i>
<i>Date Reaffirmed:</i>	<i>Not Applicable</i>

| Code F31: Intradistrict School Choice Program for Elementary & Middle Schools

Legal Reference(s):

Cross Reference:

CODE F31

INTRADISTRICT SCHOOL CHOICE PROGRAM FOR ELEMENTARY & MIDDLE SCHOOLS

The Champlain Valley School District places students in the District's schools based on a student's town of residence. For the purposes of this policy, St. George students will be placed in Williston as if that were their town of residence. Transportation is provided for PK-8 students attending a school within the town of residence..

To accommodate occasions when a student might benefit from placement in a school outside a PK-8 student's town of residence, it is the policy of the Champlain Valley School District to offer students the option to enroll in a school of their choice within the District. Processes for intra-district choice of school will be guided by the needs of students, space availability, and existing resources.

The Superintendent of Schools will develop procedures consistent with the following guidelines:

- Requests to attend a school in another town within the CVSD will be granted based on space availability and with the goal of creating balanced class sizes in all schools.
- Regardless of residence, every family will have a choice of enrolling in any grade-level appropriate school operated by the District (Charlotte, Hinesburg, Shelburne and Williston).
- Transportation to PK-8 buildings will be provided for students attending school within one's town of residence. For students choosing to attend school in a neighboring town, transportation is not provided by the CVSD, unless the existing bus route passes the child's residence on the way to or from the choice school and there is sufficient space on the bus..
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