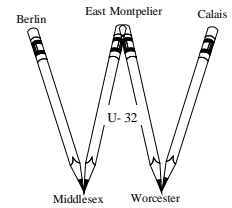


Washington Central Unified Union School District

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

9.23.19

6 pm

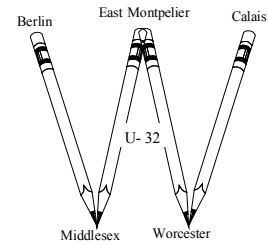
1130 Gallison Hill Road, Montpelier

1. Call to Order
2. Election of Chair
3. Review of Past Processes – pg. 2
4. New Policy Discussion
 - 4.1 Elementary School Choice – pg. 12
 - 4.2 District Election Expenses
5. Review Existing Policies
 - 5.1 Section A – Board
 - 5.1.1 Current – pg. 32
 - 5.1.2 Additional
 - 5.1.2.1 Required
 - 5.1.2.2 Optional
6. Affirm Future Meeting Dates
7. Adjourn

Washington Central Supervisory Union

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
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William Kimball
Superintendent



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

MEMORANDUM

TO: Washington Central Unified Union School District Board
FROM: Bill Kimball, Superintendent
DATE: May 29, 2019
RE: Policy Review and Adoption Process

The Washington Central Unified Union School District currently does not have any adopted policies to use for operation starting on July 1, 2019. On May 7, the Leadership Team created a sub-committee to review all policies of the seven different entities within Washington Central Supervisory Union to create a process in order to present them to the board. U-32 Assistant Principal Jody Emerson, Berlin Principal Aaron Boynton, and I were chosen as members of this committee and are assisted by Krista Metivier of Central Office who has been supporting the policy work for the past several years.

The Vermont School Boards breaks up their draft policies into three categories, **required** by either federal and/or state statute, **recommended**, and **policies to consider**. There are 28 required policies, 26 recommended policies, and 25 policies to consider.

The Leadership Team sub-committee proposes utilizing the VSBA groups break-down in order to bring the board policies to two board meetings for adoption. Following this memo you will find the VSBA policy list, copies of all the required policies, as well as the Washington Central A1 Policy on Policies, in the original form. The committee reports to the board that all the policy content was the same across the schools and titled the same as the VSBA model policies, except for our weapons policies. The differences with those policies are that the VSBA Model policy is titled "Firearms" and ours is "Weapons", and a few of the elementary schools still have a 2 and ½ length of a knife as a definition of a weapon, versus any length. The Subcommittee endorses the change of the policy title as well as the change to a definition of a knife of any length.

Therefore, we propose to the board that the following process will be used to review and adopt policies for the school district:

June 5th –

First Reading of Required Policies and A1 Policy on Policies

June 12th –

Second Reading and Adoption of Required Policies and A1, Policy on Policies
First Reading of Recommended Policies








Next meeting after June 12th

Second Reading and Adoption of Recommended Policies
First Reading of Policies to be Considered


Fourth Meeting

Second Reading and Adoption of Policies to be Considered

A. BOARD OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
A1	Conflict of Interest	6/26/15	A20	 Board Meetings, Agenda Preparation & Distribution	09/18/14	A30	 Role and Adoption of School Board Policies	09/18/13
			A21	 Public Participation at Board Meetings	03/25/09	A31	 Board Member Education	03/25/09
			A22	Notice of Non-Discrimination	04/02/12	A32	 Board Goal-Setting & Evaluation	03/26/09
			A23	 Community Engagement and Vision	11/03/16	A33	 School Visits by Board Members	03/25/09
			A24	 Board/Superintendent Relations	11/03/16	A34	Board Relations with School Personnel	03/25/09

B. PERSONNEL

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
B1	Substitute Teachers	01/26/16	B20	Personnel Recruitment, Selection, Appointment, and Background Checks	08/10/11	B30	Staffing and Job Descriptions	03/29/09
B2	Volunteers and Work Study Students	12/03/15	B21	Professional Development	09/18/13	B31	Educator Supervision & Evaluation: Probationary Teachers	03/29/09
B3	Alcohol and Drug Free Workplace	01/07/16	B22	 Complaints About Personnel & Instructional Materials	03/25/09	B32	Personnel Files	03/29/09
B4	Drug & Alcohol Testing of Transportation Employees	12/03/15				B33	Resignations	03/29/03
B5	Prevention of Employee Harassment	01/07/16						
B6	HIPAA Compliance	12/03/15						
B7	Tobacco Prohibition	1/26/16						



C. STUDENTS								
Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
C1	Student Records	12/03/15	C20	Student Conduct and Discipline	04/02/12	C30	Student Medication	6/30/08
C2	Student Drugs & Alcohol	12/03/15	C21	Search and Seizure of Students by School Personnel	11/12/13	C31	Admission of Resident Students	
C3	Transportation	12/03/15	C22	Student Activities (Elementary)	03/25/09	C32	Eighteen Year-Old Students	
C4	Limited English Proficiency Students	12/03/15	C23	Student Clubs & Activities (Secondary)	11/28/07	C33	Student Assessment	
C5	Firearms	01/26/16	C24	Interscholastic Sports	09/18/13	C34	Restraint and Seclusion	
C6	Home Study Students	12/03/15	C25	Admission of Non-Resident Tuition Students	09/18/13			
C7	Student Attendance	12/03/15	C26	Tuition Payment	09/18/13			
C8	Pupil Privacy	12/03/15	C27	Student Self-Expression and Student Distribution of Literature	09/18/13			
C9	Nutrition & Wellness	12/03/15	C28	Transgender and Gender Nonconforming Students	11/07/16			
C10	Prevention of Harassment, Hazing & Bullying Policy	12/02/15						
C10-P	Prevention of Harassment, Hazing & Bullying Procedures	12/02/15						
C11	Student Freedom of Expression in School Sponsored Media	03/29/18						

D. INSTRUCTION								
Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
D1	Proficiency Based Graduation Requirements	12/03/15	D20	Curriculum Development and Coordination (SU)	09/18/13	D30	Field Trips	
D2	Grade Advancement	12/03/15	D21	Educational Support System	09/18/13	D31	Selecting Library Materials	
D3	Responsible Computer Internet & Network Use	01/26/16				D32	Selection of Instructional Materials	
D4	Title One Comparability	12/03/15				D33	Local Action Plan	12/07/05
D5	Animal Dissection	12/03/15						
D6	Class Size Policy	12/03/15						

E. SCHOOL-COMMUNITY RELATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
E1	Title 1 Parental Involvement Compacts	12/03/15	E20	Community Use of School Facilities	11/26/07	E30	School-Community Relations	
			E21	Distribution of Non-School Sponsored Literature in Schools	11/26/07	E31	Parental Involvement	
						E32	Visits by Parents, Community Members or Media	

F. NON-INSTRUCTIONAL OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
F1	Travel Reimbursement		F20	 Fiscal Management and General Financial Accountability	03/25/09	F30	 Budgeting	03/25/09
			F21	Financial Reports and Statements	02/25/09	F31	Emergency Closing	03/25/09
			F22	Electronic Communications Use and Retention	08/10/11	F32	School Crisis Prevention & Response/Procedures for Bomb Threats	03/25/03
			F23	Capitalization of Assets	11/03/16	F33	HIV Policy	03/25/03
			F24	Prevention of Conflict of Interest in Procurement	11/06/16			

Approved 6.12.19

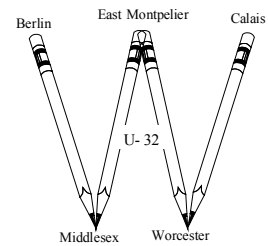
Required Policies				
Title		WCSU-Wide	Schools	
Conflict of Interest		B3		
Substitute Teachers		D6		
Volunteers and Work Study Students		D7		
Alcohol and Drug Free Workplace		D8 1992	D8 2015	
Drug & Alcohol Testing of Transportation Employees			D11 2015	
Prevention of Employee Harassment		D12		
HIPPA Compliance		D13		
Tobacco Prohibition		E8		
Student Records		F5		
Student Drugs & Alcohol		F7		
Transportation		F9		
Limited English Proficiency Students		F19		
Firearms/Weapons			F21	
Home Study Students		F23		
Student Attendance		F25		
Pupil Privacy		F27		
Nutrition & Wellness		F28		
Prevention of Harassment, Hazing & Bullying Policy			F30	
Prevention of Harassment, Hazing & Bullying Procedures			Included w/F30	
Student Freedom of Expression in School Sponsored Media		New	New	
Proficiency Based Graduation Requirements		G17		
Grade Advancement		G9		
Responsible Computer Internet & Network Use		G11		
Title One Comparability		G2		
Animal Dissection		G15		
Class Size Policy		G16		
Title 1 Parental Involvement Compacts		E2		
Travel Reimbursement		E3		

Policies and Procedures

Washington Central Supervisory Union

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

William Kimball
Superintendent



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

MEMORANDUM

TO: Washington Central Unified Union School District Board
FROM: Bill Kimball, Superintendent
DATE: June 6, 2019
RE: Policy Review and Adoption Process – Update

Thank you for your thoughtful questions and understanding of the proposed process for a review and adoption of policies during the WCUUSD Board meeting. As we reviewed last night, Aaron Boynton, Jody Emerson, Krista Metivier and I are reviewing the current policies and making recommendations as delegated by the Leadership Team. In my last memo I shared that our process was to present the recommendations to the boards in three categories: **required** by either federal and state statute, **recommended**, and **policies to consider**. There are 28 required policies, 26 recommended policies, and 25 policies to consider.

At Thursday morning's Leadership Team's policy group meeting we focused on the question: which policies are needed to be in place, that are not in the required group, to start school in August? The answers we came up with changed our approach to divide the policies into a different grouping method - those needed before the start of school and others we could consider afterward. Attached you will find three tables, one with the recommended policies by VSBA, a second table with the policies to consider by VSBA and a third table with the policies we feel need to be adopted by the beginning of the next school year. Within this third table you will see two types of policies, a category in which policies are rather uniform across the schools and another that is not uniform across the schools. For the latter category we propose a working group be formed with members of the leadership team and board to determine the best policies for WCUUSD.

Therefore, we propose to the board that the following adjusted process be used to review and adopt policies for the school district:

June 12th

- Second reading and adoption of required policies and A1 Policy on Policies
- First reading of policies needed for the start of school that are uniform
- Discussion of the working group

August 7th

- Second reading and adoption of policies needed for the start of school that are uniform
- First reading of additional policies from the working group

August 21st

- Second reading and adoption of additional policies from the working group

		RECOMMENDED POLICIES			
Need for Start of School	VSBA	Title	WCSU-Wide Schools C	Notes	
	A20	Board Meetings, Agenda Preparation & Distribution	C2		
	A21	Public Participation at Board Mtgs	C3		
	A22	Notice of Non-Discrimination	C6		
	A23	Community Engagement & Vision	NONE	NONE	
	A24	Board /Superintendent Relations	C4		
X	B20	Personnel Recruitment, Selection, Appointment & Background Cks	D1		
	B21	Professional Development	D2		Governed by Master Argeements
X	B22	Complaints About Personnel & Instructional Materials	D10		
X	C20	Student Conduct & Discipline		F1	
X	C21	Search & Seizure of Students by School Personnel		F3	U-32: Slightly more detailed than elementary
X	C22	Student Activities (Elementary)		F12	Berlin: Co-Curricular Athletics & Rec Program Calais: Has no policy Doty: None EMES: Co-Curricular Activities Rumney: None
X	C23	Student Clubs & Activities (Secondary)		F12 F12a F12b	U-32: Co-Curricular Equity & Access Physical Evaluations Team Placement & Try-Outs
X	C24	Interscholastic Sports		F12	Doty: Interscholastic Activities
	C25	Admission of Non-Resident Tuition Students		F14	Covered by Statute
	C26	Tuition Payment	NONE	NONE	
X	C27	Student Self-Expression & Student Distribution of Literature	NONE	NONE	
X	C28	Transgender & Gender Nonconforming Students	NONE	NONE	
	D20	Curriculum Development & Coordination (SU)	G1		Covered by Statute
	D21	Educational Support System		G7	Covered by State Regulation (EQS)
	E20	Community Use of School Facilities		H3 H3a H3b	All different verbiage Rumney: Use of School Property Alcoholic Beverages Doty: Supervision of Children on School Grounds
	E21	Distribution of Non-School Sponsored Literature in Schools	NONE	NONE	
X	F20	Fiscal Management & General Financial Accountability	NONE	NONE	VSBA Model is specific re: amounts of money; contains info re: bidding requirements, inventories, audit, bonding reurement for employees
X	F21	Financial Reports & Statements	E1		VSBA Model covers what financial rpts will include & when presented
	F22	Electronic Communications Use & Retention	NONE	NONE	Procedure linked to Manditory Training and Statutes
X	F23	Capitalization of Assets	NONE	NONE	
X	F24	Prevention of Conflict of Interest in Procurement	F24		Federal regulation requirements
		Red - Don't have			
		Yellow - Difference in something			

		POLICIES TO CONSIDER			
Need for Start of School	VSBA	Title	WCSU-Wide	Schools Only	
	A30	Role & Adoption of School Board Policies			This might fall under the Policy on Policies
	A31	Board Member Education	B1		
	A32	Board Goal-Setting & Evaluation	B2		
	A33	School Visits by Board Members	NONE	NONE	
	A34	Board Relations with School Personnel	NONE	NONE	
	B30	Staffing & Job Descriptions	NONE	NONE	
	B31	Educator Supervision & Evaluation: Probationary Teachers	D4 D4a		VSBA: covers educator supervision/eval AND specifically has section for probationary teachers D4a Administrator Evaluation
	B32	Personnel Files	D5		In our current fiscal procedures
	B33	Resignations	NONE	NONE	
X	C30	Student Medication		F6	All elem are the same U-32: More detailed
	C31	Admission of Resident Students		F13	Covered by Statute
X	C32	Eighteen Year-Old Students	NONE	NONE	We like the VSBA model, we do not have something
	C33	Student Assessment	NONE	NONE	Covered by State Regulation (EQS)
X	C34	Restraint & Seclusion	NONE	F1b	All Elem: None U-32: Safe Restraint is under the Student Conduct & Discipline Policy
X	D30	Field Trips		G3 G3 G3a G3b	All Elem: Same U-32: Includes International Info Berlin: Fundraising to Support Field Trips U-32: Field Trip Health
	D31	Selecting Library Materials		G4	All Elem: Same U-32: Different from Elem
	D32	Selection of Instructional Materials		G5	U-32 only
	D33	Local Action Plan		G8	Covered by State Regulation (EQS)
	E30	School-Community Relations	NONE	NONE	
	E31	Parental Involvement	NONE	NONE	Procedure covered by B2 required policy
X	E32	Visits by Parents, Community Members or Media		H5	Berlin, Calais, Doty, EMES: none Rumney: Visitors to School U-32: Visits to School by Parents, Community Members, Media or Other
	F30	Budgeting	NONE	NONE	Briefly mentioned in WCSU E1 Policy
	F31	Emergency Closing	NONE	NONE	
X	F32	School Crisis Prevention & Response/Procedures for Bomb Threats		E7 E7 E7a E7R	Berlin: Crisis Prevention & Response U-32: Bomb Scares Berlin: Emergency Evacuation EMES: Bomb Scares
	F33	HIV Policy	E9		

Approved 6.26.19

Need to Have - Not Already Sent to Board				
VSBA	Title	WCSU-Wide	Schools Only	
B20	Personnel Recruitment, Selection, Appointment & Background Cks	D1		
B22	Complaints About Personnel & Instructional Materials	D10		
C20	Student Conduct & Discipline	NONE	F1	
C21	Search & Seizure of Students by School Personnel		F3	U-32:Slightly more detailed than elementary
C22	Student Activities (Elementary)		F12	Berlin: Co-Curricular Athletics & Rec Program Calais: Has no policy Doty: None EMES: Co-Curricular Activities Rumney: None
C23	Student Clubs & Activities (Secondary)		F12 F12a F12b	U-32: Co-Curricular Equity & Access Physical Evaluations Team Placement & Try-Outs
C24	Interscholastic Sports		F12	Doty: Interscholastic Activities
C27	Student Self-Expression & Student Distribution of Literature	NONE	NONE	
C28	Transgender & Gender Nonconforming Students	NONE	NONE	*This was recently taken off VSBA Model website
C30	Student Medication		F6	All Elem: are the same U-32: More detailed (take off procedures)
C32	Eighteen Year-Old Students	NONE	NONE	
C34	Restraint & Seclusion	NONE	F1b	All Elem: None U-32:Safe Restraint is under the Student Conduct & Discipline Policy
D30	Field Trips		G3 G3 G3a G3b	All Elem: Same U-32: Includes International Info Berlin: Fundraising to Support Field Trips U-32:Field Trip Health
E32	Visits by Parents, Community Members or Media		H5	Berlin, Calais, Doty, EMES: none Rumney: Visitors to School U-32: Visits to School by Parents, Community Members, Media or Other
F32	School Crisis Prevention & Response/Procedures for Bomb Threats		E7 E7 E7a E7R	Berlin: Crisis Prevention & Response U-32:Bomb Scares Berlin: Emergency Evacuation EMES: Bomb Scares
	Need a workgroup to draft a common policy			
NO VSBA Model, but need to have ((Will need new Policy number w/in VSBA numbering system))				
	Fundraising & Sales to Students on School Property		E12	U-32 only
	Bus Discipline		F2	
	Interrogation or Searches of Students by Law Enforcement or Other Non-School Personnel		F4	U-32 only
	Student Exchanges		F29	U-32 only
	Foreign Exchange Students		F30	U-32 only
	Kindergarten Entrance Age		G13	Elem only
	The Role of Religion in Schools		H10	
	Memorial		H11	U-32 only

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

<u>Transfer:</u>	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.
<u>Elementary:</u>	Grades PreK - 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.
<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.

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 determination of approval or denial will be made by the Superintendent's Office.
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 the determination 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.

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@grcsu.org.

Please sign and date the application below.

Signature

Date

Printed Name

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:

***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 Intrасchool 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 intrасchool 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

ELEMENTARY/MIDDLE 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 Slate Valley Modified Unified Union School District (SVMUUSD) will be implemented in accordance with the parameters outlined.

Definitions

<u>Transfer:</u>	Enrollment in one of the four SVMUUSD elementary schools –Benson Village School, Castleton Village School, Castleton Elementary School and Fair Haven Grade School – other than the school of residence.
<u>Elem./Mid. School:</u>	Grades PreK – 8.
<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 SVMUUSD.
<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.

Implementation of In-District Transfer Program

SVMUUSD, beginning for the 2019-2020 school year, 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 determination of approval or denial will be made by the Superintendent's Office.
4. 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 SVMUUSD.
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. Students will participate in the extra-curricular of the school that they choose to attend.

8. Requests for consideration must be made in writing – by completing appropriate application documents – by April 15th (Beginning for the 2019-2020 school 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 May 15th and parents will be notified in writing as soon as the decision has been made.
9. A parent who disputes the determination 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.
10. Students that participate in this program and attend a chosen elementary school, other than their home school of residence, will be expected to remain at the chosen location until the end of the school year, unless there are extenuating circumstances to be considered by the superintendent.
11. 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 the school year transfer timeline.

Date Warned: December 27, 2017
Date Adopted: January 8, 2018

Slate Valley Modified Unified Union School District

Otter Valley Unified Union Elementary School Choice Application Form
Policy JEF Elementary School Choice

It is the policy of the Otter Valley Unified Union School District (OVUUSD) 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, parents, and the district and will adhere to the OVUUSD process and guidelines which will be limited by transportation feasibility and classroom space availability.

K-6 School Choice Timelines

- February – Annual notification of school choice process
- Early March – Application opens. Forms to be received the Superintendent by March 16.
- Mid-April First Decision Round – Parents notified of school choice decision by letter.
- Round 2 Decision – Parents who apply after the March closing date turns in the application up until August 1. 2nd Round decisions will be made by mid-August.
- Applications after August 1 and during the school year will be made on a case by case decision.

To apply for school choice, please submit the following to: Superintendent, RNESU, 49 Court Drive, Brandon, VT 05733

Date of Application _____

Student Name: _____

Parent or Guardian Name: _____

Mailing Address: _____

Physical Address (911 Address): _____

Phone: _____ Email: _____

Current or Home School? _____

Town of Residence _____

Which school are you requesting for your student?

Please rank your first choice #1 and your second choice #2)

☐ Leicester Elementary K-4

☐ Lothrop Elementary K-6

☐ Neshobe Elementary K-6

☐ Sudbury 5-6

Please circle the grade(s) that your child(ren) will be entering: K 1 2 3 4 5 6

**PreK is a separate process and does not require a school choice application. Please see FAQ #10.*

School year or date you wish to begin school choice: _____

Please note where siblings attend school, if any:

Please submit to the Superintendent of Schools, RNESU, 49 Court Drive, Brandon, VT 05733 or email to jcollins@rnesu.org. Thank you.

**Frequently Asked Questions about Elementary School Choice in OVUUSD
Feb. 2018**

1. ***What is school choice and who is allowed to exercise it?*** Children entering grades K-6 who live in the towns of Goshen, Brandon, Leicester, Whiting, Sudbury, Pittsford 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 any 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. ***Does everyone who applies receive 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 for grades K-6, complete and submit the school choice form. Once we receive all applications by the end of March, we will assign students. If there is more interest in one particular school than space is available, we will hold a lottery
3. ***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.
4. ***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 apply to attend the school choice location with an older sibling when capacity is available. Capacity is determined by the RNESU Class Size Policy. We will do our best to keep families together if space is available
5. ***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.
6. ***Will the district provide bussing?*** We have limited school bus routes available for inter town school choice. Each school will have a transportation area where some bussing to other towns will be available. We will post bus routes for your access.
7. ***Can we return to our original school after a year or more?*** You can reapply for your local school. Choice for return to the original school will be provided if space is available.
8. ***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.
9. ***What if I miss the deadline for school choice?*** We will honor requests for school choice after the deadline at the next decision point, which is in August. This allows new families to our area to choose their local school. After August 1 or the start of school, we will consider applications on a first come, first serve basis if the district agrees it is in the best interest of the child's education.
10. ***My child is entering PreK. Do we apply for school choice for PreK?*** No. PreK is universal in RNESU and you may register at any school which has a PreK in the district or ask to be subsidized for the Brandon Parent Child Center. However, a PreK placement does not follow into Kindergarten and if you wish to attend Kindergarten outside of your town, you will need to apply for school choice.

ELEMENTARY SCHOOL CHOICE POLICY

It is the policy of the Otter Valley Unified Union School District (OVUUSD) 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 OVUUSD process and guidelines which will be limited by transportation feasibility and classroom space availability.

K-6 School Choice Guidelines

Feb- OVUUSD Schools communicate to parents the availability of school choice and where to access information if they wish to apply for school choice

Late Feb/ Early March- Parents/Guardians fill out a school choice form, indicate school choice and return the form by mail or in person to RNESU office, 49 Court Drive, Brandon, VT 05733

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 Goshen, Brandon, Leicester, Whiting, Sudbury, Pittsford 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 any 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, you 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
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 RNESU 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 bussing?* We have limited school bus routes available for inter town school choice. Each school will have a transportation area where some bussing to other towns will be available. We will post bus routes for your access.
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.
10. *What if I miss the deadline for school choice?* We will honor requests for school choice after the deadline at the next decision point, which is in August. This allows new families to our area to choose their local school. After the start of school, we will consider on a first come, first serve basis if the district agrees it is in the best interest of the child's education.

	Otter Valley Unified Union School Board
Public Notice	12/20/16
Date of Adoption	02/15/17
Supersedes Policy of:	N/A

Required**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT****Board of Directors' Policy****POLICY:** A1**WARNED:** 6/1/19**ADOPTED:** 6/12/19**EFFECTIVE:** 7/1/19**BOARD MEMBER CONFLICT OF INTEREST**

Members of the board recognize the ethical duty of all public officers to avoid conflicts of interest. In the case of school board members, this duty is extended by Vermont law to include a requirement that boards adopt policies and procedures to avoid the appearance of conflicts of interest. In order to comply with the obligations thus imposed, the board and its members will adhere to the following standards.

1. Board members will be familiar with the Vermont School Boards Association Codes of Ethics, and will observe their provisions.
2. Board members will be familiar with, and adhere to, those provisions of Vermont education law that define school board powers and govern board member compensation and public bidding processes.
3. A board member will do nothing intended to give the false impression that he or she has the authority to make decisions or take action on behalf of the board or the school administration.
4. A board member will not take any action that is intended to give the impression that he or she would represent special interests or partisan politics for personal gain.
5. A board member will not use his or her position on the board in any manner intended to unfairly promote personal fiduciary interest or the fiduciary interests of family members, friends or supporters.
6. A board member will not accept anything of value in return for taking particular positions on matters before the board.
7. A board member will do nothing intended to leave the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.

When a board member becomes aware of involvement in a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

When a conflict of interest claim against a board member is brought to the board in writing and signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures will be followed.

1. Upon a majority vote of the remaining board members, or upon order of the chair, the board will hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining board members will determine by majority vote to take one of the following actions:
 - A. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed.
 - B. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute.
 - C. Issue a public finding that the conflict of interest charge is supported by the evidence, and in addition to disqualifying him or herself from voting or otherwise participating in the board deliberations or decision, the board member should be formally censured or subjected to such other action as may be allowed by law.

Legal References: 16 V.S.A. §§ 557, 558, 559, 563(20), 262(c)

Recommended

WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

Board of Directors' Policy

POLICY: A2

WARNED: 6/1/19

ADOPTED: 6/12/19

EFFECTIVE: 7/1/19

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.