

Colchester School Board

Meeting Agenda and Packet

August 15, 2023

**Colchester School District
Board of Education Meeting Agenda
August 15, 2023 - 7:00 P.M.
Colchester High School Library**

Agenda

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|--------------|--|--------------------|
| I. | Call to Order | |
| II. | Citizen Participation | |
| III. | Presentation of CSD Policy Adoption & Review Cycle | Information |
| IV. | First Readings of Attendance: F30 and Truancy: F30a Policies | Action |
| V. | First Reading of Tobacco Prohibition Policy: F3 | Action |
| VI. | First Reading of Alcohol and Drug-free Workplace Policy: D8 | Action |
| VII. | First Reading of School Search and Seizure Policy: F4 | Action |
| VIII. | First Reading of School Crisis Prevention and Response Policy: E3 | Action |
| IX. | Third and Final Reading of Fundraising Policy: H4 | Action |
| X. | Approval of Truck Purchase | Action |
| XI. | Approval of Consent Agenda | Action |
| XII. | Approval of Meeting Minutes <ul style="list-style-type: none">• June 20, 2023 (General)• July 24, 2023 (Special)• July 25, 2023 (Special) | Action |
| XIII. | Board/Administration Communication, Correspondence, Committee Reports | Information |
| XIV. | Future Agenda Items | Information |
| XV. | Executive Session to Discuss Negotiations | Action |
| XVI. | Adjournment | |

***Meeting Participation and Viewing Options**

Meetings are open to the public unless warned otherwise. Colchester citizens have an opportunity to speak or comment on any items listed on the agenda. For topics not listed on the agenda, public comment can be made during the Citizen's Participation agenda item. Please review the Public Comment Rules listed at www.csdvt.org/schoolboard prior to the meeting. If not attending in person, citizens may also participate in the meeting by emailing a prerecorded message to schoolboard@colchesters.org with "Citizens Participation" listed in the subject line. It must be received by noon on the day of the meeting, include your full name and phone number, and follow the Public Comment Rules. LCATV will provide live stream coverage via: www.lcatv.org/live-stream-3.

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT ATTENDANCE AND TARDINESS

DATE ADOPTED: November 19, 2013

INTRODUCTION

VT state law requires children between the ages of 6 and 16 to attend school. In addition to this legal responsibility, regular school attendance is important for a number of reasons. First, it is critical to the academic, social and emotional growth of all children. Second, regular and punctual attendance is important to the development of responsible and effective work/study habits.

POLICY STATEMENT

All children between the ages of 6 and 16 whose parents or legal guardian reside in Colchester are required to attend public school unless they are enrolled in an approved independent school, a home study program, or excluded according to law. The following procedural guidelines apply to the attendance of all children in Colchester schools.

BELIEF STATEMENT

It is the belief of the Colchester School District that each child should be entitled to the maximum instructional time each day, each period; therefore, a tardy policy has been implemented which supports and reinforces this philosophy. Attendance to school is the responsibility of the parents/guardians and student. Further, it is ultimately the responsibility of the student and/or parents to keep track of the number of days a student is absent or tardy to school. The Colchester School District provides bus transportation for all students daily. Those students who do not use this transportation are still expected to arrive on time, ready to participate and learn.

Regular and punctual attendance is essential if a student is to receive maximum benefit from an instructional program. Absences and tardiness contribute to the lack of educational success of a student. Students who are absent from or tardy to school/class may infringe upon the rights of those students in attendance and their teachers by disrupting the normal flow of an instructional program resulting in the loss of information, instructional time and attention. For these reasons, it is further essential that students attend school on a regular basis and that absences are caused by legitimate and compelling reasons only. The district recognizes that students may be tardy for legitimate reasons. As such, a tardy may be excused if a parent accompanies his/her child into the school building to sign him/her in with a valid reason written by the parent or a doctor who indicates an appointment. Other important matters may also be considered sufficient reason for an excused absence as approved by the principal (court appointment, family crisis, etc.).

Date Warned: November 1, 2013
 First Reading: November 5, 2013
 Second Reading: November 19, 2013

Legal Reference: Title 16 § 821
 Title 16 § 1121
 Title 16 § 1073

- **Entrance Age:** Children must be five (5) years of age before September 1 in order to be eligible to attend public kindergarten in Colchester.

Children must be six (6) years of age before September 1 in order to be eligible to attend first grade in Colchester unless a child has attended a public school kindergarten in Vermont or another state.

- **Enrollment:** No person other than a regularly enrolled student of the Colchester public schools who is counted in the school's average daily membership shall be permitted to enroll in any course of instruction or use classroom facilities except as otherwise provided by law and/or approved by district policy/practice.
- **Transfer Students:** Children transferring from schools outside of Colchester will be placed according to the best interests of the child and at the discretion of the school principal. The child's former grade level shall be a general guide to placement, although consideration will be given to the child's age and record of achievement, as well as his social, emotional, and physical maturity.
- **Non-Resident Students:** Colchester School District accepts non-resident students when such placement is deemed to be in the best interest of the student, district, and/or the family and if the enrollment allows for additional students. (See district policy NON-RESIDENT STUDENTS for specific procedures and tuition payments.)
- **Attendance:** All students must regularly attend school except for any one of the following excused absences: personal illness; religious holidays; family death; medical/dental treatments; school suspensions; school sponsored trips and/or other reasons requested by the parent and approved by the superintendent of schools or his/her designee.
- **Homebound and Hospitalized Students:** According to state regulations, students are eligible to receive instruction at home or in a hospital whenever they are unable to attend school for ten or more consecutive days because of a medical disability or pregnancy. (Refer to individual school handbooks for specific procedures.)
- **Student Dismissals:** Students may be dismissed from school early or arrive at school late according to individual school procedures. No student may leave the school grounds during the day without the approval of the administration. (Refer to individual school handbooks for specific procedures.)
- **Consecutive Absences:** For excused absences of ten consecutive days or less, students are carried on membership rolls and provided assignments for schoolwork. Principals may withdraw students with unexcused absences of more than ten consecutive days; no school assignments will be provided to these students.

- **Intermittent Absences:** School administrators will contact the parents or guardians of any student who is absent for a total of seven (7) days per semester. Twenty-one (21) non-consecutive days of absence within one year defines truancy according to the school district. Such absences may result in retention and/or loss of course credit. (Refer to individual school handbooks for specific procedures.)
- **Tardiness:** If a student is tardy, then they owe themselves time for learning. Depending on the amount of time, students may be assigned to in-school or after-school times to complete their work.
- **High School:** Students at Colchester High School are marked present/absent/tardy for each class period. CHS does not record all daily attendance; we record all attendance data on a class by class basis.
- **Credit and Eligibility:** Students at Colchester High School may lose credit in a course and/or their athletic eligibility if they exceed the allowable number of absences/tardies.

POLICY: TRUANCY POLICY

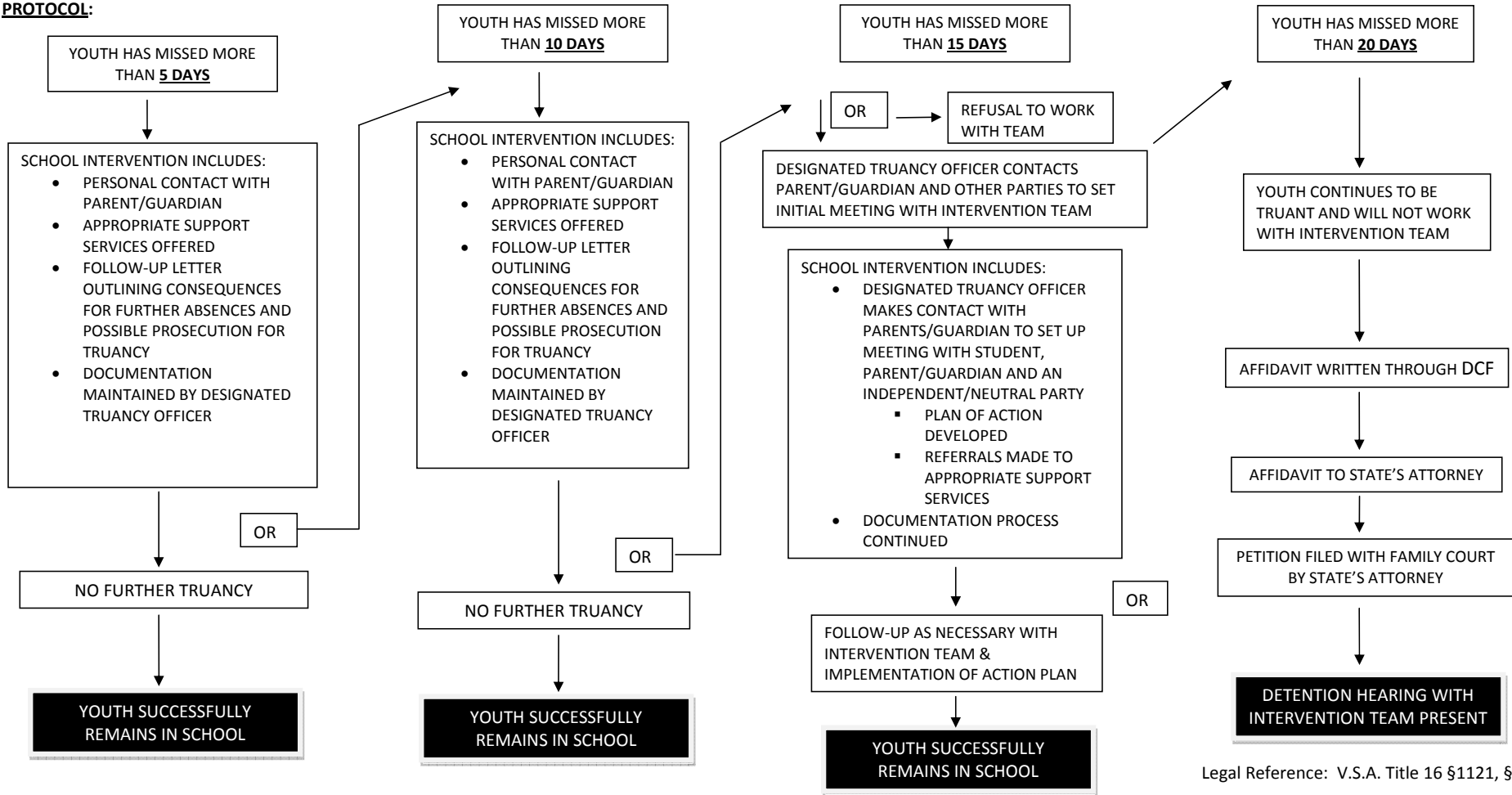
DATE ADOPTED: November 2, 2010

Date Warned: October 15, 2010
 First Reading: October 19, 2010
 Second Reading: November 2, 2010

INTRODUCTION: Staying in school is the first step to a good education. Students cannot learn if they are not in school. Absences from school for any reason (illness, vacation, religious holidays, family deaths, and others) affect a student’s ability to learn and succeed.

POLICY STATEMENT: A student shall be declared truant if he/she has had any absence from school for more than 20 days. After five absences, the following procedures will be followed.

PROTOCOL:



Legal Reference: V.S.A. Title 16 §1121, §1126

COLCHESTER SCHOOL DISTRICT

POLICY: STUDENT ATTENDANCE

DATE ADOPTED: DRAFT

INTRODUCTION

It is the policy of the Colchester School District to set high expectations for consistent student school attendance in accordance with Vermont law to facilitate and enhance student learning. Students who are (1) children between the ages of 6 and 16 years who are residents of the district; (2) non-resident pupils who enroll in district schools; and (3) children over the age of 16 who are enrolled in a district school, are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law.

DEFINITIONS

For this policy, “truant” shall mean:

1. A student between the ages of 6 and 16 years who is not excused from school attendance and fails to enter school at the beginning of the academic year or being enrolled, fails to attend school.
- or,
2. A student who is at least 16 years of age, is enrolled in public school, fails to attend and is not excused from school attendance.

A student may be excused from compulsory attendance if:

1. The student is mentally or physically unable to attend.
2. The student has completed the tenth grade and is not enrolled in public school.
3. The student is excused by the superintendent or most of the school directors.
- or,
4. The student is enrolled in and attending a postsecondary school which is approved or accredited in Vermont or another state.

IMPLEMENTATION

1. Annually, the superintendent shall ensure that the school board appoints one or more individuals to serve as the truant officer and shall ensure that appointment is recorded with the clerk of the school district on or before July 3.
2. The principal is responsible for maintaining accurate and up-to-date records of student attendance. The principal and families will work together for assuring that the school has the appropriate family information that allows the school to contact the parent(s)/guardian(s) of all students whenever necessary.

Last Reviewed: November 19, 2013
 Date Warned: August 11, 2023
 First Reading: August 15, 2023
 Second Reading:

3. The superintendent shall develop administrative rules and procedures to ensure the implementation of this policy. The procedures will address the following issues:
- written excuses,
 - tardiness,
 - notification of parent(s)/guardian(s),
 - signing out of school,
 - chronic absenteeism,
 - homebound and hospitalized students,
 - early dismissals,
 - homework assignments and
 - making up work.

The procedures may address other issues as well, including educational neglect.

*Legal Reference(s): 16 V.S.A. § 1121 et seq. (Attendance by Children of School Age Required)
16 V.S.A. § 1122 (Students over 16)
16 V.S.A. § 1125 (Truant Officers)
16 V.S.A. § 1126 (Failure to Attend; Notice)*

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Last Reviewed: November 19, 2013
Date Warned: August 11, 2023
First Reading: August 15, 2023
Second Reading:

COLCHESTER SCHOOL DISTRICT
Student Attendance Procedures

Regular attendance at school is essential for academic progress. Vermont law requires regular school attendance by students. Parents and guardians of students enrolled in school (regardless of their age) are required by law to ensure their children’s attendance at school. We believe regular attendance is necessary to assure academic growth, as well as the development of responsible work and study habits. If a student will not be in attendance, the family is asked to call the school or fill out the online absence form before the start of the school day and state the reason for the planned absence.

EXCUSED ABSENCES

The following absences are considered excused and are *not* used in determining truancy:

Name	Power School Code	Definition
Activity Participation	ACT	Student is participating in an approved activity not run by the school.*
Death in Family	DIF	Student is absent due to a death in the family.
Family Vacation	FV	Student is absent due to a vacation with their family.*
Ill by Doctor	ILD	Student is absent for a medical reason, including surgery, recovery, extended illness, etc., supported by a doctor’s note, and is <i>not</i> attending school in an alternate setting.*
Ill by Family	ILF	Student is absent for an illness or medical procedure that lasts a day or two and the school is notified by their family.**
Ill by Nurse	ILN	School nurse sends the student home, instructs the family to keep the student home for a period of time and/or has been in communication with the family and believes the reason and length of absence is necessary and reasonable.
In School Suspension	ISS	Student is suspended but remains in school.
Out of School Suspension	OSS	Student is suspended from school.
Religious Holiday	REL	Student is absent to observe a religious holiday.
Temporary Emergency Placement	TEP	Student is placed temporarily in a program or facility (not at home or in the hospital) and is intending on returning to the school when able (e.g. Brattleboro Retreat, Jarrett House, etc.).

*See “Extended Leave and Making Up Work” section for additional information.

**The school may request a doctor’s note or nurse health check to verify illness(es) if a pattern develops. If a doctor’s note isn’t provided or a health check performed, the school reserves the right to code the absence as unexcused.

UNEXCUSED ABSENCE

The following absence is considered unexcused and *is* used in determining truancy:

Name	Power School Code	Definition
Absent	A	Student is absent for an unknown, unexcused or unverified reason.

OTHER ATTENDANCE-RELATED SITUATIONS

The following attendance-related codes are used and *may* be used in determining truancy:

Name	Power School Code	Definition
Early Dismissal AM	EDA	Student leaves school early and prior to the half-day point (or if a student misses less than 20 minutes of the mod at Colchester High School).
Early Dismissal PM	EDP	Student leaves school early and after the half-day point
Late Arrival AM	LAA	Student arrives later than 30 minutes at the elementary level/20 minutes at the secondary level and before the half-day point.
Late Arrival PM	LAP	Student arrives after the half-day point.
Tardy	TDY	Student arrives to school late, but less than 30 minutes at the elementary level/20 minutes at the secondary level.

The following attendance situations are considered excused, used exclusively at Colchester High School and are *not* used in determining truancy:

Name	Power School Code	Definition
With Administration	ADM	Student is with an administrator.
Early Dismissal Mod	EDM	Student missed more than 20 minutes of the whole mod.
Planning Room	PR	Student is referred by a teacher or self-referred to the planning room.
School Counseling	SC	Student is with the school counseling staff.
Senior Privilege	SP	Senior student is exempt from school attendance.
Waiver	WAI	Assigned by school counseling or administration.

NOTIFICATION

Daily Notification:

Families are asked to notify the school in advance when a student is going to be absent. When notification isn't provided, these procedures are followed:

- In kindergarten through grade 2, the family will be called to verify the absence.
- In grades 3 through 8, notification will go out through email, text and voicemail, typically by 9:15 AM.
- In grades 9 through 12, when a student is absent from one or more class mods, the automated system will inform families at the end of the day, typically by 3:00 PM.

If a reason for the absence is not provided, the student will be marked as absent.

Regular Monthly Notification:

Beginning in October of each school year, families will be notified of their child's attendance record (including absences and tardies) on the first Monday of each month with an email. If there is a discrepancy, they are encouraged to contact the school's main office to resolve the issue.

Report Card Notification:

For students in kindergarten through grade 8, their official attendance record is included on their report card.

Truancy Notification:

Truancy letters will be sent when the student has 11 and 16 unexcused absences in kindergarten through grade 8. For grades 9 through 12, where attendance is taken by class mod, please refer to the Colchester High School Student Handbook.

CHRONIC ABSENTEEISM

A student is considered chronically absent when they are absent 10% or more school days during the school year for any reason, excused or unexcused. For example, in a 60 day trimester, a student is considered chronically absent after 6 absences. Research shows a student is at academic risk when absenteeism reaches this level. Chronic absenteeism is also a leading indicator and cause of educational inequality. When chronic absenteeism occurs, especially in large numbers, it is a sign of challenges both outside and inside school.

Two to four missed days of school in the first month of school can predict chronic absence throughout the year. Our focus is to look at each student and whether their absences have an impact on the academic performance and/or social emotional well-being.

TIERED AND SUPPORTIVE INTERVENTIONS TO ADDRESS CHRONIC ABSENTEEISM

Each school shall support families when absenteeism becomes chronic. Schools can also provide support for families prior to the absences becoming excessive. For example, support can be set up for students who enroll and have a history of excessive absences at their prior school or if a sudden change negatively affects a student's ability to attend school regularly.

Tier 1/Universal Interventions:

- Maintain personalized and positive communication with the family when student is absent.
- Meet with the student.

- Meet with the family to:
 - Raise awareness, build a relationship and review impact of absenteeism, tardiness, etc.
 - Relay clear, concise and consistent communication about schedules and expectations.
 - Review routines, rituals and celebrations related to attendance reviewed.
 - Acknowledge recognition of good/improved attendance.
 - Ensure the impact of attendance on the whole child is widely understood.
- Create an incentive-based plan.
- Involve the School Counselor.
- Have the Nurse do a health check.
- Request medical documentation. Any prior “Ill by Family” absences that are included in the medical documentation should be changed to “Ill by Doctor” in *Power School*.
- Make a connection to a caring adult in the school.
- Schedule a consultation with the School Engagement Clinician.

Tier 2/Targeted Interventions:

- Continue more frequent, personalized, positive communication to families when student is absent.
- Assign a point person to do a regular check-in with the student.
- Meet with the family to identify and address community and school barriers and possible ways to mitigate them.
- Create a more intensive incentive-based plan (e.g. Check-in, Check-out (CICO) with a cheerleader/mentor).
- Involve the Social Worker.
- Make a referral to School Engagement Clinician.
- Conduct a home visit by School-Engagement Clinician (CPD only if there is an accompanying safety concern).
- Request medical documentation.
- Schedule a health team meeting to discuss the possible development of a Health Plan.
- Create a Student Success Plan.
- Add attendance strategies to an existing plan (e.g. IEP, §504, EST plan, etc.)
 - Explore remediation options during and/or in addition to the regular school day
 - Small intervention group
- Have student attend Summer School (if available).

Tier 3/Intensive Interventions:

- Hold an inter-agency meeting:
 - Act 264
 - Care Team
 - Kid Safe Chittenden County Child Protection Team
- Potential loss of credit (Colchester High School only).
- Meet with Truancy Officer, School Engagement Clinician, school personnel and family at the Colchester Police Department.
- Develop an alternative/flexible pathway.

If the tiered interventions do not result in improved attendance *and* the student reaches 21 or more unexcused absences in a school year, the procedures outlined in the Truancy section will be followed.

TRUANCY

See Colchester School District Policy F 30: Student Attendance for the definition of “truant.” When a student is absent, without a valid cause, the following process will be followed:

1. A letter will be sent to the family when a student has 11 unexcused absences.
2. A letter will be sent to the family when a student has 16 unexcused absences. Also, a meeting will be held with school personnel, Truancy Officer, School Engagement Clinician and the family at the Colchester Police Department when a student has 16 unexcused absences.
3. If a student is absent, without a valid cause, more than 20 days during the school year **and** the supportive interventions have not been successful in improving attendance, one or both of the following steps will be taken depending on what the team decides is the best course of action:
 - Make a report to Vermont Department of Children and Families (802-649-5285).
 - Have the Truancy Officer file Truancy petition with the state’s attorney.

ATTENDANCE TRACKING AND INTERVENTIONS FORM

Each school will track attendance, interventions, chronic absenteeism and, if needed, truancy. There is an example of a form to do this at the end of this document.

EXTENDED LEAVES AND MAKING UP WORK

From time to time, students take extended leaves from school. Pending administrative approval, leaves of this nature are considered excused. Here is the process to request each type of leave:

- **Activity Participation** – If a student is enrolled in an educational setting outside of the district for a regular, on-going program (e.g. every Tuesday) or participates in an activity not run by the school that occurs during the school day, the family must request approval from the superintendent or their designee. This includes, but is not limited to programs such as Crow’s Path, Olympic training/competition, National Spelling Bee, etc.
- **Family Vacation** – If a student will be absent from school for 1-5 days, no written notification is required. If a student will be absent 6-10 consecutive days due to a vacation, the family should inform the principal in writing of the dates the student won’t be in attendance. If the vacation is longer than 10 consecutive days, the family must receive approval from the superintendent.
- **Medical Leave** – If a student needs to be absent from school due to a medical procedure, recovery from a procedure or extended illness, the family must provide the school’s nurse with documentation from the student’s doctor.

If a student takes an extended leave for any reason other than being homebound or hospitalized for a medical disability or pregnancy (see Homebound and Hospitalized Students section), families are encouraged to contact the school for assignments and books. Keep in mind that while teachers have a general course of study, it is not possible to anticipate the specifics of what will be covered and the student may be required to make up work when they return from the absence.

HOMEBOUND AND HOSPITALIZED STUDENTS

According to state regulations, students are eligible to receive instruction at home or in a hospital whenever they are unable to attend school for 10 or more consecutive days because of a medical

disability or pregnancy. Families should reach out to their child's school when this is needed. The school will work with the Director of Student Support Services to develop a plan that meets the needs of the student and their ability to engage in learning.

ARRIVING LATE/LEAVING EARLY

Missing school for any amount of time can have a negative impact on a student's academic performance. Families are asked to minimize instances of students arriving at school late and/or leaving school early. Knowing there are legitimate, unavoidable reasons (e.g. medical appointments) for a student to be late or leave early, families are asked to follow the following procedures:

- When arriving late, report to the main office or attendance office so there is an accurate attendance record.
- When leaving early, send in written documentation beforehand. At the time of dismissal, check in with the main office and wait for the student to be called to the designated waiting area.

No student may leave school grounds during the school day, unless they are picked up by an authorized adult, without the approval of the administration.

SCHOOL ENGAGEMENT CLINICIAN

The School Engagement Clinician (SEC) promotes student/family engagement for students experiencing chronic absenteeism and/or truancy by connecting with families and offering proactive, intensive support based on need. The SEC will work to strengthen strategies that encourage family involvement in school. The SEC will assist in developing and evaluating the effectiveness of systems to enhance communication and relationships between families, school personnel and community resources.

The SEC will review monthly attendance (at minimum) on referred students and target barriers for school attendance. They will attend a weekly meeting at each school where attendance and students of concern are reviewed. The school and SEC will determine which committee/team is appropriate. The SEC will consult on students and discuss if referral is appropriate. Once a month, the SEC and school based team will review educational impact on identified students and determine if further support is needed.

The SEC will be available for rapid response in the morning hours to problem solve with families by offering strategies and act as the home to school liaison in the moment.

The SEC will collaborate regularly with referring schools to assess the family need and connect families with community agencies and support. They will aim to reconnect students and family with school support and when appropriate, will fade to monitoring attendance only.

Click [here](#) to view the School Engagement Clinician Referral Form.

Demographics	Student	Grade	School Year
	Teacher	School	
	Parent/Guardian Contact	Parent/Guardian Phone Number	

Tier 1/Universal Interventions	Date:	Excused Absences:	Unexcused Absences:	Tardies:
	<input type="checkbox"/> Communication with family		Date:	NOTES
	<input type="checkbox"/> Met with the student		Date:	
	<input type="checkbox"/> Met with the family		Date:	
	<input type="checkbox"/> Created an incentive-based plan		Date:	
	<input type="checkbox"/> Involved the School Counselor		Date:	
	<input type="checkbox"/> Nurse performed a health check		Date:	
	<input type="checkbox"/> Requested medical documentation		Date:	
	<input type="checkbox"/> Made a connection with a caring adult		Adult:	
	<input type="checkbox"/> School Engagement Clinician consultation		Date:	
	<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:				

Tier 2/Targeted Interventions	Date:	Excused Absences:	Unexcused Absences:	Tardies:
	<input type="checkbox"/>	Communication with family	Date:	NOTES
			Date:	
			Date:	
			Date:	
	<input type="checkbox"/> Regular check-in with the student		Adult:	
	<input type="checkbox"/> Met with the family		Date:	
	<input type="checkbox"/> Created a more intensive incentive-based plan		Date:	
	<input type="checkbox"/> Involved the Social Worker		Date:	
	<input type="checkbox"/> Referred to School Engagement Clinician		Date:	
	<input type="checkbox"/> Home visit by School Engagement Clinician		Date:	
	<input type="checkbox"/> Nurse performed a health check		Date:	
	<input type="checkbox"/> Requested medical documentation		Date:	
	<input type="checkbox"/> Health Team meeting held		Date:	
	<input type="checkbox"/> Developed a Health Plan		Date:	
	<input type="checkbox"/> Created a Student Success Plan		Date:	
	<input type="checkbox"/> Added attendance Strategies to existing plan		Plan:	
<input type="checkbox"/> Recommended Summer School				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Other:				

Tier 3/Intensive Interventions	Date:	Excused Absences:	Unexcused Absences:	Tardies:
	<input type="checkbox"/> Inter-Agency meeting: <ul style="list-style-type: none"> o Act 264 o Care Team o Kid Safe Chittenden County Child Protection Team o Other: _____ 	Date:		
		In Attendance:		
	<input type="checkbox"/> Loss of credit <ul style="list-style-type: none"> o Course: _____ o Course: _____ o Course: _____ o Course: _____ o Course: _____ o Course: _____ 	Date:		
		In attendance:		
<input type="checkbox"/> Met with Truancy Officer Meeting notes:	Date:			
	In attendance:			
<input type="checkbox"/> Developed an alternative/flexible pathway Brief description:	Date:			

Truancy	Date:	Excused Absences:	Unexcused Absences:	Tardies:
	<input type="checkbox"/> 11-day letter sent	Date:		
	<input type="checkbox"/> 16-day letter sent 16-day meeting with: <ul style="list-style-type: none"> o Truancy Officer: _____ o School Engagement Clinician: _____ o Family Member(s): _____ o School Personnel: _____ o Other: _____ o Other: _____ 	Date:		
		Date:		
Date:				
NOTES				
<input type="checkbox"/> Report to Vermont Department of Children and Families	Date:			
	Intake #:			
<input type="checkbox"/> Truancy petition filed with the state's attorney, including: <ul style="list-style-type: none"> o Contact information o School student attends o Attendance report, including prior years, if relevant o Explanation of what, specifically, needs to be addressed o Interventions that have been tried o The specific action the school thinks the Court can take that the school is unable to take o Previous filing(s), if applicable o Vermont Department of Children and Families intake number, if applicable 	Date:			
	NOTES			

Person submitting the form: _____ Date: _____

CONTACT INFORMATION	Student	Grade	School
	Parent/Guardian 1	Parent/Guardian 2	
	Parent/Guardian 1 Address	Parent/Guardian 2 Address	
	Parent/Guardian 1 Phone Number	Parent/Guardian 2 Phone Number	

Vermont Department of Children and Families intake number: _____

What, specifically, needs to be addressed?

What interventions have been tried?

What specific action does the school think the Court can take that the school is unable to take?

Attach a copy of the student's attendance report, including prior years, if relevant and any previous filings, if applicable.

It is important to note when considering filing a Truancy petition:

- Truancy applies to 6- to 16-year-olds. Older students have “no right to enroll” and those cases are rarely pursued by the state’s attorney for fear the student will unenroll to avoid the court system.
- If the overall feeling of the team is that it is a situation of educational neglect, making a report to Vermont Children and Families is more appropriate. However, if more than 3 reports have been made and attendance hasn’t improved, it is appropriate to file a Truancy petition.
- Tardies, late arrivals and/or early dismissals are irrelevant **unless** the student is missing a specific class or service regularly.
- If a parent/guardian is attempting to get their child to school but the child is refusing it is more appropriate to continue to use proactive interventions.
- A Truancy petition may be filed if, at any point during the truancy process, the family has stopped engaging with the school.
- A Truancy petition should be filed if the family has unenrolled the student to engage in home study but does not complete the process with the Vermont Agency of Education.
- Filing of all Truancy petitions should happen no later than April 30, annually.

Submit the form and attachments to the Colchester Truancy Officer. They will file the petition.

COLCHESTER SCHOOL DISTRICT

POLICY: TOBACCO PROHIBITION

DATE ADOPTED: September 19, 2017

PURPOSE

In accordance with state law, it is the policy of the Colchester School District to prohibit the use of tobacco or tobacco substitutes on school grounds or at school-sponsored functions. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school-sponsored activities.

I. DEFINITIONS

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

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

II. PROCEDURAL REGULATIONS

The Superintendent or their designee shall develop procedures, rules and regulations that are necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

Last Adopted: October 2, 2012
 Date Warned: September 1, 2017
 First Reading: September 5, 2017
 Second Reading: September 19, 2017

A. Student Enforcement

1. Students are not permitted to smoke or possess tobacco products, tobacco substitutes or tobacco paraphernalia on their person in school buildings, on school busses, or on school grounds at any time.
2. Students violating the policy will be subject to the discipline rules and procedures as outlined in the CSD Alcohol, Tobacco and Other Drugs Abuse Policy and each school student handbook.

B. Faculty and Staff Enforcement

1. Failure to comply constitutes a violation of School Board policy and may result in possible disciplinary action.
2. The administration and supervisors are responsible for enforcing the policy with school personnel. With non-school personnel, the administration's responsibility is to educate and to provide information about the policy.

C. Communication

1. The administration will communicate this policy to all employees and students.
2. Signs indicating this policy are placed in strategic locations throughout the district.
3. Coaches will communicate this policy to their players. Also, the policy will be announced before each athletic event.

D. Education

1. All schools will emphasize the importance of being “tobacco/smoke-free” and providing early intervention activities.
2. The administration will continue to support a variety of options focused on helping individuals to quit smoking.

COLCHESTER SCHOOL DISTRICT

POLICY: TOBACCO PROHIBITION

DATE ADOPTED: DRAFT

PURPOSE

In accordance with state law, it is the policy of the Colchester School District to prohibit the use of tobacco or tobacco substitutes on school grounds or at school-sponsored functions. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school-sponsored activities.

I. DEFINITIONS

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

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

II. IMPLEMENTATION

The Superintendent or their designee shall develop procedures, rules and regulations that are necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

Last Adopted: October 2, 2012
 Date Warned: September 1, 2017
 First Reading: September 5, 2017
 Second Reading: September 19, 2017

A. Student Enforcement

1. Students are not permitted to use or possess tobacco products, tobacco substitutes or tobacco paraphernalia on their person in school buildings, on school busses, or on school grounds at any time.
2. Students violating the policy will be subject to the discipline rules and procedures as outlined in the CSD Alcohol, Tobacco and Other Drugs Abuse Policy and each school student handbook.

B. Faculty and Staff Enforcement

1. Failure to comply constitutes a violation of School Board policy and may result in possible disciplinary action.
2. The administration and supervisors are responsible for enforcing the policy with school personnel. With non-school personnel, the administration's responsibility is to educate and to provide information about the policy.

C. Communication

1. The administration will communicate this policy to all employees and students.
2. Signs indicating this policy are placed in strategic locations throughout the district.
3. Coaches will communicate this policy to their players. Also, the policy will be announced before each athletic event.

D. Education

1. All schools will emphasize the importance of being tobacco free and will provide early intervention to prevent the use of tobacco products through smoking, vaping or chewing.
2. The administration will continue to support a variety of options focused on helping individuals to quit smoking, vaping or chewing tobacco.

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.

CODE B3
(Required)¹

ALCOHOL AND DRUG-FREE WORKPLACE²

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.

(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.

Policy³

It is the policy of the _____ School District to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student⁴ will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the influence of drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of their duties.

Definitions

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

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

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

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

Work Study Student means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a

teaching credential who may be placed at a school as a student teacher is not a work study student.

Employee Responsibilities

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

An employee, volunteer or work study student who violates the terms of this policy may be required to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the superintendent. In addition, an employee who violates the terms of this policy will be subject to disciplinary action.

<i>VSBA Version:</i>	<i>March 3, 2020</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>49 U.S.C. §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)</i>
	<i>49 C.F.R. Parts 40, 382, 391, 392, 395 and 653</i>
	<i>21 V.S.A. §§ 511 et seq.</i>
	<i>18 V.S.A. § 4230a</i>
	<i>18 V.S.A. § 4474c</i>
<i>Cross Reference:</i>	

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

DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

COLCHESTER SCHOOL DISTRICT

POLICY: ALCOHOL AND DRUG-FREE WORKPLACE

DATE ADOPTED: DRAFT

POLICY STATEMENT

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

I. DEFINITIONS

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

- A. Alcohol** means malt beverages, vinous beverages, spirits, ready-to-drink spirits beverages, fortified wines and any other as defined by 7 V.S.A. § 2. This does not include medicinal products which may contain alcohol.
- B. Drug** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.
- C. Employee** means all persons directly or indirectly compensated by the school district for providing services to the district and all employees of independent contractors who provide services to the district.
- D. Volunteer** means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.
- E. 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

Last Adopted: September 6, 2005
 Date Warned: August 11, 2023
 First Reading: August 15, 2023
 Second Reading:

trip or athletic event, where students are under the jurisdiction of the School District.

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

II. 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.

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.

COLCHESTER SCHOOL DISTRICT**POLICY: SCHOOL SEARCH AND SEIZURE POLICY****DATE ADOPTED:** November 3, 1999**POLICY STATEMENT**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

PROCEDURAL GUIDELINES

1. **Personal Searches:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the principal or assistant principal or one of their superiors, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

2. **Locker Searches:** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
3. **Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Date Warned: October 15, 1999
First Reading: October 20, 1999
Second Reading: November 3, 1999
Last Reviewed: July 17, 2018

COLCHESTER SCHOOL DISTRICT

POLICY: SCHOOL SEARCH AND SEIZURE

DATE ADOPTED: DRAFT

POLICY STATEMENT

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, their personal effects, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

IMPLEMENTATION

1. **Personal Searches:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If a situation regarding student safety or health requires a more comprehensive search of a student's person, it may be conducted by emergency services such as Colchester Police or Colchester Rescue. The search will be conducted in private by an official of the same sex when feasible, with an adult witness present. Prior approval from the principal or assistant principal is required unless the health or safety of students will be endangered by any delay.

2. **Locker Searches:** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
3. **Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Last Reviewed: July 17, 2018
Date Warned: August 11, 2023
First Reading: August 15, 2023
Second Reading:

COLCHESTER SCHOOL DISTRICT

POLICY: SCHOOL CRISIS PREVENTION AND RESPONSE

DATE ADOPTED: October 3, 2017

PURPOSE

Colchester School District will develop and annually review individual school emergency plans focused on maximizing student, staff and visitor safety while minimizing instructional disruptions.

Student, staff, and visitor safety is a primary consideration in the Colchester School District. Therefore, emergency plans and procedures are needed for all situations which might endanger the lives of students, staff, and visitors. The frequency with which life threatening incidents are occurring across the country and in our own state prompts all of us to take these incidents seriously. Such emergency situations include but are not limited to: criminal acts, disease epidemic, hazardous materials spills, fires, gas leaks, structural damages, weather related emergencies, flooding, natural disasters, physical injury or death, the presence of intruders on school premises, and power outages.

I. RESPONSIBILITIES

A. Administrative Responsibilities

In order to maintain a safe, orderly, civil, and positive learning environment, and to prevent and respond to unexpected crises quickly and appropriately the district will have a school crisis prevention and response plan.

Individual school emergency plans will be based on the Vermont School Crisis Planning Guide.

The superintendent, or their designee, is directed to create a school crisis prevention and response plan, and a set of administrative procedures that identify how students and staff should respond to emergency situations and the role that local emergency service providers will play in crisis preparedness and crisis management. This will include appropriate and effective training; establishment of crisis response teams, both within each building and throughout the district; consultation and cooperation with community agencies, such as police, fire, emergency medical, youth and health authorities; and publication of emergency procedures for such situations as can be imagined.

Generally, the principal, or their designee, will organize and oversee the planning and operation of the crisis response team and will serve as the incident response team leader, according to the crisis response procedures. The plan will be reviewed annually and routinely practiced during regular drills.

Last Adopted: October 2, 2012
 Date Warned: September 15, 2017
 First Reading: September 19, 2017
 Second Reading: October 3, 2017

Following a major incident, the crisis response team shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for the future to the superintendent.

B. Staff Responsibilities

The staff shall follow all guidelines outlined in the crisis response procedures and staff handbook when practicing routine drills and when responding to actual emergency situations.

C. Student Responsibilities

Students shall follow all guidelines outlined in the crisis response procedures and the student handbook when practicing routine drills and when responding to actual emergency situations.

Students suspected of involvement in causing school crises will be held accountable and shall be dealt with in accordance with the school's discipline policy and state/federal law. An incident may also be referred to law enforcement for possible criminal charges or for the school to pursue civil litigation.

Any lost learning time resulting from response to a school crisis or emergency shall be made up.

COLCHESTER SCHOOL DISTRICT

POLICY: FUND RAISING, SOLICITATION, ADVERTISING, AND SURVEYING IN SCHOOLS

DATE ADOPTED: October 17, 2001

PURPOSE:

It is the intention of the Colchester School District to fund its educational programs through the General Fund Budget approved by the voters whenever possible and practical. Fund raising, solicitation, advertising, and surveying in schools shall occur only when they support district goals. The School Board recognizes the need to prevent exploitation of students, parents and the community. The purpose of this policy is to set some limits on these functions so as to prevent the exhaustion of both the resources and the good will of the school community.

DEFINITIONS

Major: A major fund raising activity is one that involves or may involve the whole Colchester community. An example is the United Way.

Minor: A minor fund raising activity is one that involves only the students from one school building. The activity does not involve the whole Colchester community. Bake sales would fit into this category.

On going: There are some on-going projects that raise money for school events. Examples include sales at the School Stores, vending machines, the Concession Stand or the Booster Bingo. These fundraisers are on going in nature and the funds are designated to specific clubs or activities. On-going projects may run concurrently with Major and Minor fund raising efforts.

POLICY STATEMENTS

Fund raising, solicitation, advertising, and surveying in schools are not the primary proposes of the School District. These functions cannot be allowed to interfere with the educational programs.

No staff member or student shall be coerced or forced: to participate in fund raising activities either in selling or purchasing, to actively participate in solicitation or advertising efforts, to participate in surveys.

Commercial or political materials shall not be distributed directly to students or staff.

Fund raising

1. The School Board cannot supervise or control the fund raising activities of any autonomous organizations. However, when funds are raised to support school-sponsored activities and programs, such organization shall comply with the guidelines set forth herein.

Date Warned: August 31, 2001
 First Reading: September 5, 2001
 Second Reading: October 17, 2001

2. No fund raising activities or purchases shall cause an increase in the School District's liability either financially or otherwise.
3. The Superintendent of Schools is the approving authority for all major fund raising activities. Building Principals retain this authority for minor fund raising activities within their school building.
4. Any activity, which is partially funded by the School District, must be completely controlled by the School District.
5. Any activity, which results in the School District being represented outside the district, must be under the coordination and supervision of the district.
6. All fund raising related to food sale activities, such as Bake Sales or the sale of candy bars shall not interfere or compete with the Food Service program within the School District.
7. The Administrative Team shall make every effort to coordinate and limit the number of concurrent fund raising activities.
8. All school activity funds shall be deposited into the appropriate building student activity account and shall follow the policy and procedures of the STUDENT ACTIVITY ACCOUNTS POLICY

Solicitation and Advertising

1. Students are captive audiences, whose purpose is education. The Colchester School District does not intend to abuse the purpose of that audience by advertising or solicitation for the sale or otherwise promoting products. On the other hand, it may be in the best interest for students to learn about opportunities and products that may be of help or service to them. Additionally some advertisers may contribute to the school district in unique ways in exchange for advertising. An example is the scoreboards at the athletic fields with a soft drink advertisement affixed, which scoreboard is provided by the advertiser at no cost to the district.
2. The principal must approve all advertising, sales or solicitations on school premises. He/she shall use the educational value, age of the students, and nature of the items for sale as part of the decision criteria for such approval. The decisions to approve must be based on benefit to the student above all other criteria.

Surveying

1. Surveys of more than one building are considered major and require Superintendent approval. When a survey asks for participation from only one grade in one building, the building principal shall be the approving authority.
2. Surveys that question specific student behavior shall be referred to the Superintendent for approval.

The Superintendent shall develop Procedural Regulations to implement the intent of this policy. He or she may modify those procedures from time to time as necessary for the optimum operation of the School District.

PROCEDURAL REGULATIONS

Fund Raising

Procedures For Autonomous Organizations

1. All organizations must comply with all applicable local, state and federal laws and regulations.
2. The Superintendent (in the case of major) or the building principal (in the case of minor) must be informed of any activity aimed at raising funds for school related activities and programs, prior to the start of any such effort. Information to be provided must include starting and ending dates of the activity; amount anticipated to be raised, a description of the activity, and the purpose for which the funds will be expended. The intent of this clause is informational and possible coordination only, and not control.
3. Funds provided in support of school activities by an outside organization must not place the school in violation of any local, state, or federal law or regulation, nor shall such funds or activities increase the school district's liability.

Procedures for School Staff and Organizations

Major: A major fundraiser is defined as a project that involves or may involve the entire Colchester school community including out-of-school sales.

1. A major fundraiser will have a designated beginning and ending date.
2. The coach or advisor will present proposals for major fundraisers to the Superintendent via the building principal. Proposals will include: type of fundraiser, product or service to be sold, anticipated income, and intended use of the income.
3. In the event of a district-based raffle, the Superintendent prior to their sale must review raffle tickets. Tickets shall include school district name, sponsoring organization, price, and drawing date. All tickets remain the responsibility of the sponsoring organization with accountability to the Superintendent.
4. Approval by the Superintendent must be obtained before the fundraiser starts.
5. Prior to the start of a major project, the coach or advisor will provide each affected building principal with the Superintendent's approval information.
6. All major fundraisers will be placed on the district calendar of events.

Minor: A minor fundraiser is defined as a project that involves only students in a specific building, and does not involve the whole Colchester community.

1. Minor fundraisers may be operated at the discretion of the building principal. The proposal to the principal will include: type of fundraiser, product or service to be sold, anticipated income, and intended use of the income.

2. In the event of a school-based raffle, raffle tickets are to be reviewed by the school principal prior to their sale. Tickets shall include school name, sponsoring organization, price, and drawing date. All tickets remain the responsibility of the sponsoring organization with accountability to the principal.
3. Minor fundraisers may not exceed ten (10) school days. An extension may be granted at the principal's discretion.
4. No funds may be released for the use of the organization until all fund accounting procedures and requirements have been satisfied.
5. Purchases made as a result of these fund raising activities must be approved by the principal and appropriately inventoried or documented.
6. Building principals will assure that parents are notified prior to the start of fund raising projects.

On going: An on going fundraiser is one that is continuous in nature and supports a defined project or program. This type of fundraiser does not have the limited time frame that is associated with other fundraisers.

1. No funds may be released for the use of the organization until all fund accounting procedures and requirements have been satisfied.
2. Purchases made as a result of these fund raising activities must be approved by the principal and appropriately inventoried or documented.

Solicitation and Advertising

1. Permission to post bulletins announcing services to students or staff must be obtained from the school principal.
2. All sales or solicitations on school premises require the approval of the principal.
3. Availability of any announcements or materials not related directly to the instructional program of the school requires the principal's approval.

Surveys

1. Organizations or individuals wishing to survey students or staff must forward their request and a sample survey to the Superintendent or building principal for his/her approval.

COLCHESTER SCHOOL DISTRICT**POLICY: FUNDRAISING****DATE ADOPTED: DRAFT****PURPOSE:**

It is the intention of the Colchester School District (CSD) to fund its educational programs through the General Fund Budget approved by the voters whenever possible and practical. Fundraising in schools is not the primary purpose of the School District and cannot interfere with the educational programs or have a negative impact on instructional time. Fundraising shall occur only when it supports district goals. The School Board recognizes the need to prevent exploitation of students, families and the community. The purpose of this policy is to regulate fundraising to prevent the exhaustion of the resources and good will of the community.

DEFINITIONS

Major: A major fundraising activity is one that involves or may involve the entire Colchester community. (Example: Crowdfunding)

Minor: A minor fundraising activity is one that involves only the students from a school program, classroom, team or other subset of the school building or School District. The activity does not involve the entire Colchester community. (Example: Selling a product like gold cards or poinsettias, or trading a service like raking leaves.)

GUIDELINES

The School Board cannot supervise or control the fundraising activities of any autonomous organizations. However, when funds are raised to support school-sponsored activities and programs, such organization shall comply with these guidelines and the CSD fundraising procedures.

1. No fundraising activity can begin (advertising and gathering of funds) until the fundraiser is approved by an administrator. The Superintendent of Schools is the approving authority for all major fundraising activities. Building Principals retain this authority for minor fundraising activities within their school building.
2. No fundraising activities or purchases shall cause an increase in the School District's liability either financially or otherwise.
3. No staff member or student shall be coerced or forced to participate in fundraising activities.
4. Any activity, which is partially funded by the School District, must be completely controlled by the School District.

Last Reviewed: October 17, 2001

Date Warned:

First Reading:

Second Reading:

5. All fundraising revenue and expenditures for a school based activity must be through a district student activity account and shall follow the policy and procedures of the Student Activity Account Policy E4 and the Donations Policy E10.
6. The Superintendent shall develop procedural regulations to implement the intent of this policy. The procedures shall be reviewed annually and training will be provided to individuals who engage in fundraising activities.

CONSENT AGENDA

Board Meeting Date: August 15, 2023

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Kaitlyn	Walz	New Hire	Science Teacher (one-year only)	1.0	CHS	Request to Hire	Kara Lenorovitz	Yes	Yes
Teacher	Carol	McNair	New Hire	Alternative Math Teacher	1.0	CMS	Request to Hire	Amy Contesti	Yes	Yes
Teacher	Nick	Corrigan	New Hire	6th Grade Math & Science Teacher (one-year only)	1.0	CMS	Request to Hire	Kyle Marlow	Yes	Yes
Teacher	Tyler	Willard	New Hire	Long-Term Sub - Social Studies (8/31/23-1/16/24)	1.0	CHS	Request to Hire	Emma Morrissey & Ben Beaudoin	Yes	Yes
Teacher	Elizabeth	Tansey	New Hire	Health Teacher (one-year only)	1.0	CMS	Request to Hire	Morgan Young	Yes	Yes
Teacher	Morgan	Young	Transfer	Physical Education Teacher	1.0	CMS	Request for Transfer	Julie Wockenfuss	Yes	Yes
Teacher	Kevin	Rondeau	Resignation	Long-Term Sub - Social Studies (8/31/23-1/16/24)	1.0	CHS	Notice of Resignation	Emma Morrissey & Ben Beaudoin	Yes	Yes
Teacher	Kyle	Marlow	Resignation	Math & Science Teacher	1.0	CMS	Request to End Employment			
Teacher	Julie	Wokenfuss	Resignation	Physical Education Teacher	1.0	CMS	Request to End Employment			

Non-Licensed Employees (Support Staff), Board Approval Required

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Individual	Andrea	Stamm	New Hire	Physical Therapist	0.5	DW	Request to Hire	Lini Wing	Yes	Yes

Non-Licensed Employees (Support Staff), Informational

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Wendy	Colgrove	Leave of Absence	Food Service Worker (Head Cook)	38.75	CMS	Request for LOA (2/13/24-2/23/24)			
Support Staff	Mapigano	Karubandika	Leave of Absence	Custodian	40.0	MBS	Request for LOA (8/25-9/8)			
Handbook	Holli-Jo	Brigante	New Hire	Central Office Specialist	40.0	CO	Notice of Hire	New Position	Yes	Yes

Support Staff	Danielle	Michael	New Hire	Paraeducator	32.5	UMS	Notice of Hire	Michelle Ziter	Yes	Yes
Support Staff	Lauren	Ledoux	New Hire	Paraeducator	32.5	EEE/MBS	Notice of Hire	Sarah Wight	Yes	Yes
Support Staff	Kendra	Simpson	New Hire	Behavior Interventionist	35.0	PPS	Notice of Hire	Cynthia Kuenzi	Yes	Yes
Support Staff	Jason	Rodriguez	New Hire	Behavior Interventionist	40.0	CMS	Notice of Hire	Open	Yes	Yes
Support Staff	Erin	Skala	New Hire	Behavior Interventionist	35.0	MBS	Notice of Hire	Gregg T. Galati	Yes	Yes
Support Staff	Jane	Hill	New Hire	Behavior Interventionist	35.0	MBS	Notice of Hire	Cheyenne Shoemaker	Yes	Yes
Support Staff	Gail	Stone	New Hire	Paraeducator	20.0	PPS	Notice of Hire	Katarina Visek	Yes	Yes
Support Staff	Gabrielle	Hurst	New Hire	Intensive Needs Interventionist	35.0	UMS	Notice of Hire	Judy Lilley	Yes	Yes
Support Staff	Lily	Harris	New Hire	Behavior Interventionist	35.0	CMS	Notice of Hire	Open	Yes	Yes
Support Staff	Erica	Pareja	New Hire	Behavior Interventionist	35.0	MBS	Notice of Hire	Isabelle Sances	Yes	Yes
Support Staff	Ndayisenga	Vandame	New Hire	Behavior Interventionist	35.0	CMS	Notice of Hire	Open	Yes	Yes
Support Staff	Adrian	Zemor	New Hire	Paraeducator	35.0	CMS	Notice of Hire	Logan Spicer	Yes	Yes
Support Staff	Gabrielle	Lajeunesse	New Hire	Paraeducator	32.5	PPS	Notice of Hire	Bridget Doherty	Yes	Yes
Support Staff	Shahquia	Cross	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Gail Messier	Yes	Yes
Support Staff	Amissi	Munyugu	New Hire	Custodian	40.0	MBS	Notice of Hire	Open	Yes	Yes
Handbook	David	MacMurtry	New Hire	Special Ed. Van Driver	25.0	DW	Notice of Hire	Dave Eaton	Yes	Yes
Co-Curricular	Jeff	Springer	New Hire	Assistant Girls Basketball Coach	25.0	CHS	Notice of Hire	Hannah Treib	Yes	Yes
Co-Curricular	Tom	Corbett	New Hire	JV Girls Basketball Coach	25.0	CHS	Notice of Hire	Justin Bissonette	Yes	Yes
Co-Curricular	Shawn	Lefebvre	New Hire	Varsity Field Hockey Coach	30.0	CHS	Notice of Hire	Katie Comeau	Yes	Yes
Co-Curricular	Caitlin	O'Neil-Bain	New Hire	JV Field Hockey Coach	25.0	CHS	Notice of Hire	Amelia Campos	Yes	Yes
Co-Curricular	Abby	Schaible	New Hire	Girls Cross Country Coach	25.0	CHS	Notice of Hire	Jackie Dixon	Yes	Yes
Co-Curricular	Alexina	Richard	New Hire	Assistant Field Hockey Coach	20.0	CHS	Notice of Hire	Jenn Turmel	Yes	Yes
Co-Curricular	Ryan	Spooner	New Hire	Music Accompanist	n/a	CHS	Notice of Hire	Christian Pickwell	Yes	Yes
Co-Curricular	Nicholas	Shramm	New Hire	Debate Coach	20.0	CHS	Notice of Hire	Bob Hall	Yes	Yes
Support Staff	Claire	Ross	Resignation	Guidance Registrar	40.0	CMS	Notice of Resignation			
Support Staff	Harlie	Desautels	Resignation	Non-Instructional Aid	15.0	CMS	Notice of Resignation			
Support Staff	Bridget	Doherty	Resignation	Paraeducator	32.5	PPS	Notice of Resignation			
Support Staff	Mackenzie	Drake	Resignation	Paraeducator	32.5	PPS	Notice of Resignation			

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Library

Tuesday, June 20, 2023
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, June 20, 2023, in the Colchester High School Library. Board members in attendance were Board Chair Lindsey Cox, Ben Yousey-Hindes, and Felix Anderson. District administrators in attendance included Superintendent Amy Minor and Director of Curriculum Gwendolyn Carmolli. There were no audience members.

I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 7:00 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Second and Final Reading of Comprehensive Student Transportation Policy: F12a Action

No changes were requested.

Director Anderson moved to approve the second and final reading of the Transportation Policy: F12. The motion passed unanimously.

IV. Second and Final Reading of Fire and Emergency Preparedness Drills Policy Action

One typo was noted and corrected.

Director Yousey-Hindes moved to approve the second and final reading of the Fire and Emergency Preparedness Drills Policy. The motion passed unanimously.

V. Second and Final Reading of Access Controls and Visitor Management Policy Action

No changes were requested.

Director Anderson moved to approve the second and final reading of the Access Controls and Visitor Management Policy. The motion passed unanimously.

VI. Approval of Consent Agenda Action

The following Consent Agenda was reviewed by the board.

CONSENT AGENDA

Board Meeting Date: June 20, 2023

REVISED

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Wayland	Cole	New Hire	TIPS Teacher- One-Year Only	0.2	CHS	Request to Hire	New Position	Yes	Yes
Teacher	Kevin	Rondeau	New Hire	Long-Term Sub - Social Studies (8/31/23-1/16/24)	1.0	CHS	Request to Hire	Emma Morrissey & Ben Beaudoin	Yes	Yes

Non-Licensed Employees (Support Staff), Board Approval Required

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support

Non-Licensed Employees (Support Staff), Informational

Contract Type	First Name	Last Name	Category	Position	FTE/Hours	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Emma	Bruseo	New Hire	ELL Para	32.5	CMS	Notice of Hire	Anna Thompson	Yes	Yes
Support Staff	Dave	Eaton	Resignation	Special Education Driver	20.0	DW	Notice of Resignation			
Support Staff	Dhahiro	Abdullahi	Resignation	Custodian	40.0	CHS	Notice of Resignation			
Support Staff	Nicole	Bowen	New Hire	Behavior Interventionist	35.00	CMS	Notice of Resignation			
Co-Curricular	Jeff	Davis	New Hire	Varsity Girls Basketball Coach	30.0	CHS	Notice of Hire	George Trieb	Yes	Yes
Co-Curricular	Eric	Outlette	New Hire	Boys Hockey Coach	30.0	CHS	Notice of Hire	Andy Corran	Yes	Yes

Director Yousey-Hindes moved to approve the consent agenda as provided. The motion passed unanimously.

VII. Approval of Special Meeting Minutes: June 5, 2023 **Action**

Director Anderson moved to approve the special meeting minutes from the meeting held on June 5, 2023. The motion passed unanimously.

VIII. Approval of Meeting Minutes: June 6, 2023 **Action**

Director Yousey-Hindes moved to approve the minutes from the meeting held on June 6, 2023. The motion passed unanimously.

IX. Approval of Special Meeting Minutes: June 12, 2023 **Action**

Director Anderson moved to approve the special meeting minutes from the meeting held on June 12, 2023. The motion passed unanimously.

X. Board/Administration Communication, Correspondence, Committee Reports **Information**

- Superintendent Amy Minor previewed that a committee will be charged with proposing changes to the evaluation model for teachers. She also acknowledged the work of the CMS and CHS administrators in planning and executing recent graduation ceremonies.
- It was noted that there will be no general board meetings in July. The next meeting will be August 15, 2023.

XI. Future Agenda Items **Information**

- Board Work Plan
- Policy Review Cycle
- School Nursing Report

XII. Executive Session to Discuss Superintendent's Evaluation **Action**

Director Anderson moved to enter executive session to discuss the superintendent's evaluation at 7:27 p.m. The motion passed unanimously.

XIII. Adjournment

Director Yousey-Hindes moved to exit executive session and adjourn at 8:37 p.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Central Office, Conference Room

Monday, July 24, 2023
9:00 a.m.

MINUTES

The Colchester Board of Education held a Special Board Meeting on Monday, July 24, 2023. Those in attendance were Board Chair Lindsey Cox, Directors Laurie Kigonya and Ben Yousey-Hindes, and Business and Operations Manager George Trieb.

I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 9:00 a.m.

II. Executive Session: Negotiations Work Session

Action

Board Chair Cox moved to enter executive session at 9:00 a.m. to discuss negotiations. The motion passed unanimously.

III. Adjournment

Board Chair Cox moved to exit executive session and adjourn at 10:03 a.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting, Special Meeting
Central Office, Conference Room

Tuesday, July 25, 2023
8:00 a.m.

MINUTES

The Colchester Board of Education held a Special Board Meeting on Tuesday, July 25, 2023. Board members in attendance included Board Chair Lindsey Cox, Directors Laurie Kigonya and Ben Yousey-Hindes.

I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 8:00 a.m.

II. Negotiations with the Association of Colchester Administrators (ACA) Action

The current union agreement with the Association of Colchester Administrators (ACA) ends on June 30, 2024. Representatives from the Colchester School Board and the ACA met for the first time to discuss the next agreement.

III. Adjournment

Director Yousey-Hindes moved to adjourn at 9:55 a.m. The motion passed unanimously.

Recorder:

Board Clerk:

Meghan Baule
Recording Secretary

Ben Yousey-Hindes
Board Clerk