

## MINUTES



**Addison Central School District  
Policy Committee  
Committee Meeting  
Monday, May 22, 2023, 5:15 pm - 6:15 pm  
208 Charles Avenue, Middlebury VT & Virtual Connection**

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83852843308>

- A. Call to Order Upon Reaching a Quorum
  - 1. Introductions - Board Members, Administrators and Staff
  - 2. Public Comment
- B. Action: Elect a Committee Clerk
- C. Recommendation to Approve Minutes of April 24, 2023
- D. Policies to the Board:
  - 1. D23: Selection of Instructional Materials
  - 2. E1: Title I, Part A Parental Involvement Policy
- E. Policies for Discussion and Review:
  - 1. D3: Responsible Computer Internet & Network Use
  - 2. E1: Title I, Part A Parental Involvement Policy
  - 3. C4: Limited English Proficiency Students
  - 4. C5: Firearms
- F. Next Steps
- G. Other:
  - 1. C15: Student Conduct and Discipline
- H. Public Comment - Anything that is not on the agenda
- I. Adjournment

**\*Public Comment Guidelines:**

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

## MINUTES



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Policy Committee  
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208 Charles Avenue, Middlebury VT & Virtual Connection**

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**Link to join Webinar**

<https://us06web.zoom.us/j/82251711734>

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

Meeting called to order by S. Buck at 5:20 pm.

**1. Introductions - Board Members, Administrators and Staff**

Introductions: Suzanne Buck, Lindesey Hescok, Jamie McCallum, not present J. Doria and C Steele

**2. Action: Elect Committee Chair**

First order of business to elect a chair. L. Hescok moved to nominate S. Buck as chair and seconded by J. McCallum. Nomination was accepted. Next meeting we will elect a clerk.

**3. Establishing a Regular Meeting Time**

Meeting schedule - we decided that we would continue with the 4th Monday from 5:25 to 6:15, and may require doing some H/W in between each meeting

**B. Public Comment: Agenda items none**

**C. Recommendation to Approve Minutes of March 1, 2023**

Move: Jamie McCallum Second: Suzanne Buck Status: Passed

**D. Committee Discussion:**

Review past work - Suzanne passed out a spreadsheet that had been shared with her by Heather Crowley and it shows the work that has been done over the years. Suzanne also passed out the spreadsheet from VSBA that shows all policies broken

out by required, recommended and those to consider. The VSBA also shows any policies that they have rescinded as well.

We discussed the following policies: A21, B7, C1, C2, C4, C5, C10,D23 and E1. There was a suggestion about the spreadsheet and if we could change the order of some of the headings to make it more user friendly.

1. Items that are ready for the board

Many of the above policies were either ready for the board or almost ready. The committee would like to see the procedures for policy D3 - questions around guardrails and appropriate use?

2. Items that are on hold - Pending decisions in Montpelier

Many of the above policies were either ready for the board or almost ready. The committee would like to see the procedures for policy D3 - questions around guardrails and appropriate use?

3. Homework for next meeting

Next meeting the group wanted to look at D3 and E1. Before the next meeting Suzanne will meet with Caitlin and discuss the spreadsheet and verify the above policy status'. C5 may need to be a singleton when it is brought to the board for initial review.

E. Public Input: Items that are not on the agenda none

F. Other none

G. Adjournment

Respectfully submitted,

Suzanne Buck, Acting Clerk

Second: Lindsey Hescok

Move: Jamie McCallum Second: Status: Passed

\*Public Comment Guidelines:

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

# **Addison Central School District**

**Policy: Selection of Instructional Materials**

**File Code: D23**

**Pending Board Discussion: February 13, 2023**

**Pending Adoption: March 13, 2023**

## **Policy**

It is the policy of the Addison Central School District (ACSD) to provide students with a broad variety of instructional materials to support individual student learning. As such, instructional practices will include a range of evidenced-based instructional practices that most effectively improve student learning, as required by national and Vermont guidance and locally collected and analyzed student data. Instructional practices will promote personalization for each student, and enable each student to successfully engage in the curriculum and meet the graduation requirements that are aligned with mandated Vermont Standards.

## **Implementation**

The District shall use the standards issued by the State Board of Education as the basis for the development and selection of curriculum, methods of instruction, locally developed assessments, and the content and skills taught and learned in school.

The board will ensure the written and delivered curriculum that each school implements the SU/SD's written and delivered curriculum, which will be:

- a. aligned with the standards approved by the State Board of Education;
- b. coordinated across all grades to prepare students for graduation;
- c. coordinated across the SU/SD, including sending high schools and technical centers;
- d. informed by ongoing review of new research and evidence, changing learning opportunities, and updates to the standards approved by the State Board of Education;
- e. designed to enable all students to achieve the graduation requirements; and
- f. integrated with technology across all disciplines.

Each school shall enable students to engage annually in rigorous, relevant and comprehensive learning opportunities that allows them to demonstrate proficiency in:

- a. literacy (including critical thinking, language, reading, speaking and listening, and writing);
- b. mathematical content and practices (including numbers, operations, and the concepts of algebra and geometry by the end of grade 10);
- c. scientific inquiry and content knowledge (including the concepts of life sciences, physical sciences, earth and space sciences and engineering design);
- d. global citizenship (including the concepts of civics, economics, geography, world language, cultural studies and history);
- e. physical education and health education as defined in 16 V.S.A. §131;
- f. artistic expression (including visual, media and performing arts); and
- g. transferable skills (including communication, collaboration, creativity, innovation, inquiry, problem solving and the use of technology).

Further, each school with a pre-kindergarten early education program shall offer high-quality programs as outlined in State Board Rule 2600.

## **Administrative Responsibilities**

The superintendent or designee will develop procedures addressing access to instructional materials to ensure that each school:

- a. provides a learning environment with sufficient supplies and infrastructure to allow for learning;
- b. develops, maintains, and expands as needed a collection of print, digital and technology resources, administered by a certified library media specialist;
- c. ensures that the curriculum is supported by necessary digital and print resources;
- d. ensures that students, teachers, administrators and paraprofessionals have access to an organized collection of digital and print materials sufficient and appropriate to support all students in meeting or exceeding the current state and national standards at no cost to the student;
- e. provides students access to the library on a regular basis to use materials for reading, research, and for instruction in the skills needed to select and use information effectively;
- f. provides access to a variety of up-to-date information, assistive, and other technology to support students in meeting or exceeding the standards;
- g. provides broadband Internet service for students and educators to access educational resources;
- h. adopts and implements written policies on electronic resources, acceptable internet usage, and procedures for handling complaints for both staff and students;
- i. supports a schedule that provides opportunities for a library media specialist to collaborate with teachers as they integrate information research skills into their curriculum; and
- j. ensures that students are afforded the opportunity to learn the skills to locate, evaluate, synthesize, and to present information and ideas within content areas using technology integration.

The superintendent or designee shall ensure the implementation of developmentally appropriate curriculum which is aligned with Vermont's Early Learning Standards in any prequalified public prekindergarten program.

The superintendent or designee will develop procedures to 1) address the selection of instructional materials within the context of the alignment with mandated state standards and 2) respond to requests for reconsideration of instructional materials. All concerns regarding the selection of instructional materials shall be directed to the superintendent for handling consistent with those procedures.

# Addison Central School District

**Policy:** Title I, Part A Parental Involvement Policy  
**File Code:** E1  
**Adopted:** April 1, 2019  
**Amended:** Pending . . . January 9, 2023

## TITLE I, PART A PARENT AND FAMILY ENGAGEMENT

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

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

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

## Definitions:

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

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

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

## Implementation

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

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

Addison Central School District

School Year: 2022-2023

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

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

#### Part I: General Requirements and Expectations

1. In order to support increased parent/guardian and family engagement to improve student academic achievement, the Addison Central School District has the following objectives:
  - Ensure that families feel welcome and supported at school.

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

academic quality of all its Title I schools. The evaluation will include identifying the following:

- Barriers to greater family participation in Title I parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)
- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
- Strategies to support successful school and family interactions

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

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

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

- Ask how parents/guardians want to participate.

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

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

## Part II: Building Capacity for Involvement

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

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

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

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

This may include

- Collaboration and professional learning at faculty meetings and inservice trainings.
  - Providing educator guidelines for technology and communication, teaching and learning (including progress reporting), and multilingual communication.
11. The Addison Central School District will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children.

12. The Addison Central School District agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:

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

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

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

### PART III. Policy Adoption

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

## 2. School Parent & Family Engagement Procedures

Bridport Parent & Family Engagement Procedures and School-Parent Compact

Mary Hogan Parent & Family Engagement Procedures and School-Parent Compact

Ripton School & Family Engagement Procedures and School-Parent Compact

Salisbury School & Family Engagement Procedures and School-Parent Compact

Shoreham Parent & Family Engagement Procedures and School-Parent Compact

|                     |                                                                        |
|---------------------|------------------------------------------------------------------------|
| VSBA<br>Version:    | 9/24/2021                                                              |
| Date Warned:        |                                                                        |
| Date<br>Adopted:    |                                                                        |
| Legal<br>Reference: | <a href="#">20 USC § 7801(38)</a><br>20 U.S.C. § 6318<br>16 V.S.A § 43 |
| Cross<br>Reference: |                                                                        |

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

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

[3] 20 U.S.C. § 6318

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

[4] 20 U.S.C. § 6318

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

# **Addison Central School District**

**Policy:** Responsible Computer, Internet & Network Use  
**File Code:** D3  
**Warned:** November 8, 2016  
**Adopted:** November 21, 2016  
**Reviewed:** March 28, 2022  
**Amended:** May 9, 2022

## **Purpose**

The Addison Central School District recognizes that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
2. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

## **Policy**

It is the policy of the Addison Central School District to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. With the privilege of access, however, comes the responsibility of students, teachers, staff and the public to exercise responsible use of these resources. The use by students, staff or others of district IT resources is a privilege, not a right. The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district's harassment and bullying policies.

The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files

and electronic communications.

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
  - A. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
  - B. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.
  - C. **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
  - D. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
  - E. **Protects Intellectual Property.** Users request to use the software and media others produce.
2. Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
3. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
4. Methods to address the following:
  - A. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
    - i. Lewd, vulgar, or profane
    - ii. Threatening
    - iii. Harassing or discriminatory

- iv. Bullying
    - v. Terroristic
    - vi. Obscene or pornographic
  - B. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
  - C. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
  - D. Unauthorized disclosure, use, dissemination of personal information regarding minors.
  - E. Restriction of minors’ access to materials harmful to them.
- 5. A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

### **Policy Application**

This policy applies to anyone who accesses the district’s network, collaboration and communication tools, and/or student information systems either onsite or via a remote location, and anyone who uses the district’s IT devices either on or offsite.

### **Limitation/Disclaimer of Liability**

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District’s electronic resources network including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

### **Enforcement**

The district reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the school district will handle the allegation consistent with the student disciplinary policy.

VSBA Version: August 1, 2019

Legal Reference(s):

17 U.S.C. §§101120 (Federal Copyright Act of 1976 as amended) 20

U.S.C. §6777 et seq. (Enhancing Education Through Technology

Act)

18 U.S.C. §2251 (Federal Child Pornography Law—Sexual Exploitation and Other Abuse of Children)

47 U.S.C. §254 (Children's Internet Protection Act)

47 CFR §54.520 (CIPA Certifications)

13 V.S.A. §§2802 et seq. (Obscenity, minors)

13 V.S.A. § 1027 (Disturbing Peace by Use of...Electronic Means)

13 V.S.A. §2605(Voyeurism)

Cross Reference(s)

B8: Electronic Communications between Employees and Students

## **Addison Central School District**

**Policy:** Limited English Proficiency Students

**File Code:** C4

**Warned:** November 8, 2016

**Adopted:** November 21, 2016

### **Policy**

To ensure that students whose primary or dominant language is not English and who therefore have limited-English proficiency (LEP) have equitable access to school programs as required by law.

### **Implementation**

The superintendent or designee shall be responsible for developing and implementing procedures to comply with federal and state laws that define standards for serving LEP students.

### **Legal Reference(s):**

42 U.S.C. §§ 2000 d et seq. (Title VI of the Civil Rights Act of 1964); 20 U.S.C. 6801 et seq. (English Language Acquisition, Enhancement, and Academic Achievement Act)

20 U.S.C. § 7801(25) (Definition of Limited English Proficiency)

34 C.F.R. Part 100

9 V.S.A. § 4502 (Discrimination, public accommodations)

Vermont State Board of Education Manual of Rules and Procedures § 1250

## **Addison Central School District**

**Policy:** Firearms  
**File Code:** C5  
**Warned:** November 8, 2016  
**Adopted:** November 21, 2016  
**Warned:** November 18, 2022  
**Adopted:** Pending . . . November 28, 2022

### **Policy**

It is the policy of the Addison Central School District to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

### **Definitions**

For the purposes of this policy, the terms “firearm” “school” and “expelled” shall be defined consistent with the definitions required by state and federal law.

### **Sanctions**

Any student who brings a firearm to school, or who possesses a firearm at school shall be brought by the superintendent to the school board for an expulsion hearing.

A student found by the school board after a hearing to have brought a firearm to school shall be expelled for at least one calendar year. However, the school board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a firearm to school.
2. The student did not intend to use the firearm to threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

At the discretion of the school board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

### **Policy Implementation**

An expulsion hearing conducted under this policy shall afford due process as required by law and as developed by the superintendent or his or her designee.

The superintendent shall refer to the appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the school district. The superintendent may also report any incident subject to this policy to the Department for Children and Families (DCF). The superintendent shall annually provide the Secretary of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.

The superintendent shall annually provide the Secretary of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.

**Legal Reference(s):**

16 V.S.A. §1166 (State law pursuant to Federal law)

13 V.S.A. §§4004, 4016 (Criminal offenses)

20 U.S.C. §7151 (Gun Free Schools Act)

18 U.S.C. §921 (Gun Free School Zones Act of 1990)

20 U.S.C. §§1400 et seq. (IDEA)

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

Vt. State Board of Education Manual of Rules & Practices, §§4311, 4312

Cross Reference:

Search and Seizure Student

Conduct and Discipline

## STUDENT CONDUCT AND DISCIPLINE

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

*(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.*

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

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

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

### **Policy**

It is the policy of the \_\_\_\_\_ School District (District) to maintain a safe, orderly, civil and positive learning environment via a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures. The goal of this policy is to create an environment where the expectations for student behavior are clearly stated, are understood, and accepted by students and staff, and are applied in compliance with due process requirements and Vermont law and State Board of Education rules. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. § 1161a, the requirements of 16 V.S.A. § 1162, and in conformance with State Board Rule 4500, and any policies adopted by the District with regard to the Use of Restraint and Seclusion.

### **Definitions**

**1) *Weapon*** means a device, instrument, material, or substance whether animate or inanimate, which, when used as it is intended to be used, is known to be capable of producing death or serious bodily injury.<sup>[2]</sup>

**2) *School*** means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, and school-sponsored events whether held on or

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<sup>1</sup> There is no clear legal requirement for a school board policy on discipline. However, 16 V.S.A. § 1162(a) authorizes school superintendents or principals to suspend pupils for up to 10 school days “...pursuant to policies adopted by the school board...” 16 V.S.A. § 1161a requires that all schools “...adopt and implement a comprehensive plan for responding to student misbehavior...” The State Board of Education Manual of Rule 2122.1 states “Each school shall maintain a safe, orderly, civil, flexible and positive learning environment, which is free from hazing, harassment and bullying and based on sound instructional and classroom management practices and clear discipline and attendance policies that are consistently and effectively enforced.”

<sup>2</sup> See 13 V.S.A. §4016(a)(2) for definition of “dangerous or deadly weapon.”

off of school grounds and vehicles used to transport students to and from school or school activities.<sup>[3]</sup>

**3) *Expelled*** means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.<sup>[4]</sup>

**4) *Knife*** means any instrument that is capable of ready use as a stabbing weapon that may inflict bodily injury or death.

### **Student Responsibilities**

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the school district and individual classrooms.

### **Administrative Responsibilities**

The principal, in consultation with the educational staff, will develop an overall discipline plan (the "Plan") pursuant to 16 V.S.A. §1161a.

The Plan will include clear guidelines for student behavior. The Plan may include provisions for the suspension or expulsion of students who engage in misconduct on school property, on a school bus, or at a school sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school community. The Plan may also include provisions for the suspension or expulsion of students who engage in misconduct not on school property, on a school bus, or at a school sponsored activity where direct harm to the school can be demonstrated or where the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs<sup>[5]</sup> and/or where such student conduct violates the District's policy for the prevention of harassment hazing and bullying, with respect to sexual harassment, or harassment, or hazing, and such discipline is reasonably designed to prevent a reoccurrence of such conduct.

The Plan shall include any prohibitions against possession by students of knives, weapons, and dangerous instruments while at school, and shall allow disciplinary action up to and including expulsion for violations of the prohibition against knives, weapons and dangerous instruments that are not possessed at school as part of an educational program sponsored or sanctioned by the school.<sup>[6]</sup>

Expectations for behaviors, and the consequences of engaging in prohibited conduct, will be set forth in the student handbook and other publications distributed to students and parents/guardians.

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3 The Federal Gun Free Schools Act defines "school" as "...any setting that is under the control and supervision of the local education agency for the purpose of student activities approved and authorized by the local education agency. 20 U.S.C. § 7151(b)(f).

4 16 V.S.A. §1162(a).

5 See 16 V.S.A. § 1162(a)(3)

6 The "knives, weapons and dangerous instruments" prohibition in this model policy is not required by law. The possession of "dangerous and deadly weapons" on school grounds by any individual is prohibited by 13 V.S.A. §4004. This prohibition does not apply to the possession of firearms in schools for "instructional or other specific purposes." 13 V.S.A. §4004(c)(2).

The superintendent or designee shall ensure the analysis of student discipline data to identify and address any disproportionalities in discipline.

Notwithstanding anything to the contrary in a school's Plan, a student enrolled in a public school who is under eight years of age shall not be suspended or expelled from the school; provided, however, that the school may suspend or expel the student if the student poses an imminent threat of harm or danger to others in the school.<sup>[7]</sup>

<sup>7</sup> See 16 V.S.A. § 1162(d)

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|----------------------------|--------------------------------------------------------------------|
| <i>VSBA Version:</i>       | <i>November 2, 2022</i>                                            |
| <i>Date Warned:</i>        |                                                                    |
| <i>Date Adopted:</i>       |                                                                    |
| <i>Legal Reference(s):</i> | <i>16 V.S.A. §1161a (discipline)</i>                               |
|                            | <i>16 V.S.A. §1162 (suspension and expulsion)</i>                  |
|                            | <i>20 U.S.C. §§1400 et seq.(IDEA)</i>                              |
|                            | <i>29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)</i>    |
|                            | <i>VT State Board of Education Manual of Rules &amp; Practices</i> |
|                            | <i>§§4311, 4312, 4313; 2120.8.12, 2122.1,4500.</i>                 |
| <i>Cross Reference:</i>    | <i>Notice of Non-Discrimination</i>                                |
|                            | <i>Public Complaints About Personnel</i>                           |
|                            | <i>Searches and Seizure of Students by School Personnel</i>        |
|                            | <i>Student Drugs &amp; Alcohol</i>                                 |
|                            | <i>Firearms</i>                                                    |
|                            | <i>Wellness and Comprehensive Health</i>                           |

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