



# Colchester School District

Administrative Offices, 59 Rathe Road, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • [www.csdvt.org](http://www.csdvt.org) • Fax: (802) 318-4669

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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 at 59 Rathe Road. 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 will be compensated \$135 per day.

**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.

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**Amy Minor**  
Superintendent  
of Schools

**George Trieb**  
Business & Operations  
Manager

**Carrie Lutz**  
Director of Student  
Support Services

**Jean Shea**  
Director of Instructional  
Support Services

**Gwendolyn Carmolli**  
Director of Curriculum  
& Instruction

**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 \$250.00 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:**

Lindsey Troescher, HR Coordinator	264-5976	<a href="mailto:lindsey.troescher@colchestersd.org">lindsey.troescher@colchestersd.org</a>
Jessica Phelan, HR Manager	264-5980	<a href="mailto:jessica.phelan@colchestersd.org">jessica.phelan@colchestersd.org</a>

**Payroll Office:**

Heidi Echo, Payroll Specialist	264-5978	<a href="mailto:heidi.echo@colchestersd.org">heidi.echo@colchestersd.org</a>
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**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: Andrew Conforti 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: Jordan Burke 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

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

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b).

<sup>4</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

**COLCHESTER SCHOOL DISTRICT  
PAYROLL CALENDAR  
SUPPORT STAFF**

**July 1, 2022 – June 30, 2023**

<u><b>Days Worked</b></u>	<u><b>Timesheets Due to Payroll</b></u>	<u><b>Date Paid</b></u>
June 19 – July 02	4-Jul-22	8-Jul-22
July 03 – July 16	18-Jul-22	22-Jul-22
July 17 – July 30	1-Aug-22	5-Aug-22
July 31 – August 13	15-Aug-22	19-Aug-22
August 14 – August 27	29-Aug-22	2-Sep-22
August 28 – September 10	12-Sep-22	16-Sep-22
September 11 – September 24	26-Sep-22	30-Sep-22
September 25 – October 08	10-Oct-22	14-Oct-22
October 09 – October 22	24-Oct-22	28-Oct-22
October 23 – November 05	7-Nov-22	11-Nov-22
November 06 – November 19	21-Nov-22	25-Nov-22
November 20 – December 03	5-Dec-22	9-Dec-22
December 04 – December 17	19-Dec-22	23-Dec-22
December 18 – December 31	2-Jan-23	6-Jan-23
January 01 – January 14	16-Jan-23	20-Jan-23
January 15 – January 28	30-Jan-23	3-Feb-23
January 29– February 11	13-Feb-23	17-Feb-23
February 12 – February 25	27-Feb-23	3-Mar-23
February 26 – March 11	13-Mar-23	17-Mar-23
March 12 – March 25	27-Mar-23	31-Mar-23
March 26 – April 08	10-Apr-23	14-Apr-23
April 09 – April 22	24-Apr-23	28-Apr-23
April 23 – May 06	8-May-23	12-May-23
May 07 – May 20	22-May-23	26-May-23
May 21 – June 03	5-Jun-23	9-Jun-23
June 04 - June 17	19-Jun-23	23-Jun-23

## COLCHESTER SCHOOL DISTRICT

### **POLICY: ACCEPTABLE AND RESPONSIBLE COMPUTER, NETWORK AND INTERNET USE (AUP)**

**DATE ADOPTED:** April 4, 2017

#### **I. PURPOSE**

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

- A.** 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.
- B.** Ensure the District takes appropriate measures to maintain the safety of everyone who accesses the District's information technology resources.
- C.** Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other IT resources by school district.

#### **II. DEFINITION**

##### **A. Information Technology Resources (IT) means:**

- 1.** IT devices owned or leased by the District (such as computers, computer hardware and software, cell phones and laptops);

Last Adopted: March 19, 2013

Date Warned: March 17, 2017

First Reading: March 21, 2017

Second Reading: April 4, 2017

##### **Legal References:**

17 U.S.C §§101-120 (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 References:**

Student Conduct and Discipline  
 Selection of Instructional Materials  
 Complaints About Instructional Materials



2. The Internet, e-mail, electronic and social media, and other network resources, including the District's electronic storage, including but not limited to student data and student documents maintained by the District, that is accessed using the District's IT on school property or remotely; and
3. All electronically stored student information in the District's electronic files, regardless of how accessed.

### III. POLICY STATEMENT

It is the policy of the District to provide students and staff access to a multitude of IT resources, including the Internet. IT resources provide opportunities to enhance learning and improve communication within our community and with the global community. Users are expected to access IT resources as learning tools. The use of District IT resources is a privilege, not a right. With the privilege of access comes the responsibility of all users to exercise responsible use of these resources.

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.

### IV. POLICY APPLICATION

This policy applies to all users. "Users" is defined to include anyone who accesses the District's IT resources, on-site and/or via a remote location, and anyone who uses the District's IT devices either on or off-site.

### V. GENERAL PROCEDURES

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

- A. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
  1. **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.
  2. **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.
  3. **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.

4. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
  5. **Protects Intellectual Property.** Users request to use the software and media others produce.
- B.** 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.
- C.** 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.
- D.** Methods to address the following:
1. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
    - a. Lewd, vulgar, or profane
    - b. Threatening
    - c. Harassing or discriminatory
    - d. Bullying
    - e. Terroristic
    - a. Obscene or pornographic
  2. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
  3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
  4. Unauthorized disclosure, use, dissemination of personal information regarding minors.
  5. Restriction of minors’ access to materials harmful to them.
- E.** 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.

## **VI. OWNERSHIP OF IT RESOURCES**

The District's IT resources are the property of the Colchester School District.

## **VII. EXPECTATION OF PRIVACY**

Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the District's computers or other network resources, including personal files, images, and e-mails and other electronic communications.

## **VIII. COMPLIANCE WITH CIPA**

In accordance with the Children's Internet Protection Act (CIPA), the District uses a filtering system to track and monitor all computer and Internet use on the District network. The system is designed to prevent access to material that is obscene, pornographic, or harmful as determined by school administrators. No filtering system is perfect, however. Due to the nature of the Internet and evolving technology, however, even with supervision of students the District cannot guarantee students will not reach an inappropriate site. It is the responsibility of all users to report any inappropriate sites to school officials to ensure that content is filtered appropriately. Providing access to electronic information does not imply an endorsement by the District of the content, nor does the District guarantee the appropriateness or accuracy of information received.

## **IX. IMPLEMENTING PROCEDURES/REGULATIONS**

The Superintendent/his/her designee is responsible for establishing and updating from time to time procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include a description of the rules applying to all users of the District's IT resources, and a process for educating elementary and secondary students annually about Internet safety and responsible digital citizenship.

## **X. LIMITATION/DISCLAIMER OF LIABILITY**

The District makes no guarantee that the functions or the services provided by or through its IT systems will be error free or without defect. 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 IT 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 IT resources system including the Internet, or for financial obligations arising through their unauthorized use.

## **XI. 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 District will handle the allegation consistent with the student disciplinary policy. Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

The District shall cooperate to the extent legally required with local, state and federal officials in any investigation related to the misuse of the District's IT resources.

**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:** April 4, 2017

### **POLICY STATEMENT**

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

#### **I. DEFINITIONS**

##### **A. Employee**

For purposes of this policy, any person employed by and subject to the direct supervision of the district. For purposes of this policy, an employee includes any person employed directly or through a contract with another company by the District, agents of the schools, School Board members and any student teacher, intern, school volunteer or work study student.

##### **B. Unlawful Harassment**

Verbal, written, or physical conduct based on an employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, genetic information, physical and/or mental disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive environment.

##### **C. Sexual Harassment**

May include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of that person's employment;
2. 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

Last Adopted: November 1, 2000  
 Date Warned: March 17, 2017  
 First Reading: March 21, 2017  
 Second Reading: April 4, 2017

3. Such conduct has the purpose or effect of interfering with an individual's employment performance or creating an intimidating, hostile or offensive working environment.

#### **D. Retaliation**

An adverse action taken against a person who engages in protected activity under this policy such as making a complaint of unlawful harassment, reasonably opposing conduct which is unlawful under State and Federal anti-discrimination laws, or for participating in or cooperating with an investigation.

## **II. EXAMPLES**

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

#### **A. Sexual**

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

#### **B. Race and Color**

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

#### **C. National Origin and Place of Birth**

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

#### **D. Age**

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



**E. Marital Status**

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

**F. Sexual Orientation**

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

**G. Gender Identity**

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

**H. Disability**

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

**I. Genetic Information**

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

**III. REPORTING****A. Duty to Investigate**

In the event the district receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Colchester School District is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.

**B. Designated Persons**

Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number: The building principal and/or Superintendent shall serve as the nondiscrimination coordinator for the Colchester School District and shall receive reports of unlawful harassment. If the report involves the Superintendent, the reporter shall make the report directly to the School Board.

**C. Investigation**

Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the district or Supervisory Union will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.

**D. Filing a Complaint.**

Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.

**E. Mandatory Report**

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

**F. Confidentiality**

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

#### IV. ALTERNATIVE COMPLAINT PROCESSES

Employees may file complaints with both the district and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. Complaints should be filed within 300 days of any unlawful harassment. The agencies are:

**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)

**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**

**COLCHESTER SCHOOL DISTRICT**

# HARASSMENT POLICY APPEAL FORM

1. Briefly describe the nature of your discrimination/harassment charge. What section of our district policy addresses your complaint?
2. Cite date, time, place, and person(s) involved in this discrimination/harassment charge. Attach copies of any evidence regarding your complaint, and list the names of any witnesses to your alleged discrimination.
3. State your understanding of the building administrator's or area supervisor's decision regarding your complaint.



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