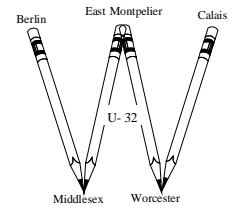


Washington Central Unified Union School District

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

Debra Taylor, Ph.D.
Interim Superintendent



WCUUSD Policy Committee Meeting Agenda 11.26.19 5 - 7 pm

1130 Gallison Hill Road, Montpelier

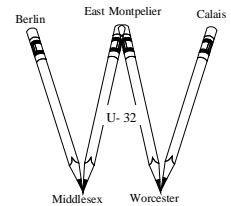
1. Call to Order
2. Approve Minutes of 10.22.19 – pg. 2
3. Updates
 - 3.1 Comprehensive Sexual Health Program Policy – pg. 4
 - 3.2 Hate Symbols
 - 3.3 Library Media Procedure – pg. 10
 - 3.4 Elementary School Choice
4. Requested Review
 - 4.1 Flag Flying Policy – pg. 11
5. Review Existing Policies
 - 5.1 Section A – Board
 - 5.1.1 Current – pg. 12
 - 5.1.2 Additional – pg. 15
 - 5.2 Section B – Personnel
 - 5.2.1 Current – pg. 27
 - 5.2.2 Additional
6. Adjourn

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

Debra Taylor, Ph.D.
Interim Superintendent



WCUUSD Policy Committee Unapproved Meeting Minutes 10.22.19 at 4:30 pm 1130 Gallison Hill Road, Montpelier

In attendance: Chris McVeigh, Jaiel Pulskamp, Marylynne Strachan, board members; Aaron Boynton, Berlin Principal; Jody Emerson, U-32 Assistant Principal; Debra Taylor, Interim Superintendent; Krista Metivier, Assistant to the Central Office Administrators; David Delcore, Times Argus; Bailey Morse, Iona Bristol, Meg Falby, Are You Into It Consent Club; Iona Bristol, Bruce Pandya, Amy Koenigbauer, Meg Allison, Seeking Social Justice; Mark Brown, Teacher

1. Call to Order – Chris McVeigh called the meeting to order at 4:36 pm.
2. Approve Minutes of 9.23.19
Marylynne Strachan made the motion and Jaiel Pulskamp seconded to approve the minutes of 9.23.19; so moved.
3. Student Led Requests & Presentations
 - 3.1 "Are You Into It" Consent Club – students Bailey Morse and Iona Bristol shared a presentation regarding a request for the board to adopt a condom accessibility policy for U-32. They used the results from the Youth Risk Behavior Survey and an informational letter from the Agency of Education regarding the subject to form their request. Their goal is to provide ways for students to become educated, reduce associated stigma, and keep students healthy.

The committee inquired as to how many other Vermont schools have implemented similar policies and student adviser Meg Falby indicated that there were thirteen from last year. The Consent Club indicated that they had spoken with nurses and students at two schools in particular regarding their process. When asked if there was any pushback at these other schools, the reply was that there may have been from some teachers not wanting to participate and the concerns regarding the financial impact. Those issues at U-32 could be mitigated by more community engagement/education and the clarification that Planned Parenthood would be providing all necessary items so there would be no financial impact.

Chris McVeigh shared the desire for more community outreach or forums to retain feedback from the community, in addition to the two readings of the policy before adoption at board meetings.

The committee will report on this request to the full board in November to garner feedback and direction.

- 3.2 Seeking Social Justice at U-32 – student Bruce Pandya shared the impetus for the request for a specific Hate Symbols policy was that the day U-32 flew the Black Lives Matter flag another student flew a Blue Lives Matter and Confederate flags outside of a school bus window. The Seeking Social Justice group sent out a specific survey regarding the Confederate flag to students

and staff that had over 200 respondents and researched court cases regarding hate symbols and shared those results as part of their presentation. He explained that the history of certain symbols causes people of color to feel unsafe and uncomfortable and there is a direct connection with the intent/impact of displaying those symbols to intimidated. This group feels that these acts cause a disruption of the learning environment. In response to a question by a committee member regarding more instances of hate symbols being on campus, students Iona Bristol and Bailey Morse shared in the affirmative that they have seen swastikas around school and Confederate flags as laptop backgrounds, clothing, and social media. Jody Emerson suggested that before the Black Lives Matter flag went up, there was maybe one instance.

The committee inquired as to similar policies across the country for schools, select boards, etc and the reply was that recently Hazen Union in VT banned confederate flags; country-wide there have been bans in Indiana, Virginia, South Carolina. The committee concerns were that such a stringent policy could have First Amendment implications and that some of the requested policy could be considered covered in the Harassment, Hazing and Bullying Prevention Policy already. The question was asked regarding who would make the final decision on what the definition of a hate symbol was – as they can change through time. The student group was clear that they are aware of the impact of intent in these situations and this is their effort to change the culture and give victims more ground to stand on because it is the school’s responsibility to prevent disruption of the school environment.

The committee will report to the full board at their November meeting to garner feedback and direction and return to committee to discuss further.

4. Updates

4.1 Library Media Policy – Meg Allison presented a policy that all Washington Central librarians worked to update using previous policies from all schools. There was some discussion regarding the policy delegating absolute authority to the librarians. Meg shared that if there was an additional approval process for all materials, it would slow down the process tremendously and that librarians are hired with a level of expertise and licensure that not even some administrators have.

The committee agreed that the policy does not refer to “absolute authority” and will send policy as is to the board for first reading in November.

4.1 Library Media Policy Procedure – Debra Taylor shared the procedure as to how a complaint regarding a library media might be handled. She shared that procedures are not subject to board approval.

5. Review Existing Policies

5.1 Section A – Board

5.1.1 Current – A1 Board Member Conflict of Interest – this current policy was reviewed by the committee. What an appearance of a conflict of interest might look like was shared; waivers were also explained. The definition of “fiduciary” was discussed and the committee felt that it does not necessarily mean fiscal so they would like to add “and/or financial” after fiduciary both times in standard #5.

Present this policy to the board for first reading in November with changes noted above.

5.1.2 Additional - Tabled

5.1.2.1 Required

5.1.2.2 Optional

6. Affirm Future Meeting Dates – the group decided to meet on the second Tuesday of the month from 4:45 – 6:30 pm.

7. Adjourn – the meeting adjourned by consensus at 6:33 pm.

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: C50

WARNED: 11.1.19

ADOPTED: _____

EFFECTIVE: _____

COMPREHENSIVE SEXUAL HEALTH PROGRAM

Purpose

It is the intent of the Washington Central Unified Union School District to implement a program promoting lifelong sexual health. This includes comprehensive sexual health education and the provision of, or referrals to, age appropriate sexual health services. These activities create an effective sexually transmitted disease (STD), human immunodeficiency virus (HIV), and pregnancy prevention program. Research shows that well-designed, well-implemented school-based STD prevention programs can significantly reduce sexual risk behaviors among students. Outcomes of such programs include a delay in first sexual intercourse, a decrease in the number of sex partners and an increase in condom or contraceptive use. There is no evidence that participation in such programs increases the likelihood of students engaging in sexual activity.

Policy Statement

It is the policy of the Washington Central UUSD to establish goals for comprehensive sex education, sexual health services and other school based activities that are designed to promote improved student outcomes and reduce risky sexual behavior.

1) Goals for Comprehensive Sex Education

A. The school district shall provide comprehensive sex education programs as required by state law and regulations of the State Board of Education. In particular, the district shall provide sex education in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the National Health Education Standards, the National Sexuality Education Standards, and V.S.A. 16 § 131.

B. Comprehensive sex education programs shall be conducted by appropriately licensed staff members. Ongoing professional development shall be provided as needed.

C. Programs of study developed for students on a flexible pathway shall be fully described in a student's personalized learning plan. The program of study shall include the same components described below, and shall be approved in advance and assessed by a licensed health educator.

Implementation of Comprehensive Sex Education

Comprehensive Sex Education in Washington Central UUSD shall comply with the National Health Education Standards, The National Sexuality Education Standards and V.S.A. 16 § 131. To do so, the district shall provide all health educators and other appropriate staff with the following:

- Goals, objectives, and expected outcomes for sexual health education,
- A written health education curriculum that includes objectives and content addressing sexual health education
- A chart describing the annual scope and sequence of instruction for sexual health education
- Strategies that are age-appropriate, relevant, and actively engage students in learning
- Methods to assess student knowledge and skills related to sexual health education

The sexual health education program shall:

- 1) Provide medically accurate instruction on all of the following topics, as age-, developmentally-, and culturally-appropriate:
 - (A) The physical, social, and emotional changes of human development;
 - (B) Human anatomy, reproduction, and sexual development;
 - (C) Healthy relationships, including friendships and within families, that are based on mutual respect and the ability to distinguish between healthy and unhealthy relationships;
 - Developing effective communication, negotiation and refusal skills, including the skills to recognize and report inappropriate or abusive sexual advances;
 - Analyzing the influences of family, peers, media, technology, and other factors impacting sexual behavior
 - Understanding bodily autonomy, setting and respecting personal boundaries, practicing personal safety, and consent;
 - Examining the harm and limitations of gender-role stereotypes, violence, coercion, bullying and intimidation in relationships; and
 - (D) Healthy decision-making skills about sexuality and all relationships;

- Exploring individual values, attitudes, and feelings;
 - Exploring social norms, cultural myths, and the roles that traditions, values, religion, norms, race, class, gender roles, acculturation, family structure, health beliefs, and political power play in how students make decisions that affect their sexual health;
 - How to respect others and stay safe on the internet and when using other forms of digital communication;
 - Information on local services and resources where students can obtain additional information related to bullying, dating violence and sexual assault, suicide prevention, and other related care;
 - Encouraging youth to communicate with their parents or guardians, faith, health and social service professionals, and other trusted adults about sexuality and intimate relationships;
- (E) The benefits of delaying initiation of sexual activity, and the use of condoms, medication, and birth control and sexually transmitted infection prevention and treatment measures, and the options for pregnancy, including parenting, adoption, and abortion;
- Understanding how HIV and STDs are transmitted and the health consequences of HIV, other STDs, and pregnancy;
 - The importance of effectively using condoms consistently and correctly in addition to the latest vaccinations and medications available to protect against sexually transmitted infections, including HIV/AIDS;
 - Instruction and skills development for proper condom usage and information about their effectiveness in preventing HIV, other STDs, and pregnancy. Effective programs develop comfort around condoms before students become sexually active;
 - The benefits of effective contraceptive and condom use in avoiding unintended pregnancy;
 - The importance of being comfortable and confident in using condoms properly
 - Skills development for goal-setting and decision-making related to eliminating or reducing risk for HIV, other STDs, and pregnancy;
 - The benefits of reducing the number of sexual partners;
 - The relationship between substance use and sexual health and behaviors; and

- Development of skills to access local health services where students can obtain additional resources, information, and preventative care and services related to sexual and reproductive health.

(F) Age appropriate information about gender identity and sexual orientation for all students;

- Affirmative recognition that people have different sexual orientations, gender identities, and gender expressions
- Include referrals to community resources that can provide additional support for lesbian, gay, bisexual, and transgender students.

2) Use or adapt curricula that are inclusive and address the experiences and needs of all youth in the school. In particular, instruction should be accessible to pupils with disabilities, including, but not limited to, the provision of a modified curriculum, materials and instruction in alternative formats, and auxiliary aids. Curricula shall be reviewed and approved by the district's WSCC team or other appropriate school - community planning group. Curricula shall be reviewed every three years to ensure it is meeting the needs of students and that it is up-to-date.

Parental Requests

- (a) The curriculum will be made available to parents and community members for viewing upon request.
- (b) Any pupil whose parent/guardian shall present to the school principal a signed statement that the teaching of disease, its symptoms, development and treatment, conflicts with the parents' religious convictions shall be exempt from such instruction, and no child so exempt shall be penalized by reason of that exemption. (V.S.A. 16 § 134).

Sexual Health Services is defined by the Centers for Disease Control and prevention to include: HIV and other STD testing and treatment; pregnancy testing; access to condoms and condom-compatible lubricants, access to contraceptives other than condoms; Human papilloma Virus (HPV) vaccination, and medications to prevent the spread of HIV.

2) Sexual Health Services

A. Condom Access

1) Goals for Condom Availability

- A. As part of a comprehensive sexual health program, Washington Central UUSD shall provide condoms in locations that are readily accessible for students, without unnecessary barriers to obtaining condoms or stigma surrounding access.

- B. The district shall provide information about proper condom use that is inclusive of all students. This information shall be created or approved by the district's WSCC team or other appropriate school - community planning group.
- C. The district will ensure that condoms are available either through funding or donation from community partners. When possible, the district provides a variety of latex, non-latex, internal and external condoms and dental dams.

2) Implementation of Condom Availability

- A. The district has identified the following location where condoms will be made accessible to students: U-32 Middle/High School grades 7-12 school nurses and health offices, Health Education classrooms, and other locations may be most suitable to protect student confidentiality and promote accessibility for students. Information about condom use will be made available in these same locations. Other locations may be added with administration and WSCC team or other appropriate school - community planning group approval.
- B. School staff in those locations will receive training on how to talk with young people about sexual health and answer questions about condoms. While a conversation with staff is not required as part of condom availability, staff will give information and answer questions as requested by students.
- C. Information will be provided by the district to students and families to promote awareness of the condom availability program. This will include annual parent letters, announcements during comprehensive sex education instruction, one-to-one meetings with student support services staff, and/or posters.
- D. No student age 12 or older will be refused access to condoms through this program. Minors in Vermont have a legal right to access a full range of reproductive and sexual health services without parent permission. Minors are provided access to condoms in variety of settings, and may purchase them without parental consent.

Alternate D. Any pupil whose parent shall present to the school a signed statement that the Condom Availability Program conflicts with the parents' convictions shall not be allowed to participate in the program.

B. Other Sexual Health Services

1) Goals for Referral System

Through the development and implementation of a sustainable referral system, Washington Central UUSD will help to realize the goals of decreased incidence of sexually transmitted infections and pregnancy among Vermont adolescents by connecting sexually active adolescents to a medical home and/ or adolescent-friendly community-based medical services.

2) Implementation of Referrals to Sexual Health Services

- A. The most effective method for Vermont adolescents to receive appropriate sexual health services as needed is to ensure that they receive an annual well-care visit in a medical home that follows the Bright Futures protocol of the American Academy of Pediatrics. District nursing staff will continue to facilitate collaboration between school nurses, WSCC team, and Vermont of Health School Liaison to develop and maintain systems at the district and building level to ensure all students have and are accessing a youth-friendly medical home. These protocols and systems are a preliminary step towards ensuring that all students receive HPV vaccination series, STD/HIV/pregnancy screening as needed, and appropriate medical interventions to prevent STD/HIV and pregnancy.
- B. If a student presents with sexual health needs, but does not have a medical home, district staff will refer students to an adolescent-friendly provider. Following the referral, district staff will work to assist the student to find a permanent medical home.
- C. No student age 12 or older will be refused a referral to community sexual health services through this program. District staff will not provide information about the referral to parents. However, district staff will encourage youth to speak with a supportive adult in their life. Minors in Vermont have a legal right to access a full range of reproductive and sexual health services without parent permission.

Legal Reference(s): 16 V.S.A. § 906
16 V.S.A. § 131
16 V.S.A. § 134
18 V.S.A. § 4226

Washington Central Unified Union School District
Handling Complaints regarding Library Media Procedure

The Washington Central Unified Union School District will provide students access to a wide variety of educational materials in individual classrooms and in the media center to support student learning.

1. At the beginning of every school year the School Librarian reviews and recruits for the membership of the Reconsideration Committee, which is composed of a School Librarian, one or two teachers, a parent representative, a student, and the principal.
Reconsideration Committee Charge:
Review formal complaints for reconsideration of Library Media. Members will set aside their personal beliefs and evaluate the entire work in accordance with the library's materials selection policy and the principles that guide it. No passages or parts of the challenged materials should be pulled out of context.
2. All complaints about Library Media Center materials shall be brought to the immediate attention of the School Librarian who will contact the complainant to discuss the complaint.
3. Access to challenged material shall not be restricted in the Library Media Center during the complaint process.
4. If the complainant is not satisfied following the discussion with the School Librarian they may appeal the decision of the school librarian by filing the Citizen's Request for Review of Library Media Center Materials form with the Principal. The appeal shall be filed with the Principal within ten (10) calendar days.
5. The Principal will notify the Reconsideration Committee that a Citizen's Request for Review has been filed. The Reconsideration Committee will convene to consider the complaint.
6. Within one school week, the entire Reconsideration Committee will have access to the challenged material and make a plan for further meetings. Within three school weeks after the initial meeting, the committee will prepare a report on the material in question. The report shall include a recommended response to the complaint.
7. The committee's report and recommendation shall be sent to the Superintendent. The report shall give the guidelines used for selection and cite authorities used in reaching decisions. The Principal is responsible for sending a copy of the report to the complainant and the Superintendent. The report and recommendations shall be final unless an appeal is lodged with the Superintendent as provided herein.
8. Should the complainant remain unsatisfied, they shall submit a written appeal to the Superintendent within ten (10) calendar days of receipt of the Superintendent's written response. The Superintendent will review the committee's report to determine if the policy and procedures were followed. The Superintendent will respond to the complaint in writing and may either uphold the decision of the Committee or may send the decision back to the Committee for further consideration in light of any substantive or procedural issues of concern.
9. If the person who brought the complaint is dissatisfied with the decision of the Superintendent to uphold the Report of the Reconsideration Committee and wishes to pursue the complaint, they shall submit a written appeal to the WCUUSD Board of Directors ("Board") through the office of the Superintendent within one school week of having received the Superintendent's written response. The Superintendent shall arrange to bring the matter before the WCUUSD Board of Directors for hearing within two school weeks of receiving the written appeal. The Complainant shall be notified of the hearing before the Board and may present testimony or other information in support of their position. The Board shall hear the appeal and render a decision, in writing. A copy of the Board's Decision shall be provided to the Complainant, the School Librarian and members of the Reconsideration Committee. The Decision of the Board shall be final.

U-32

Board of Directors' Policy

Flag Raising

POLICY: H1

WARNED: 10.19.18

ADOPTED: 11.7.18

LAST REVIEWED BY THE POLICY COMMITTEE: 8.27.18

Policy

It is the policy of WCSU that permission may be granted by the U-32 School Board for flags, other than the United States and Vermont flag, to be flown on the U-32 campus.

Criteria the Board will include to make decisions on flying flags:

- The request to fly the flag must come from student groups, which must be able to articulate the importance of flying the flag.
- The flag must represent ideas that are linked to and support the current U-32 Mission, Goals and Student Learning Outcomes.
- The flag must bring no harm to other groups of students at U-32.
- The request to fly a flag other than the United States and Vermont flag must be made annually to the School Board and the School Board may dictate the length of time a flag is to be flown.
- If appropriate the Board will invite comment from the community, including students, about the proposal.

School administration, in consultation with the U-32 Board and school community, will develop operating procedures that include criteria for reviewing requests from student groups to raise flags.

Section A – Board

Current Approved WCUUSD Policies

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY:	<u>A2</u>
WARNED:	<u>6/1/19</u>
ADOPTED:	<u>6/12/19</u>
EFFECTIVE:	<u>7/1/19</u>

POLICIES AND PROCEDURES

PURPOSE

It is the purpose of this policy to prescribe the creation and maintenance of a set of documents that embody the important principles, values, practices and standards of the school. Policies serve to inform and guide all people connected with the school. It is the intent of the Board to outline direction and goals for the successful operation of the school through adoption of policies. It is also the purpose of this policy to ensure that those documents are available to the public.

POLICY

- A. The school board should adopt and maintain policies to carry out its purposes or pursuant to any of its authorities under law.
- B. Policy development that affects all schools will be coordinated through the WCUUSD Policy Committee. Any person residing in or employed by the school district may suggest policies by submitting suggestions in writing to the School Board Chair or Policy Committee representative. The Board, acting as a whole or through the Policy Committee will seek appropriate public comment and administrative guidance for policy development and revision.
- C. Administration will provide procedures to a policy, along with the policy, whenever a policy issue has been raised.
- D. At a minimum, public notice on intent to adopt a policy shall be given at least 10 days prior to adoption at a regularly scheduled or special school board meeting.
- E. In general, policies shall be adopted according to the following process:
 - 1. A policy shall be warned for a first reading at a regular board meeting. The proposed policy, and any background information, will be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public.
 - 2. At the first reading of the policy, the board may reject, revise, or approve the policy as written. If revised or approved, the policy shall move to a second reading at the board's next regular meeting.
 - 3. The second reading of the proposed policy shall be warned on the agenda for the following meeting. Copies of the policy, and any background information, shall be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public. At the second reading of the policy, the board may reject, revise, table, or approve the policy as written.
 - 4. If the policy is approved at the second reading with no or only minor revisions, the policy shall be considered duly adopted.
 - 5. If the policy is rejected at the second reading, the policy shall be considered "dead."
 - 6. If the policy is revised at the second reading and the revisions are major (i.e., content is substantially changed), the policy shall move to a third reading at the board's next regular meeting. The same procedures for warning the policy shall be followed.

7. If there is a third reading of the policy, the third reading shall be warned on the agenda for the board's following meeting. Copies of the policy, and any background information, shall be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public. At the third reading of the policy, the board may reject, table, or approve the policy as written. If rejected, the policy shall be considered "dead." If approved, the policy shall be considered duly adopted. If tabled, the policy may be taken off the table and reconsidered only after the reconsideration has been warned and board members have been provided a copy of the draft policy. The proposed policy shall also be made available to the public. When taken off the table, the policy shall be considered at the same level of reading as it was when tabled.

F. Each policy shall have a title and should state its date of adoption and effective date.

G. Policies shall be numbered in accordance with the system established by the Vermont School Boards Association.

DISSEMINATION

Immediately following adoption, all policies will be distributed to board members, the principals and WCUUSD Central Office. All policies will be posted on the district website. Where appropriate or required, policies will be included in staff and/or family handbooks. It will be the responsibility of the principal to ensure that staff and students are familiar with applicable policies.

PROCEDURES

A. The Superintendent shall maintain and implement procedures that:

1. Are consistent with policy;
2. Establish guidance and standards of behavior for faculty, staff and students, provide explanations of how those standards are enforced, and establish consequences for failing to follow those standards; and
3. Provide detailed procedures and operational rules concerning the administration of the school.

B. The Superintendent shall, in timely fashion, notify the school board when s/he has developed any new procedure. At its discretion, the board may order a review of any rule or procedure.

Section A – Board

Additional Recommended/Optional Policies

CODE A20
(Recommended)

Board Meetings, Agenda Preparation & Distribution

Policy

All Board meetings will be held in compliance with Vermont's open meeting laws, 1 V.S.A. §§310 et seq.

Regular Meeting Schedule

Regular meetings of the board will be held at__ (place)_____ on__(day of month, as "the first Monday of every month") beginning at (time).¹ The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair on his or her own initiative or when requested by a majority of the board and shall be warned appropriately.² Only items on the agenda may be acted upon at these meetings.³

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised.⁴ One or more members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

Agenda Preparation

The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board chair. Items of business may be suggested by any board member, staff member, student, or citizen of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent. An item may only be added or removed from a meeting agenda as the first order of

¹ See 1 V.S.A. §312(c)(1). "The time and place of all regular meetings....shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution or other determining authority of the public body..."

² See 1 V.S.A. See 1 V.S.A. §312(c)(2) & (3)

³ See Robert's Rules of Order §9. Although action on items not on the proposed agenda for regular meetings is allowed as "New Business," boards should avoid taking action on non-agenda items at regular meetings. If necessary, emergency meetings can be called to act on matters needing immediate action.

⁴ See 16 V.S.A. §554(b)

business at the meeting.⁵ Other adjustments to an agenda may be made at any time during the meeting.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal clerk's office and [two other designated physical locations in the municipality].⁶ In addition, proposed meeting agendas will be made available to any interested person upon specific request.⁷

Date Warned:

Date Adopted:

Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)
16 V.S.A. §554 (School board meetings)

Cross Reference:

⁵ See 1 V.S.A. §312(d)(3)(A)

⁶ See 1 V.S.A. §312(d)

⁷ This section of this model policy is not required. See 1 V.S.A. §312(c) and (d) for notice and warning requirements for special and emergency meetings.

CODE: A21
(Recommended)

PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy

It is the policy of the board to encourage public participation at its meetings.

Background

Public participation is very important to the successful function of the _____ School District. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up-to-date on what is happening in the community's schools.

Implementation

Reasonable rules of participation may be used to insure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board

1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

Public Comment on Agenda Items

1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public input on items not on the agenda

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints.

Date Warned:

Date Adopted:

Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)
16 V.S.A. §554 (b) (School board meetings)

Cross Reference: Board Meetings Board Meeting Agenda Preparation and Distribution (A2)

CODE: A22
(Recommended)

NOTICE OF NON-DISCRIMINATION

Policy

The board will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law, and will provide equal access to the Boy Scouts and other designated youth groups.¹

The district shall make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the district can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity.²

The superintendent or his or her designee shall prepare, and the board shall approve, guidance to applicants and employees regarding requests for reasonable accommodations, including provisions for undue hardship.³

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the _____ School District are hereby notified that this district does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, political affiliation⁴ or marital status in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

A person has been designated by the _____ School District to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the _____ School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

¹ Federal regulations implementing Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), the *Age Discrimination Act*, and the *Boy Scouts Act* contain requirements for recipients of federal funds to issue notices of non-discrimination. These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.

² See 34 C.F.R. § 104.12(a).

³ See 34 C.F.R. § 104.12(b) &(c) for requirements related to reasonable accommodations and factors to be considered when determining when a requested accommodation would create an undue hardship. The inclusion of this provision in this model policy is based on a finding by the federal Office of Civil Rights that a Vermont school district's policy on non-discrimination was not in compliance with Section 504 of the Rehabilitation Act of 1973 because it did not include these provisions.

⁴ Discrimination against an employee on the basis of political affiliation is prohibited by the Vermont Municipal Labor Relations Act. 21 V.S.A. § 1726(a)(7).

Grievance Procedure In the absence of a controlling grievance procedure outlined in a collective bargaining agreement the procedure accompanying this policy will be in effect.

Date Warned:

Date Adopted:

Legal Reference(s): 9 V.S.A. §4502 (Public accommodations)
21 V.S.A. §§495 et seq. (Employment practices)
21 V.S.A. §1726 (Unfair labor practices)
20 U.S.C. §§1400 et seq. (IDEA)
20 U.S.C. §§1681 et seq. (Title IX, Education Amendments of 1972))
29 U.S.C. §206(d) (Equal Pay Act of 1963)
29 U.S.C. §§621 et seq. (Age Discrimination in Employment Act)

29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)

42 U.S.C. §§2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. §§12101 et seq. (Americans with Disabilities Act of 1990)

Cross Reference:

A23

(Recommended Policy)

COMMUNITY ENGAGEMENT AND VISION POLICY

The _____ School District and the schools within the District are an integral part of the community. Community support is necessary for the schools' operation and achievement of excellence. The _____ School District recognizes that community support is based on a mutual exchange, a dynamic process in which the _____ School District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the board will have a clearly articulated vision for the school district. The board will adopt a strategic plan to implement the vision which moves the district forward in its goals for student achievement. The board will closely monitor progress toward the vision and refine it as necessary.

Establishing the Vision

The board will seek community input in its consideration of the vision in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by data and research-based best practice provided by the superintendent.

Implementation

The board will strive to keep the vision at the forefront of all decision making. The board will assure that there are resources devoted to implement the strategic plan, and will receive monitoring reports on a _____ basis to ensure effective implementation of the strategic plan. On an _____ basis, the board will revisit the vision and strategic plan and make adjustments according to input from the community and the superintendent.

Date Warned:

Date Adopted:

Cross Reference: Title I, Part A Parental Involvement Policy (E1)

Legal Reference(s):

A24

(Recommended Policy)

BOARD/SUPERINTENDENT RELATIONSHIP

Policy

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

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

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

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

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

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

Date Warned:

Date Adopted:

Legal Reference(s):

CODE A31
(Policy to Consider)

BOARD MEMBER EDUCATION

Policy

It is the policy of the _____ School District to encourage and support board members' efforts to remain knowledgeable about their roles and the issues with which they deal.

Implementation

Individual board members will take advantage of opportunities to understand their roles, educational issues in general, school programs, State Department of Education functions and legislative activities. The superintendent and board chair will be responsible for assuring that information on leadership development opportunities is available to all members. New members will participate in a district orientation session and other opportunities designed to familiarize themselves with all aspects of board operation.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the board, and funds for these purposes are available.

Date Warned:

Date Adopted:

Legal Reference(s):

Cross Reference: *Board Goal-Setting & Evaluation (A7)*

CODE A32
(Policy to Consider)

BOARD GOAL-SETTING & EVALUATION

Policy

The board will participate in goal-setting and self-evaluation activities developed or recommended by the superintendent at least annually.

Implementation

Particular attention will be given to board goals and performance in the following areas:

- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The instructional program
- Labor relations
- Board in-service training
- Government relations

Date Warned:

Date Adopted:

Legal Reference(s):

Cross Reference: *Board Member Education (B1)*

CODE A33
(Policy to Consider)

SCHOOL VISITS BY BOARD MEMBERS

Policy

It is the policy of the _____ School District to encourage school board members to become familiar with their schools, its programs and the needs of its staff and students.

Implementation

Individual board members may visit schools periodically to expand their knowledge of school programs and staff and student needs.

These visits should follow prior notification to the principal. Concerns raised as a result of school visits by board members should be directed to the Superintendent.

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

CODE A34
(Policy to Consider)

BOARD RELATIONS WITH SCHOOL PERSONNEL

Policy

It is the policy of _____ School District to encourage school board interactions with school personnel while respecting appropriate reporting relationships.

At School Board Meetings

The board will request the Superintendent to invite school personnel to school board meetings regularly to discuss student achievement relative to their programs.

Relations with the Principal

The superintendent will develop guidelines for board relations with principals and other administrators. Guidelines for board relations with principals should take into account:

1. The responsibility of the superintendent to direct the administration and coordination of educational programs in the district;
2. The periodic need of board members for information most readily available from school principals; and
3. The need to maintain a distinction between the administrative role of the principal and the policy making role of the board.

Relations with Other School Staff

1. Individual board members will communicate with staff members on matters of school business only at the direction of the board as a whole.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the board
3. Board members will adhere to procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation.

Date Warned:

Date Adopted:

Legal Reference(s): 16 V.S.A. §§1981 et seq. (Labor Relations)

16 V.S.A. §§1751 et seq. (Contracts, etc.)

16 V.S.A. §§243 et seq. (Principals)

21 V.S.A. §§1721 et seq. (Municipal Labor Act)

Cross Reference: Personnel: Recruitment, Selection, Appointment and Criminal Records Checks (D1)

Section B – Personnel

Current Approved WCUUSD Policies

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY:	<u>B1</u>
WARNED:	<u>6/1/19</u>
ADOPTED:	<u>6/12/19</u>
EFFECTIVE:	<u>7/1/19</u>

SUBSTITUTE TEACHERS

Policy

It is the policy of the Washington Central Unified Union School District to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

Qualifications

No person will be placed on the qualified substitute list unless that person has graduated from high school.

Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

Licensed Educators

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

Administrative Responsibilities

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year, including information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. 563(a). Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

Legal Reference(s): *Vt. Standards Board for Professional Educators Rules §§5381 et seq.*
 16 V.S.A. §558 (Employment of school board members)
 16 V.S.A. §251 et seq. (Access to Criminal Records)

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: **B2**

WARNED: **6/1/19**

ADOPTED: **6/12/19**

EFFECTIVE: **7/1/19**

**VOLUNTEERS AND WORK
STUDY STUDENTS POLICY**

Policy

Washington Central Unified Union School District recognizes the valuable contributions made by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance their contributions, as well as fulfill the responsibility that the district has for the education and safety of its students.

Definitions

For the purposes of this policy and procedures developed pursuant to this policy:

1. **Volunteer:** A volunteer is any individual including parents not employed by the School District who works on an occasional or regular basis assisting with educational activities including coaches, chaperones, in or out of the school setting. A volunteer works without compensation or economic benefits.
2. **Work Study Student:** A work study student means a post-secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

Implementation

The Superintendent shall develop procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district. The screening process utilized by the school district shall include different levels of background checks depending upon the type of contact the volunteer or work study student will have with children. All background checks shall at a minimum include use of the tools currently recommended by the State of Vermont for checking for substantiated findings of child or vulnerable adult abuse/neglect and sex offender convictions. A person who is a convicted sex offender shall not be eligible to be a work study student or volunteer. In the case of a person with a substantiated finding of child or vulnerable adult abuse/neglect, the Superintendent shall determine the person's eligibility to serve as a work study student or volunteer.

<i>Legal Reference(s):</i>	<i>4 V.S.A. §1102(b)(8)(Unauthorized disclosure)</i>
	<i>16 V.S.A. §564 (Harassment & hazing prevention)</i>
	<i>16 V.S.A. §260 (Supervision policy requirement)</i>
	<i>20 V.S.A. §§2062, 2063 (Fees)</i>
	<i>20 V.S.A. §2056c (Dissemination of criminal history)</i>
	<i>21 V.S.A.</i>

^[1]
Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY:	<u>B3</u>
WARNED:	<u>6/1/19</u>
ADOPTED:	<u>6/12/19</u>
EFFECTIVE:	<u>7/1/19</u>

^[2]
ALCOHOL and DRUG-FREE WORKPLACE

Policy^[3]

It is the policy of the Washington Central Unified Union School District to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student ^[4] will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of illegal drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the influence of illegal drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of his or her duties.

Definitions

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.^[5]

Workplace means the site for the performance of work for the School District, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the School District.^[6]

Employee means all persons directly or indirectly compensated by the school district for providing services to the district and all employees of independent contractors who provide services to the district.^[7]

Volunteer means an individual not employed by the School District who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.

Work Study Student means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

Employee Responsibilities

As a condition of employment, each employee will notify the Superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.^[8]

An employee, volunteer or work study student who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Superintendent. In addition, an employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension or termination at the discretion of the Superintendent or, if required, the Board.^[9]

D8 Alcohol and Drug Free Workplace Notes and References:

- [1] Alcohol is not considered a “controlled substance” under federal law. The Drug Free Workplace Act therefore does not require that alcohol be included in an employer’s prohibition of drugs in the workplace. Vermont law does authorize employers to prohibit alcohol possession and/or use of alcohol in the workplace. The Vermont drug testing law defines “drug” broadly, and includes alcohol as a “drug.” 21 V.S.A. §511(3).
- [2] The Drug Free Workplace Act of 1988 applies to all individuals or organizations that receive federal grants and any individuals or organizations that are federal contractors whose contracts exceed \$100,000. The Act does not explicitly require a Drug Free Workplace policy, but it does require covered entities to “...establish a drug-free awareness program to inform employees about...the *grantee’s policy of maintaining a drug free workplace...*”. 41 U.S.C. §702(1)(b)(ii).
- [3] The Drug Free Workplace Act requires specific actions on the part of employers including publication of a statement notifying employees of the prohibition against illegal drugs in the workplace, the establishment of a drug-free awareness program with specific elements, the notification to employees that compliance with the prohibition against drugs is a requirement for employment and imposing specific sanctions on any employee who is convicted of violations occurring in the workplace. *See* 41 U.S.C. §701.
- [4] The inclusion of volunteers and work study students as “employees” for purposes of this policy is optional. *See endnote 7 below.*
- [5] The Drug Free Workplace Act uses the term “controlled substance” as synonymous with the term “drug.” Controlled substances are listed in the federal law at 21 U.S.C. 812.
- [6] Definition derived from 41 U.S.C. §706(1).
- [7] 41 U.S.C. §706(2). *See also* U.S. Department of Labor *Drug –Free Workplace Advisor*, <http://www.dol.gov/elaws/asp/drugfree/policy.htm>. Note that the federal law defines “employee” as one “..directly engaged in the performance of work pursuant to a federal grant or contract, whether or not the employee is paid through grant or contract funds. An employer may expand the coverage of this policy to include all employees, whether or not they are engaged in work pursuant to federal grants.
- [8] *See* 41 U.S.C. §702(a)(1)(D).
- [9] *See* 16 V.S.A. §242(3)(C) for authority of superintendent to dismiss employees subject to due process and other legal requirements.

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY:	<u>B4</u>
WARNED:	<u>6/1/19</u>
ADOPTED:	<u>6/12/19</u>
EFFECTIVE:	<u>7/1/19</u>

**MANDATORY DRUG & ALCOHOL
TESTING: TRANSPORTATION EMPLOYEES**

**MANDATORY DRUG & ALCOHOL TESTING:
TRANSPORTATION EMPLOYEES**

Policy

The Washington Central Unified Union School District will comply with the Alcohol and Drug Testing Policy that its transportation company has adopted, which must follow the Omnibus Transportation Employee Testing Act of 1991.

Legal Reference(s): 49 U.S.C. §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)
Legal Reference(s): 49 C.F.R. Parts 40, 382, 391, 392, 395 and 653

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY:	<u>B5</u>
WARNED:	<u>6/1/19</u>
ADOPTED:	<u>6/12/19</u>
EFFECTIVE:	<u>7/1/19</u>

PREVENTION OF EMPLOYEE HARASSMENT

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

A. Definitions

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

B. Examples

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

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

Sex

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

Race and Color

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

Religion

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

National Origin and Place of Birth

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

Age

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

Marital Status

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

Sexual Orientation

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

Gender Identity

Harassment on the basis of gender identity includes unwelcome verbal, written or physical conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.

Disability

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

Genetic Information

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

D. Procedure

1. **Duty to Investigate.** In the event the district or supervisory union receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. Washington Central Unified Union School District is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:

Non-Discrimination Coordinators: Address:
Telephone number:

Principal: Address:
Telephone number:

3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or his/her designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the school or WCUUSD will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or his/her designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.
4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.
5. **Alternative Complaint Processes.** Employees may file complaints with both the district or supervisory union and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
 - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.

- b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.

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

Legal Reference(s): 9 V.S.A. §§4502 et seq. (Public accommodations)
16 V.S.A. 11(a)(26) (Definitions)
21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)
42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)
29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)

Cross Reference: C10 Prevention of Harassment, Hazing & Bullying of Students

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

**HEALTH INSURANCE PORTABILITY
AND ACCOUNTABILITY ACT
COMPLAINE (HIPAA)**

POLICY: **B6**

WARNED: **6/1/19**

ADOPTED: **6/12/19**

EFFECTIVE: **7/1/19**

The Washington Central Unified Union School District shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent or his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

Legal References:

*42 U.S.C. 1320d-2 and 1320d-4
45 C.F.R. Subpart C*

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

TOBACCO PROHIBITION

POLICY: **B7**

WARNED: **6/1/19**

ADOPTED: **6/12/19**

EFFECTIVE: **7/1/19**

Policy

In accordance with state law, it is the policy of the Washington Central Unified Union School District to prohibit the use of tobacco or tobacco substitutes on district or school grounds or at school sponsored functions. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school-sponsored activities. The Superintendent or his or her designee shall develop procedures, rules and regulations that are necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students.

Definitions

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

1. **School grounds** means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots.
2. **School sponsored activity** means activities including but not limited to field trips, project graduation events, sporting events, work internships and dances.
3. **Tobacco product** has the same meaning as set forth in 7 V.S.A. 1001(3), as amended from time to time.
4. **Tobacco paraphernalia** has the same meaning as set forth in 7 V.S.A. 1001(7), as amended from time to time.
5. **Tobacco substitutes** has the same meaning as set forth in 7 V.S.A. 1001(8), as amended from time to time.

Legal Reference(s): 16 V.S.A. §140 (Tobacco on school grounds)
 18 V.S.A. §§1421 et seq. (Smoking in the workplace)
 7 V.S.A. 1001 et seq.

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: **B20**

WARNED: **6/7/19**

ADOPTED: **6/26/19**

EFFECTIVE: **7/1/19**

**PERSONNEL RECRUITMENT,
SELECTION, APPOINTMENT AND BACKGROUND CHECKS**

Policy

It is the policy of the Washington Central Unified Union School District to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of state law regarding the recruitment, selection and employment of school district employees and contractors.

Persons subject to criminal record checks and abuse registry checks under this policy include all those recommended for full-time, part-time or temporary employment in the school district, including student teachers, and those contractors and employees of contractors who may have unsupervised contact with students and are subject by law to criminal record and abuse registry checks prior to or in the course of employment.

The superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject's employment in the capacity for which the original check was required.

The district shall ensure that adults employed in the schools maintained by the district receive orientation, information or instruction on the prevention, identification and reporting of child abuse as required by state law. The district will also provide opportunities for parents, guardians, and other interested persons to receive the same information.

Definitions

1. The term "criminal record" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).
2. The term "unsupervised" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).
3. The term "abuse registry" as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and Families and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.
4. The terms "employ" or "employment" as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary

employment in the school district, including student teachers and those contractors and employees of contractors who may have unsupervised contact with students.

Recruitment

1. The board is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements will be employed.
2. The board seeks minority applicants in accordance with its policy pertaining to non-discrimination. The district will attempt to provide an educational experience enhanced by the professional contributions of representatives of different races, physical conditions, sexes, ethnic backgrounds and age groups.
3. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
4. Written or electronic applications will be required of candidates for employment. The application will include a statement to be signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application will also include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired.

Selection

1. It is the policy of the board to select employees solely on the basis of character, professional qualifications, and critical job requirements. Employees will be selected in a manner that does not unlawfully discriminate. The superintendent shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. Applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases and other information necessary to conduct criminal record background investigations. The costs of such checks will be borne by the (prospective employee) (the school district). All offers of employment will be conditioned upon completion of the background investigation and a finding that the information provided by the application during the pre-employment process was accurate, complete and truthful.
2. The superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate he or she intends to appoint or is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the superintendent knows the applicant has resided or been employed. The superintendent shall maintain such records in accordance with state law.
3. The superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges or sex offense convictions against an applicant before appointing or nominating a candidate for employment. The superintendent shall maintain such records in accordance with state law.

4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the Superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§255(f), (g).
5. Providing a safe learning environment for students is a primary consideration in district employment decisions. The district will base such decisions on all relevant information, qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district or supervisory union.

Appointment

1. The appointment of licensed employees will be made by the board subject to the nomination of candidates by the superintendent of schools.
2. Subject to any pre-employment screening processes approved by the board, the superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.
3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.
4. Upon completion of a criminal records check, the superintendent shall:
 - o notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
 - o ask the person subject to the check to indicate if his or her record should be maintained or destroyed after the retention period specified in the District's user agreement with VCIC.
5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.
6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete or untruthful.

Legal Reference(s): 16 V.S.A. §§251 et seq. (Criminal record checks)
16 V.S.A. §242(3) and 563 (12) (Responsibility for hiring)
Act 1 of 2009 (Adjourned Sess.)
Act 108 of 2010

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: B22

WARNED: 6/7/19

ADOPTED: 6/26/19

EFFECTIVE: 7/1/19

PUBLIC COMPLAINTS ABOUT PERSONNEL

Policy

It is the policy of the Washington Central Unified Union School District to see that complaints about school personnel are considered in a timely manner that is fair to all parties. The district places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

Resolving Complaints

The complainant shall be encouraged first to bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the principal for his or her review and decision. In the event the principal's review does not lead to a satisfactory resolution, the complainant may submit the issue to the superintendent for review and decision.

In cases of alleged discrimination, the complainant should follow the procedures accompanying anti-discrimination policy.

Appeal to the Board

If the above steps do not resolve the concern of the complainant, he/she may request a session of the board for the purpose of reviewing the superintendent's decision. If the school board decides to hear the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

*Legal Reference(s): 16 V.S.A. §1752 (Suspension, dismissal)
1 V.S.A. §§310 et seq. (Open meetings)*