



# COLCHESTER SCHOOL DISTRICT

*Amy Minor, Superintendent of Schools*  
*George A. Trieb, Jr., Business Manager*  
*Carrie A. Lutz, Director of Special Education*  
*Gwendolyn Carmolli, Director of Curriculum*  
*Internet Address: [www.csdvt.org](http://www.csdvt.org)*

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Administrative Offices, 125 Laker Lane • P.O. Box 27, Colchester, VT 05446-0027 • Phone (802) 264-5999 • Fax (802) 863-4774

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## SUBSTITUTE INFORMATION

Dear Substitute,

Thank you for your interest in becoming a substitute with the Colchester School District! In each of our schools, we have a daily need to replace teachers and support staff who are absent because of illness, personal business, or professional growth. Attracting well-qualified substitutes, supporting them as they get to know our schools, and calling them to return on a regular basis enables our district to deliver quality instructional programs to all students every day.

**OUR PROGRAM:** Colchester School District is committed to providing a rigorous, differentiated and engaging learning environment for all of our students. Classrooms throughout the district follow grade level curriculum and assessments that are based on our state standards. This curriculum is then differentiated for students based to best meet student needs and encourage students to be engage in learning.

All students with identified disabilities receive instructional support services. These services include: classroom accommodations, curriculum adaptations, individualized instruction, speech and language therapy, counseling, physical therapy, intensive academic/social support, consultation, individual tutoring, behavior management, psychological intervention, and referral to other specialists or programs outside our district. An Essential Early Education (EEE) program provides services to children aged 3-5 who demonstrate significant developmental delays. In addition, Colchester offers a Title I program in language arts and math in grades K-5, and an English as a Second Language (ESL) program to all eligible students.

**OUR HIRING PROCESS:** Applications for substitute teaching may be obtained and returned to our Administrative Office on Laker Lane. A complete substitute packet must include: an Application for Substituting, Form W-4, Form I-9, VT Declaration of Health Care form, VT Human Services Agency background check, a criminal records check (which includes fingerprinting), and a current résumé (optional). Upon receipt of a COMPLETE application packet, an applicant's name is added to our sub list, which is disseminated to building principals. Substitutes are encouraged to visit the schools where s/he would like to work.

**OUR SUBBING PROCESS:** Substitutes may know in advance of assignments. Sometimes, sudden illness or an unexpected personal issue necessitates calling a sub quite early on the day needed.

When you arrive at school, report to the office to receive instructions for the day. Teachers are required to maintain a current substitute folder; so teacher substitutes should find things in good order. When you leave, we ask you to submit a report of the day. We hope you will tell the teacher and principal what the students accomplished and what, if anything, might have made your day better.

**PAYROLL INFORMATION:** **Short-term (daily) teacher substitutes** shall be defined as any substitute assignment that is 30 consecutive days or less for the same (or different) teacher absence. Short-term substitutes are compensated on a graduated scale based on days of service in any of our schools. The Superintendent or his/her designee will track the days of service. Days of service do not need to be consecutive. Number of service days carry over from year to year.

Day 1-5    \$90.00

Day 6-15    \$100.00

Day 16+    \$110.00

**Licensed substitutes** shall be paid at a rate of \$110.00 per day from day one. Licensed substitutes shall include those who hold a current teaching license in the State of Vermont or any state in which the Vermont Agency of Education has signed an interstate reciprocity contract. A copy of the license is required.

**Long-term teacher substitutes** shall be defined as any substitute assignment that *exceeds 30 consecutive days for the same teacher absence*. Long-term substitute teachers will assume the duties of the teacher while he/she is on a leave. The long-term substitute **must hold a valid Vermont teaching license and endorsement to qualify**. The long-term substitute will be paid at a per diem rate based on the substitute's place on the salary scale up to BA Step 5. If the long-term substitute has been paid a daily rate while the employee's leave of absence was in process of approval, the long-term substitute will be compensated retroactively.

**Nurse substitutes** shall be defined as any nurse substitute assignment that is 30 consecutive days or less for the same (or different) nurse absence. Nurse substitutes will be paid at the rate of \$200.00 per day. All nurse substitutes must be a licensed RN and provide a copy of licensure prior to substituting.

**Support staff substitutes** are paid according to the base rate of the position for which s/he is substituting. Support staff positions include paraeducators, interventionists, technology, non-instructional aides, bus/van drivers, clerical, administrative assistants, food service, maintenance, and custodial positions. Support staff substitute rates may be found on the Colchester website at [www.csdvt.org](http://www.csdvt.org) under Staff & HR, Human Resources, Employment Opportunities.

**Human Resource Office:**

Erin Dye, HR Coordinator

264-5976

[erin.dye@colchestersd.org](mailto:erin.dye@colchestersd.org)

Katie Roth, HR Generalist

264-5978

[katie.roth@colchestersd.org](mailto:katie.roth@colchestersd.org)

**Payroll Office:**

Jessica Phelan, Staff Account/Payroll

264-5980

[jessica.phelan@colchestersd.org](mailto:jessica.phelan@colchestersd.org)

## COLCHESTER SCHOOLS

Colchester High School  
131 Laker Lane, P.O. Box 900  
Colchester, VT 05446  
Classes Start: 7:45 a.m. Dismissal 2:20 p.m.

Principal: Heather Baron  
Grades 9-12  
Phone 264-5700 Fax 264-5757

Colchester Middle School  
425 Blakely Road, P.O. Box 30  
Colchester, VT 05446  
Classes Start: 7:25 a.m. Dismissal 2:10 p.m.

Principal: Michele Coté  
Grades 6-8  
Phone 264-5800 Fax 264-5858

Malletts Bay School  
609 Blakely Road, P.O. Box 28  
Colchester, VT 05446  
Classes Start: 8:30 a.m. Dismissal 3:00 p.m.

Principal: Julie Benay  
Grades 3-5 & EEE Program  
Phone 264-5900 Fax 264-5901

Union Memorial School  
253 Main Street, P.O. Box 48  
Colchester, VT 05446  
Classes Start: 8:30 a.m. Dismissal 3:00 p.m.

Principal: Chris Antonicci  
Grades K-2  
Phone 264-5959 Fax 879-5350

Porters Point School  
490 Porters Point Road, P.O. Box 32  
Colchester, VT 05446  
Classes Start: 8:15 a.m. Dismissal 2:45 p.m.

Principal: Carolyn Millham  
Grades K-2  
Phone 264-5920 Fax 862-6835

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*Colchester School District is an Equal Opportunity Employer  
and Maintains a Smoke-Free Environment*



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## CRIMINAL RECORD CHECK – FINGERPRINTING

According to Vermont State law, you are required to complete this fingerprint process because you may have unsupervised contact with students. In an effort to implement this process, all employees, substitutes, student teachers, coaches, extracurricular volunteers, and contractors who work or volunteer for Colchester School District are required to fulfill the following obligations.

### PLEASE FOLLOW THE PROCEDURE BELOW IN ORDER TO GET FINGERPRINTED IN AN ACCURATE AND TIMELY MANNER

Schedule your appointment by contacting:

- COLCHESTER POLICE DEPARTMENT – **By Appointment Only**  
Please contact Officer Mellen  
Phone: (802) 264-5555  
835 Blakely Road  
Colchester, VT 05446

BEFORE you go to your appointment:

- Please visit Colchester School District at 125 Laker Lane. The ***Fingerprint Authorization Certificate*** must be signed by a school official.

Bring to your appointment:

- The signed ***Fingerprint Authorization Certificate*** and
- Two forms of identification, one of which must be a current (unexpired) photo driver's (or non-driver's) license, passport, or military ID;

Examine your fingers prior to making an appointment with the Identification Center. If they are badly chapped, cracked, dry, lacerated, or injured, it will be difficult to obtain an acceptable set of fingerprints. If any of these conditions describe your fingers, you should apply hand cream several times a day to your skin prior to your appointment.

Following your appointment:

- **A COPY of your Fingerprint Authorization Certificate must be returned to Colchester School District.**

We thank you in advance for understanding our need to ensure a safe environment for our children, and our support of Vermont's Criminal Information Center efforts on behalf of public schools. Please read the back of this sheet for information regarding the maintenance and destruction of criminal record check information. Feel free to contact Erin in Human Resources at 264-5976 or via e-mail at [erin.dye@colchestersd.org](mailto:erin.dye@colchestersd.org) if you have any questions regarding the fingerprinting process.

## **COLCHESTER SCHOOL DISTRICT**

### **Maintenance and Destruction of Criminal Record Check Information**

Criminal records and criminal record information obtained through background investigations will be treated as confidential. They will be disclosed only to those persons specifically designated by state or federal law. Criminal history logs, release forms and criminal record information will be maintained for three calendar years according to the district's user agreement with the Vermont Criminal Information Center (VCIC). After the three-year retention period, the record information and logs will be maintained or destroyed as follows:

- If the person authorizes maintenance of the information and the information is a notice of no criminal record, the information will be securely maintained by the district indefinitely;
- If the person authorizes maintenance of the information and the information is a criminal record or notice of the existence of a criminal record, the information will be sent by the Superintendent to the Commissioner of Education for secure maintenance in the central records repository;
- If the person does not authorize maintenance of the information, the Superintendent shall destroy the information in accordance with the user agreement.

In order to authorize maintenance of the record beyond the three-year retention period, the person subject to the check must submit a request in writing before the end of the three-year retention period. Written request must include: name, date of birth, social security number, signature, date of request and requested period of retention. Written requests must be sent to the Colchester School District, Administrative Office, Attn: Human Resources, P.O. Box 27, Colchester, VT 05446.

**COLCHESTER SCHOOL DISTRICT  
PAYROLL CALENDAR  
SUBSTITUTES**

**July 1, 2016 – June 30, 2017**

<u>Days Worked</u>	<u>Date Paid</u>
June 12 – June 25	July 1
June 26 – July 09	July 15
July 10 – July 23	July 29
July 24 – August 6	August 12
August 7 – August 20	August 26
August 22 – September 3	September 9
September 4 – September 17	September 23
September 18 – October 1	October 7
October 2 – October 15	October 21
October 16 – October 29	November 4
October 30 – November 12	November 18
November 13 – November 26	December 2
November 27 – December 10	December 16
December 11 – December 24	December 30
December 25 – January 7	January 13
January 8 – January 21	January 27
January 22 – February 4	February 10
February 5 – February 18	February 24
February 19 – March 4	March 10
March 5 – March 18	March 24
March 19 – April 1	April 7
April 2 – April 15	April 21
April 16 – April 29	May 5
April 30 – May 13	May 19
May 14 – May 27	June 2
May 28 – June 10	June 16
June 11 - June 24	June 30

Please note that paystubs for substitutes are emailed to the email address on file each pay day.

**COLCHESTER SCHOOL DISTRICT****POLICY: COLCHESTER ACCEPTABLE USE POLICY (AUP)  
APPLYING TO THE CSD'S NETWORKS AND THE INTERNET****DATE ADOPTED: March 19, 2013****PURPOSE**

Colchester School District uses information technology ("IT") resources including the Internet to support and enrich the curriculum, to allow students and staff to benefit from access to electronic information resources and opportunities for collaboration that are uniquely provided by certain electronic technologies, and to enhance learning and teaching.

**POLICY**

All students and staff will use IT resources and the Internet as learning tools. Parents who want to limit their child(ren)'s access to these resources shall contact the school principal in writing if they wish to restrict their child's access to District IT resources, including the Internet.

The availability of access to electronic information does not imply endorsement by the District of the content, nor does the District guarantee the appropriateness or accuracy of information received. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the network.

The use by students, staff, or others of District IT resources is a privilege, not a right. 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 computer or network resources, including personal files. The District reserves the right to monitor, track, and log use of IT resources and may deny access for unauthorized, inappropriate, or illegal activity. The District may revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. The District shall cooperate to the extent legally required with local, state, and federal officials in any investigation concerning or related to the misuse of the District's Internet, computers or network.

The District shall work to ensure Internet safety for all by taking steps that prevent access to material that is obscene, pornographic, or harmful as determined by the school principal or central office administrators.

Last Adopted: May 4, 2004  
Date Warned: February 15, 2013  
First Reading: February 19, 2013  
Second Reading: March 5, 2013  
Third Reading: March 19, 2013

In addition to those stated in law and defined in this policy, the District deems the following to be examples of inappropriate actions:

- ❖ Capturing, emailing, or publishing nude images;
- ❖ Defamation of character;
- ❖ Lewd, vulgar, or profane communication;
- ❖ Threatening, bullying, harassing, or discriminatory behavior;
- ❖ Researching weapons, bombs and/or incendiary devices;
- ❖ Terrorism;
- ❖ Gambling.

### **GENERAL PROCEDURES**

Students and staff may access the District's IT resources and the Internet in an appropriate and professional manner. All intellectual property produced by staff using school equipment and/or resources shall remain the property of the District. Users are expected to follow the rules of personal conduct outlined in the handbook, abide by state and federal laws in the use of the District's IT resources and the Internet, and comply with the individual responsibilities listed in this document.

### **RESPONSIBILITIES**

All users:

- ❖ Will be responsible for the proper use of their account;
- ❖ Will only use the system for its intended purposes and not for commercial purposes, illegal purposes, in support of illegal activities, or for any other activity prohibited by school policy or procedures;
- ❖ Will comply with all fair use and copyright regulations;
- ❖ Shall not promote personal, religious or political points of view (except as part of class assignments communicated with classmates and teachers);
- ❖ May not purposefully access or distribute information that is prohibited by the school;
- ❖ Will not use the network for wasteful or frivolous purposes such as playing network games;
- ❖ Shall not deliberately use the computer to annoy or harass others;
- ❖ Will be financially responsible for any repair needed to District technology due to connecting a personal device that caused damage.

### **COMMUNICATION**

All users:

- ❖ Shall be aware that email and other uses of the electronic communications system are not confidential, and are the properties of the District. Users should be cautious about the details they include in messages;

- ❖ Must understand that the system administrator may periodically purge data files with fair notice;
- ❖ Shall not present personal ideas/beliefs as the views or policies of the school;
- ❖ Shall not abuse the system by engaging in spamming (sending an unnecessary message to a large number of people), downloading large files, or uploading or creating computer viruses;
- ❖ **Strong Recommendation:** Maintain separate accounts for personal and school communication.

Staff:

- ❖ Must archive, electronically and/or with printed copy, communication with parents, students or others that may be relevant in possible disputes or litigation;
- ❖ Comply with federal CIPA and COPPA laws when creating assignments for students involving on-line communication tools.

**SECURITY**

All users:

- ❖ Will not use another person's system account, or present themselves as another person;
- ❖ Shall not gain or attempt to gain unauthorized access to resources or information, or do anything to circumvent network security;
- ❖ May not access data for which they are not an intended recipient or user;
- ❖ Must receive authorization from tech support staff for all downloads, program installations, and use of software on removable media so as to ensure verification of virus protection, copyright and network compatibility;
- ❖ Must scan all removable media (ex., flash drives, iPod, etc.) for viruses prior to use on the CSD network;
- ❖ Must not write down user names and passwords unless they are physically secure;
- ❖ Must logout or lock the computer when they leave it for any length of time;
- ❖ Must save all documents before locking a computer;
- ❖ Will ensure that personally-owned\* computers, laptops, notebooks, PDAs and other medium that can connect to the CSD network meet standards set forth by the technology team:
  - Apply current support pack patches and update the device regularly.
  - Install and keep current anti-virus software with the most recent anti-virus signatures.

*\*The school may or may not permit use of personal devices. Please check with tech support or the principal to know the local policy.*

**PARENTAL NOTIFICATION AND RESPONSIBILITY**

Each school will provide annual notice to parents/guardians about responsible use of District IT resources including the Internet, the policies and procedures governing their use, and the



limitation of liability of the District. The annual notice shall direct parents/guardians to contact the school principal in writing if they wish to restrict their child's access to District electronic resources, including the Internet.

### **DISCIPLINARY ACTIONS**

The school's electronic system is a limited forum and therefore the school may restrict individual user's speech for valid educational reasons. The school will not restrict speech on the basis of a disagreement with the opinions that are expressed. Users should expect only limited privacy in the contents of their personal files or record of Web research activities. Routine maintenance and monitoring of system resources may lead to discovery of policy violations, the student disciplinary code, or the law. An individual search may be conducted by the school principal or central office administrators (with the IT assistance if necessary) if there is reasonable suspicion that a user has violated this policy, the student disciplinary code or the law. If there is evidence that a violation has occurred, then the school principal or his/her designee will decide appropriate consequences in accordance with school policy and law. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system. In the event there is a claim that an individual user has violated this procedure or student disciplinary code, the user will be notified and the opportunity to be heard in the manner set forth in the student disciplinary code.

### **LIMITATION OF LIABILITY**

The school makes no guarantee that the functions or the services provided by or through the District electronic system will be error free or without defect. The school will not be responsible for any damage individual users may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. The user can be held financially responsible for any harm to the system as a result of intentional misuse.

**COLCHESTER SCHOOL DISTRICT****POLICY: ALCOHOL AND DRUG-FREE WORKPLACE****DATE ADOPTED:** September 6, 2005**POLICY STATEMENT**

It is the policy of the Colchester School District to maintain a workplace free of alcohol and drugs. No employee will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace.

**DEFINITIONS**

**Alcohol** includes alcohol, spirits, and malt beverages as defined by 7 V.S.A. § 2 which includes but is not limited to beer, port, stout, ale, wines, cordials, and liquors. This does not include medicinal products which may contain alcohol.

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

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

**EMPLOYEE RESPONSIBILITIES**

As a condition of employment, each employee will notify the Superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five days after such conviction. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

As a condition of employment, each employee must abide by the terms of the School District policy respecting an alcohol and drug free workplace.

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

Date Warned: July 29, 2005  
First Reading: August 2, 2005  
Second Reading: September 6, 2005

**ADMINISTRATIVE RESPONSIBILITIES**

The Board will take action in accordance with the District's policies and procedures as well as applicable state and federal law.

The Superintendent or his or her designee will conduct a biennial review of the District's student and employee drug prevention programs as required by the Safe and Drug-Free Schools and Communities Act of 1994.

## COLCHESTER SCHOOL DISTRICT

### **POLICY: HARASSMENT OF EMPLOYEES**

**DATE ADOPTED:** November 1, 2000

### **POLICY STATEMENT**

It is the policy of the Colchester School District to maintain a working environment that is free from unlawful harassment, including sexual harassment. The Colchester School District prohibits any form of unlawful harassment on the basis of race, color, sex, sexual orientation, age, creed, national origin, ancestry, place of birth, HIV-positive blood test result, or against a qualified individual with a disability, or based on any other legally protected status.

### **GENERAL PROVISIONS**

1. **Violation.** It is a violation of this policy for school personnel to unlawfully harass a teacher, administrator, staff member, or other school personnel through conduct or communication on the basis of race, color, sex, sexual orientation, age, creed, national origin, ancestry, place of birth, HIV-positive blood test result, or against a qualified individual with a disability, or based on any other legally protected status. Sexual harassment, as defined below, is a form of unlawful harassment.
2. **Complaint.** Any teacher, administrator, staff member, or other school personnel who believes he or she has been subjected to unlawful harassment, including sexual harassment, may make an internal complaint as described below and/or pursue other remedies provided by federal and state law.

### **DEFINITIONS AND EXAMPLES**

1. **Definitions.**
  - a. *“Unlawful harassment”* means verbal, written, or physical conduct based on a person’s race, color, sex, sexual orientation, age, creed, national origin, ancestry, place of birth, HIV-positive blood test result, or against a qualified individual with a disability, marital, or other legally protected status, which has the purpose or effect of substantially interfering with a person’s work performance or creating an intimidating, hostile or offensive working environment. The term “unlawful harassment” specifically includes sexual harassment as defined in this policy.

**Examples.** Examples of behaviors which, if sufficiently severe, pervasive or persistent to interfere with a person’s employment performance or creating an

Date Warned: July 28, 2000  
 First Reading: August 2, 2000  
 Second Reading: October 4, 2000  
 Third Reading: October 18, 2000  
 Fourth Reading: November 1, 2000

intimidating, hostile or offensive working environment, would be unlawful harassment include but are not limited to the following, when such acts or behavior come within the above definition: physical aggression or force, the threat of physical aggression or force, demeaning comments or behavior, slurs, mimicking, jokes, gestures, name-calling, graffiti, stalking, use of nicknames emphasizing stereotypes, comments on manner of speaking, negative references to customs, and derogatory comments regarding surnames.

- b. “*Sexual harassment*” is a form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- (i) Submission to the conduct is made either explicitly or implicitly a term or condition of that person’s employment;
  - (ii) Submission to or rejection of such conduct by a person is used as a component of the basis for employment decisions affecting that person; or
  - (iii) The conduct has the purpose or effect of substantially interfering with an individual’s employment performance or creating an intimidating, hostile or offensive working environment.

Examples. Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions: unwelcome sexual; advances; suggestive or lewd remarks; unwanted hugs, tugs, kisses; requests for sexual favors; pornographic posters, cartoons or drawings; unwelcome sexual jokes or banter; retaliating for complaining about sexual harassment.

- c. “*School personnel*” means School Board members, school district employees, agents of the school district, unpaid volunteers, contractors and persons, other than students, who are subject to the supervision and control of the Colchester School District.

## **PROCEDURES:**

### **REPORTING**

1. School personnel. Colchester School District personnel should report an allegation of unlawful harassment (hereafter the term “unlawful harassment” specifically incorporates and includes the term “sexual harassment”) he or she has experienced or witnessed at school or during school sponsored activities to their supervisor, Principal, or to a person designated, in accordance with procedures developed under this policy, to receive complaints of unlawful harassment.

2. Mandatory report. Colchester School District personnel, including administrators, supervisors, and School Board members, who witness or receive a report, formal or informal, written or oral, of unlawful harassment at school or during school sponsored activities shall report it in accordance with procedures developed under this policy.
3. Coordinator. The Superintendent shall receive reports of unlawful harassment. If the report involves the Superintendent, the reporter shall make it directly to the School Board. The Colchester School District shall post the name, mailing address, and telephone number of its Coordinator conspicuously.
4. Privacy. The Colchester School District will respect the privacy of the complainant, the individual(s) against whom the report is directed, and the witnesses, to the extent possible consistent with the Colchester School District's obligations to investigate, take appropriate action, and conform with any disclosure obligations.

### **INVESTIGATION**

The Colchester School District shall conduct an investigation, in accordance with procedures adopted under this policy, as soon as practicable but not later than 15 business days following receipt of a report or complaint, formal or informal, written or oral, alleging unlawful harassment.

### **RETALIATION**

Retaliation against a person for reporting unlawful harassment or for cooperating in an investigation of unlawful harassment is unlawful. It shall be a violation of this policy for any person who learns of a complaint or investigation to take, or cause another person to take, any retaliatory action which affects the employment environment of any person involved in the complaint or the investigation. Persons who believe that they are being retaliated against should follow the complaint procedures of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment based on reporting unlawful harassment or for cooperating in an investigation of unlawful harassment.

### **ACTION**

1. Sanctions. The Colchester School District shall take appropriate action in all cases where this policy has been violated. Any person found to have violated this policy may be subject to appropriate consequences and/or remedial action including, but not limited to, warning, exclusion, suspension, transfer, dismissal, termination of contractual agreements, or remedial action such as training, education, or counseling.
2. False report. The Colchester School District shall take appropriate action against any teacher, administrator, staff member, or other school personnel who makes a false report of unlawful harassment knowing it to be false.

3. Retaliation. The Colchester School District shall take appropriate action against any teacher, administrator, school personnel, or other person who retaliates, or causes another person to retaliate, against any person for making a good faith report of unlawful harassment or for participating in an investigation or other part of the process established by this policy.

### **APPEAL**

A person aggrieved or directly affected by a determination under this policy may appeal the determination and/or the action taken in accordance with procedures adopted under this policy to the Superintendent or the School Board in accordance with the provisions of any applicable policies or agreements.

### **MANDATORY REPORT OF ABUSE**

Under certain circumstances, alleged harassment may also constitute possible abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.

### **EXTERNAL REPORTS**

In addition to the School District's complaint procedures, a person may file a complaint of unlawful harassment or sexual harassment with the following agencies:

Vermont Human Rights Commission  
133 State Street  
Montpelier, VT 05633-0001  
(802) 828-2480

Vermont Attorney General's Office  
Civil Rights Unit  
109 State Street  
Montpelier, VT 05609-1001  
(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission  
1 Congress Street  
Boston, MA 02114  
(617) 565-3200 (voice), (617) 565-3204 (TDD)

### **NOTIFICATION AND TRAINING**

1. Notification. The Superintendent shall insure that copies of the policy are:
  - a. Posted conspicuously in each school building in areas accessible to all persons;

- b. Printed in any school district publication that sets forth the comprehensive rules, procedures, and standard of conduct for school district employees; and
- c. Available, upon request, to all school personnel.



COLCHESTER SCHOOL DISTRICT  
HARASSMENT POLICY DOCUMENTATION FORM

Date Filed: \_\_\_\_\_ Time: \_\_\_\_\_

I. YOUR NAME: \_\_\_\_\_ ACCUSED: \_\_\_\_\_

Description of Incident:

Reported by: \_\_\_\_\_  
Signature

Witness (if applicable): \_\_\_\_\_  
Signature

II. INFORMAL MEETING DOCUMENTATION \_\_\_\_\_ Check: \_\_\_ Successful \_\_\_ Unsuccessful  
Date

Summary of Agreements:

III. NEXT STEPS (check all that apply):

- 1. \_\_\_ Resolution informally achieved.
- 2. \_\_\_ Additional informal meeting(s) scheduled.
- 3. \_\_\_ No resolution. Referred to formal procedure.

**SIGNATURES**

\_\_\_\_\_  
Party A Date

\_\_\_\_\_  
Party B Date

\_\_\_\_\_  
Witness (if applicable) Date

**CONFIDENTIAL FORM**  
MAINTAINED BY DESIGNATED BUILDING REPRESENTATIVE



4. What redress are you seeking? What outcomes do you expect from this appeal?

5. List any other local, state, or federal agency with whom you are processing this complaint.

Submitted by \_\_\_\_\_ DATE \_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

ROLE (check)  Student  Employee

**FORWARD ONE COPY OF THIS CONFIDENTIAL FORM TO:**

- Your Principal and/or Immediate Supervisor
- Colchester School District Administrative Offices



# COLCHESTER SCHOOL DISTRICT

*Lawrence Waters, Superintendent of Schools*  
*George A. Trieb, Jr., Business Manager*  
*Carrie A. Lutz, Director of Special Education*  
*Gwendolyn Carmolli, Director of Curriculum*  
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## MEMO

**To:** All employees of Colchester School District  
**From:** Katie Roth, HR Generalist  
**Subject:** New Health Insurance Marketplace Coverage  
**Date:** September 30, 2013

Enclosed is a notice that the district is mandated to send to all employees of Colchester School District. This notice is required to be sent to you regardless of your enrollment eligibility. At this time, our medical plans meet the minimum value for coverage and the District is working to determine if it meets the value for cost. The District is also considered a large employer so many mandates will not be applicable until 2017.

For those of you who do not have medical insurance, there is an individual mandate that you must have insurance in the upcoming year. For eligible employees, our next open enrollment will be at the end of November/beginning of December for an effective date of January 1. More information about signing up for the District medical plan will be given out at that time.

If you have any questions, please let me know. I may be reached at 802-264-5978 or [rothk@csdvt.org](mailto:rothk@csdvt.org).



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 11-30-2013)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact \_\_\_\_\_.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Colchester School District		4. Employer Identification Number (EIN) 03-0269580	
5. Employer address P.O. Box 27, 125 Laker Lane		6. Employer phone number 802-264-5978	
7. City Colchester	8. State VT	9. ZIP code 05446	
10. Who can we contact about employee health coverage at this job? Katie Roth, HR Generalist			
11. Phone number (if different from above)		12. Email address rothk@csdvt.org	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
    - All employees.
    - Some employees. Eligible employees are:  
Regular status employee, who are scheduled to work at least 20 hours per week.
  - With respect to dependents:
    - We do offer coverage. Eligible dependents are:  
Spouse, civil union partner, dependent children of employee, dependent children of spouse or civil union partner of eligible employees
    - We do not offer coverage.
  - If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.
- \*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

**13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?**

**Yes** (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Continue)

**No** (STOP and return this form to employee)

**14. Does the employer offer a health plan that meets the minimum value standard\*?**

Yes (Go to question 15)  No (STOP and return form to employee)

**15. For the lowest-cost plan that meets the minimum value standard\* offered **only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.**

a. How much would the employee have to pay in premiums for this plan? \$

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

**16. What change will the employer make for the new plan year?**

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much will the employee have to pay in premiums for that plan? \$

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

Date of change (mm/dd/yyyy):

\* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)