

Harwood Unified Union School District Model Policy

Policy B3-R

B3-R: BOARD MEMBER CONFLICT OF INTEREST

Policy

It is the ethical and legal duty of all School Board members to avoid conflicts of interest as well as the appearance of conflicts of interest.

Definitions

“Conflict of interest” means a situation when a board member’s private interests, as distinguished from the board member’s interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board.

Implementation

In order to comply with the obligations thus imposed, the Board and its members will adhere to the following recommended standards.

1. A Board member will not give the impression that he or she would represent special interests or partisan politics for personal gain.
2. A Board member will not give the impression that he or she has the authority to make decisions or take action on behalf of the Board or the school administration.
3. A Board member will not use his or her position on the Board to promote personal financial interests or the financial interests of family members, friends or supporters.
4. A Board member will not solicit or accept anything of value in return for taking particular positions on matters before the Board.
5. A Board member will not give the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
6. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define School Board powers and govern Board member compensation and public bidding processes.

Avoiding Conflicts

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

Complaints of Conflict of Interest

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

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

Date Warned:

Date Adopted:

Legal Reference(s): 16 V.S.A. § 262(d) (Election of officers)

16 V.S.A. §557 (Gratuity/compensation prohibited)

16 V.S.A. §558 (Eligibility for election to school board)

16 V.S.A. §559 (Public bids)

16 V.S.A. §563(20) (Powers of school boards)

Cross Reference:

Harwood Unified Union School District Model Policy

Policy C3

C3: PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy

It is the policy of the Harwood Unified Union School District to encourage public participation at their meetings.

Background

Public participation is very important to the successful function of all schools in the Harwood Unified Union School District. The Board wants to carry out their business with the benefit of public input and expertise. The Board also wants to keep the public informed and up-to-date on what is happening in the community schools.

Implementation

Reasonable rules of participation may be used to insure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board

1. Any District resident
2. School staff members, students and parents
3. Individuals who have been requested by the Superintendent or Principal or a Board to present a given subject
4. Persons who are directly affected by matters on the Board's agenda
5. Others at the discretion of the Board

Public Comment on Agenda Items

1. A Chair will ask for comments on agenda items before action is taken by the Board.
2. When the number of people wishing to speak is large, the Board may authorize the Chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public Input on Items not on the Agenda

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the Board.
2. The time allotted to this item will be assigned by the Chair or a person responsible for organizing the agenda.
3. The Chair shall rule out of order any presentation to the Board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with the Board's policy on complaints.

Date Warned:
Date Adopted:
Legal Reference(s):

1 V.S.A. §§310 et seq. (Public meetings)
16 V.S.A. §554 (b) (School board meetings)

Cross Reference:

Board Meetings (C2)
Board Meeting Agenda Preparation and Distribution (C1)

Harwood Unified Union School District Model Policy

Policy C5

C5: BOARD RELATIONS WITH SCHOOL PERSONNEL

Policy

It is the policy of the Harwood Unified Union School District to encourage School Board interactions with school personnel while respecting appropriate reporting relationships.

At School Board Meetings

The Board may request the Superintendent or Principal to invite school personnel to School Board meetings to discuss matters of mutual interest.

Relations with School Staff

1. Individual Board members will not communicate directly with staff members on matters of school board business except at the direction of the Board as a whole.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the Board.
3. Board members will adhere to procedures required by Board policy and Vermont law related to collective bargaining and teacher evaluation.

Date Warned:

Date Adopted:

Legal Reference(s):

16 V.S.A. §§1981 et seq. (Labor Relations)

16 V.S.A. §§1751 et seq. (Contracts, etc.)

16 V.S.A. §§243 et seq. (Principals)

21 V.S.A. §§1721 et seq. (Municipal Labor Act)

Cross Reference:

Personnel: Recruitment, Selection, Appointment and Criminal Records Checks (D1)

Staff Development (D2)

Harwood Unified Union School District Model Policy

Policy C10-L

C10-L: BOARD STANDING COMMITTEES

Policy

It is the policy of the Harwood Unified Union School District that it shall authorize the establishment of only such standing committees from among its membership as it finds strictly necessary to oversee operations in specific areas and to make recommendations for Board action. Standing committees are not decision-making bodies but can be established to study issues more deeply than time would allow at the Board meeting, make recommendations to the full Board, and/or provide avenues for additional community or staff input should this be needed.

Rules

The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the Board, including the identification of its specific functions and duties.
- B. The committee chair and committee members shall be appointed by the School Board Chair subject to final approval by the School Board. Administrators and non-school board advisory members may be added in a non-voting capacity.
- C. The committee may make recommendations for Board action regarding issues under its charge, but it may not act for the Board.
- D. All standing committees shall be dissolved at the end of the Board's year - at an annual organizational meeting - unless they are specifically reappointed. They may be dissolved at any time by a vote of the Board.
- E. A regular meeting schedule will be established for the committee.
- F. All standing committee meetings are open to the public and subject to the Open Meeting Law requirements.
- G. Committee appointments are for one (1) full year. After two (2) consecutive terms, all efforts will be made to afford other interested Board members an opportunity to serve. Interim appointments can be made for the duration of an unexpired term.

Date Warned:
Date Adopted:
Legal Reference(s):
Cross Reference:

Harwood Unified Union School District Model Policy

Policy D5

D5: PERSONNEL FILES

Policy

It is the policy of the Harwood Unified Union School District to develop and maintain complete and secure personnel files that accurately reflect the experience and service of each staff member employed by the District.

Administrative Responsibilities

1. **General Information:** The Superintendent will maintain a personnel file for each employee of the District and, unless otherwise provided by master contract, its contents will be confidential and will be released only as required by law or after written waiver by the employee. Information which could be detrimental to an employee's job security will not become a part of an employee's file until the employee has examined same and been given an opportunity to append a response.
2. **Criminal Record Check Information:** At the time of employment, a copy of the Superintendent's request for a criminal records check by the Vermont Criminal Information Center and a copy of the Center's response will be placed in each employee's personnel file. Criminal history logs, processed release forms and criminal record information will be maintained for the retention period specified in the District's user agreement with the Vermont Criminal Information Center.
3. After the specified retention period, the record information and logs will be maintained or destroyed as follows:
 - a. If the person who is the subject of the background check authorizes maintenance of the information, and the information is a notice of no criminal record, the information will be securely maintained by the District indefinitely;
 - b. If the person who is the subject of the background check authorizes maintenance, and the information is a criminal record or notice of the existence of a criminal record, the information will be sent by the Superintendent to the Commissioner of Education for secure maintenance in the central records repository;
 - c. If the person who is the subject of the background check does not authorize maintenance of the information, the Superintendent shall destroy the information in accordance with the user agreement.

Employees' Rights And Responsibilities

An employee may examine his or her own personnel file by appointment with an appropriate administrator. Materials obtained prior to the employment of the individual, including confidential placement papers may not be available to employees.

Date Warned:

Date Adopted:

Legal Reference(s):

1 V.S.A. §317 (c)(7) (Public records)
16 V.S.A. §§251 et seq. (Criminal records checks)

Cross Reference:

Evaluation and Supervision of Staff (D4)
Personnel: Recruitment, Selection, Appointment (D1)

Harwood Unified Union School District Model Policy

Policy F7-R¹

F7: STUDENT ALCOHOL AND DRUGS

It is the policy of the Harwood Unified Union School District that except in accordance with school procedures for student medications, no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, drug paraphernalia, tobacco paraphernalia, tobacco substitute, or alcohol on any school property, or at any school sponsored activity that is away from or within the school.² It is further the policy of the district to make appropriate referrals in cases of substance abuse.

Definitions

Substance Abuse is the ingestion of drugs and/or alcohol in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.³

Drug means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.⁴

Drug Paraphernalia is any handmade or commercial gadget that assists or is used for the intake of a substance. Examples include, but are not limited to, rolling papers, pipes, needles, and manipulated lab equipment.

Tobacco Paraphernalia has the same meaning as set forth in 7 V.S.A. 1001(7). That is, any device used, intended for use, or designed for use in smoking, inhaling, ingesting, or otherwise introducing into the human body, including devices for holding tobacco, rolling paper, wraps, cigarette rolling machines, pipes, water pipes, carburetion devices, bongs, and hookahs.

Tobacco Substitute has the same meaning as set forth in 7 V.S.A. 1001(8). That is, products including electronic cigarettes or other electronic or battery-powered devices that contain and are designed to deliver nicotine or other substances into the body through inhaling vapor and that have not been approved by the United States Food and Drug Administration for tobacco cessation or other medical purposes.

Educational Program. The Principal shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program.⁵ The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan.⁶ If the District is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.⁷

Support and Referral System. In each school the principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems.⁸ The support and referral system will include processes to determine the need for further screening, education, counseling or referral for treatment in each referred case.⁹ In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.¹⁰

Staff Training. The Principal will work with appropriate staff to provide training for teachers and health and guidance personnel who teach or provide other services in the school's alcohol and drug

abuse prevention education program. The training provided will meet the requirements of State Board Rules related to staff training.¹¹

Community Involvement. The Principal will work with school staff and community members to implement a program to inform the community about substance abuse issues in accord with State Board of Education rules, when appropriate.¹²

Annual Report. In a standard format provided by the Vermont Agency of Education, the Principal will submit an annual report to the Secretary of Education describing substance abuse education programs and their effectiveness.¹³

Notification. The Principal shall ensure that, at a minimum, reference to this policy will be included in the annual parent/student handbook. Schools may also share the standards of conduct and disciplinary sanctions contained in the procedures related to this policy.¹⁴

Cooperative Agreements.¹⁵ The Principal shall annually designate an individual to be responsible for providing information to students and parents or guardians about outside agencies that provide substance abuse prevention services and to encourage the use of their services and programs when appropriate.

¹ This policy is required by 16 V.S.A. 1165(c) and SBE Rule 4212. Unless otherwise noted in the following notes, the State Board rule requires that the policy include the elements contained in this model.

² 16 V.S.A. § 1165(a). See also 18 V.S.A. § 4237 making it unlawful for any person to sell or dispense any regulated drug to minors or to any other person on school property or property adjacent to a school.

³ Vermont State Board of Education Manual of Rules and Practices, Rule 4211.

⁴ See definitions of narcotic drugs and hallucinogenic drugs in 18 V.S.A. §4201; and controlled substance in 41 U.S.C. §706(3) and 21 U.S.C. §812.

⁵ 16 V.S.A. §131(9); SBE Rule 4213.1

⁶ SBE Rule 4212.2 requiring that education program be consistent with this Plan.

⁷ 20 U.S.C. §§7101 et seq.

⁸ SBE Rule 4212.3

⁹ SBE Rule 4212.3D.

¹⁰ SBE Rule 4212.3B. SBE Rule 4212.3B requires that each "...school district policy...establish procedures for administering first aid related to alcohol and drug abuse. The procedures will define the roles of the personnel involved."

¹¹ SBE Rule 4213.2. See also SBE Rule 4212.3C.

¹² SBE Rule 4214 does not require that this paragraph be included in a school board policy. The rule does require that schools engage in community programs "...to inform the community about the school's alcohol and drug prevention education program, alcohol and drug abuse prevention issues, and community-wide responsibility for effective alcohol and drug abuse prevention.". This paragraph could be included in administrative procedures developed in conjunction with this policy.

¹³ SBE Rule 4215 does not require that this paragraph be included in a school board policy. The rule does require that the school's annual report include information on substance abuse education programs. This paragraph could be included in administrative procedures developed in conjunction with this policy.

¹⁴ This section is not required by law, but could be included in a school board policy to ensure that adequate notice of the school district's policy and procedures related to alcohol and drug abuse is given to students and parents.

¹⁵ SBE Rule 4212.3

Date Warned:

Date Adopted:

Legal Reference(s): 20 U.S.C. §§7101 et seq. (Safe & Drug-Free Schools & Communities Act of 1994)
16 V.S.A. §909 (Drug & Alcohol Abuse Prevention Education Curriculum)
16 V.S.A. 131(9) (Comprehensive Health Education)
16 V.S.A. §1045(b)(Driver Training Course)
16 V.S.A. §1165 (Alcohol and drug abuse)
18 V.S.A. §4226 (Drugs: minors, treatment, consent)
Vt. State Board of Education Manual of Rules and Practices §§4200 -4215

Cross Reference:

Student Conduct and Discipline (F1)
Search and Seizure (F3)
Searches, Seizures and Interrogation of Students (F4)

Harwood Unified Union School District Model Procedure

Procedure F7-R-P¹

F7-R-P: PROCEDURES FOR STUDENT ALCOHOL AND DRUGS

Students who are experiencing problems with alcohol and drugs are in need of assistance. The type of assistance needed may vary; however, the school system is committed to providing the most appropriate response to each individual. The actions set forth below will be considered routine procedures. School staff will immediately report any violation of the law, including illegal possession or distribution of drugs or alcohol, to the principal.

In situations where extreme violations occur, the specific action may be waived by the administrator. Any action taken by waiver of these procedures will be explained in a written report to the superintendent. All disciplinary measures taken in accordance with this policy will comply with due process requirements and, where appropriate, will be consistent with the rights of students with disabilities as reflected in the school's discipline policy.

Students under the influence of alcohol and/or drugs

1. First Offense

- A. A student will be treated as an ill student and will be sent home by an administrator after the parents have been notified. In crisis situations, the matter will be handled as a medical emergency and accordingly the school officials will involve ambulance and police assistance as may be appropriate.
- B. Upon the return to school the following day, the student will be dealt with in accordance with the school's discipline program, if applicable.
- C. Police shall be notified when drugs are involved. Reporting of 1st offense alcohol problems to the police is within the discretion of the administrator.
- D. The student will be referred to the school's Substance Abuse Team.

2. Second offense

- A. Steps (A, B, and C) of the 1st offense procedures.
- B. Police shall be notified regardless of whether the offense is drug or alcohol related.
- C. The student will undergo an alcohol/drug assessment within 10 days of the incident and will participate in a treatment program if warranted by the assessment.
- D. Failure to comply with (C) above (will/may) result in the student being suspended from school for ten (10) days.

3. Third Offense

- A. Step (A) of the 1st offense procedures.
- B. Police shall be notified.
- C. The student (will/may) be suspended from school for ten (10) days and may be recommended to the Board for long-term suspension or expulsion.

¹ This policy is required by 16 V.S.A. 1165(c) and SBE Rule 4212. The State Board rule requires that the policy include the elements contained in this model.

Students in possession of drugs, drug paraphernalia, and/or alcohol

When students are found in possession of drugs, drug paraphernalia, and/or alcohol, the substance(s) will be confiscated. Procedures for handling such incidents will be identical to those used when a student is found to be under the influence of drugs and/or alcohol, except for Step 1A.

Students selling or furnishing alcohol and/or drugs

1. First offense

- A. The student will be suspended from school for ten (10) days after the parents have been notified.
- B. Police shall be notified.
- C. The student will be referred to the school's Substance Abuse Team.

2. Second offense

- A. Steps (A) and (B) for 1st offense will be followed.
- B. The student may be recommended to the Board for long-term suspension or expulsion.

Suspected Substance Abuse

When a staff member has reason to believe that a student might be having a problem related to substance abuse, the staff member shall make a referral to the appropriate school team (i.e. substance abuse team, child protection team, etc.).

Co-Curricular Activities

Students who violate the District's policy on alcohol and drugs while they are members of a school team, are subject to additional disciplinary actions as are defined in the school's training rules. Any student who commits a second offense of the District's policy in the same year may not represent the school, and consequently the student will immediately be dismissed from all co-curricular activities (athletic and non-athletic) for the remainder of the school year.

HARWOOD UNIFIED UNION SCHOOL DISTRICT MODEL POLICY

Policy F9-R¹

F9-R: TRANSPORTATION

Policy

Where it is reasonable and necessary to enable a student entitled or required to attend an elementary or a secondary school operated by the District, the District may furnish transportation on public roads to students who reside within the District. The district may provide transportation to non-resident students as authorized by the school board.² Accordingly, the Harwood Unified Union School District decided to furnish transportation under this policy.

The superintendent or designee will establish routes and designate stops after considering both the safety of children and efficiency of operation. The superintendent will consider the following factors when determining routes and stops.

1. The age and health of pupils,
2. Distance to be traveled,
3. Condition of the road,
4. Type of highway, and
5. Efficiency of route (cluster stops, etc.).

The superintendent may consider any other factors he or she deems appropriate when establishing routes and designated stops.

The superintendent shall submit to the school board for approval any contracts, leases or purchases necessary to maintain and operate transportation equipment,³ and shall include in his or her annual report to the board information as to all pupils transported by the school district and the expense thereof.⁴

¹ 16 V.S.A. 1222(a) requires a transportation policy. "Each board shall adopt a transportation policy for pupils required to attend school in accordance with the procedure specified in section 563(1) of this title. The policy must take into consideration the transportation needs of pupils supported by, but not limited to, such factors as age and health of pupils, distance to be traveled, condition of the road and type of highway. The policy shall be adopted by the board and....filed in the office of the principal in each school in the district."

² At the option of the board, authorization to transport non-resident students could be delegated to the superintendent or other administrator. The superintendent's annual report to the board would provide information about non-resident transportation.

³ See 16 V.S.A. 1221.

⁴ See 16 V.S.A. 1221.

Date Warned:
Date Adopted:
Legal Reference(s): 16 V.S.A. §§1221, 1222, 1224 (Student transportation)
16 V.S.A. §1551 (Technical center transport)
Cross Reference: Bus Discipline (F2)

Harwood Unified Union School District Model Policy

Policy F19-R¹

F19-R: LIMITED ENGLISH PROFICIENCY STUDENTS

Policy

It is the policy of the Harwood Unified Union School District to ensure that students whose primary or dominant language is not English, and who therefore have limited-English proficiency (LEP), have equitable access to school programs as required by law.

Implementation

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

¹The requirement for a school board policy on the provision of services to students with limited English proficiency is not explicit in federal or state law or regulations. However, both the U.S. Office of Civil Rights and the Vermont Department of Education have indicated that LEP policies are an essential part of a school district's compliance with nondiscrimination laws as well as the programmatic requirements of the No Child Left Behind Act.

Date Warned:

Date Adopted:

Legal Reference(s):

42 U.S.C. §§2000 d et seq. (Title VI of the Civil Rights Act of 1964);

20 U.S.C. 6801 et seq. (English Language Acquisition, Enhancement, and Academic Achievement Act)

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

34 C.F.R. Part 1009 V.S.A. §4502 (Discrimination, public accommodations)Vermont State Board of Education Manual of Rules and Procedures §1250

Cross Reference:

Harwood Unified Union School District Model Policy

Policy F21-R¹

F21-R: FIREARMS

Policy

It is the policy of the Harwood Unified Union School District to comply with the federal Gun Free Schools Act of 1994² and state law³ requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the school board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.⁴

Definitions

The term “firearm” means:

- (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- (B) the frame or receiver of any such weapon;
- (C) any firearm muffler or firearm silencer; or
- (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means:

- (A) any explosive, incendiary, or poison gas -
 - (i) bomb,
 - (ii) grenade,
 - (iii) rocket having a propellant charge of more than four ounces,
 - (iv) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - (v) mine, or
 - (vi) device similar to any of the devices described in the preceding clauses;
- (B) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter; and
- (C) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

For the purposes of this policy, the terms “school” and “expelled” shall be defined in administrative procedures developed by the superintendent. The definitions shall be consistent with definitions required by state and federal law.⁵

Sanctions

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

A student found by the school board after a hearing to have brought a firearm⁶ to school shall be expelled for at least one calendar year. However, the school board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a firearm to school.
2. The student did not intend to use the firearm to threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others, and a lengthy expulsion would not serve the best interests of the pupil.⁷

At the discretion of the school board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.⁸

Policy Implementation

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

The superintendent shall refer to the appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the district. The superintendent may also report any incident subject to this policy to the Department of Social and Rehabilitative Services.⁹

The superintendent shall annually provide the Secretary of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.¹⁰

¹ This policy is required by 16 V.S.A. §1166(b).

² The Gun Free Schools Act (GFSA) was enacted under Congress' spending power to prevent students from bringing weapons to school. The GFSA is different than the Gun-Free School Zones Act of 1990, which the U.S. Supreme Court struck down in 1995, holding that it exceeded Congress' power under the Commerce Clause of the U.S. Constitution. The Gun-Free School Zones Act was amended in 1996 to restrict its application to possession of firearms that have moved in or that otherwise affected interstate or foreign commerce and are at a place that the individual knows, or has reasonable cause to believe, is a school zone. 18 U.S.C. § 922(q)(2)(A). The Gun Free Schools Act of 1994 was amended and incorporated into the No Child Left Behind Act at 20 U.S.C. § 7151 et seq.

³ 16 V.S.A. §1166

⁴ The U.S. Department of Education's "Guidance Concerning State and Local Responsibilities Under the Gun Free Schools Act (GFSA)" states that "compliance with the GFSA may be achieved consistent with the requirements that apply to students with disabilities, so long as discipline of those students is determined on a case-by-case basis..."

⁵ See definitions in the administrative procedures section accompanying this policy. Note that the GFSA exempts from its coverage firearms that are "...lawfully stored inside a locked vehicle on school property, or if it is for activities approved and authorized by the local education agency and the local education agency adopts appropriate safeguards to ensure student safety." 20 U.S.C. §7151(g).

⁶ See footnotes 1 and 4.

⁷ 16 V.S.A. § 1166(b)(2) stipulates that "...the school board may modify the expulsion on a case by case basis..." and includes the "...such as but not limited to..." examples listed here.

⁸ 20 U.S.C. §7151(b)(2).

⁹ 16 V.S.A. § 1166(b)(1); 20 U.S.C. § 7151(h)(1). The Gun Free Schools Act stipulates that "no (federal) funds shall be made available to any local education agency unless such agency has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to a school served by such agency."

¹⁰ This requirement is imposed by 16 V.S.A. § 1166(c).

Date Warned:

Date Adopted:

Legal Reference(s):

16 V.S.A. §1166 (State law pursuant to Federal law)
13 V.S.A. §§4004, 4016 (Criminal offenses)
20 U.S.C. §7151(Gun Free Schools Act)
18 U.S.C. §921 (Gun Free School Zones Act of 1990)
20 U.S.C. §§1400 et seq.(IDEA)
29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)
Vt. State Board of Education Manual of Rules & Practices, §§4311, 4312

Cross Reference: Interrogations or Searches of Students (F5)
Search and Seizure (F3)
Student Conduct and Discipline (F1)

Harwood Unified Union School District Model Policy

Policy F23-R¹

F23-R: PARTICIPATION OF HOME STUDY STUDENTS

Policy

It is the policy of the Harwood Unified Union School District to comply with the requirements of Act 119 of 1998 by allowing home study students to participate in courses, programs, activities, and services and use school educational materials and equipment.

The Superintendent will develop administrative procedures that comply with rules promulgated by the Vermont State Board of Education as is necessary to implement this policy.

¹ 16 V.S.A. 563(24). School boards are required to "... adopt a policy which, in accordance with rules adopted by the state board of education, will integrate home study students into its schools through enrollment in courses, participation in co-curricular and extracurricular activities and use of facilities." See also SBE Rules 4400-44

Date Warned:

Date Adopted:

Legal Reference(s):

16 V.S.A. 563 (24) (Powers of school boards)

Vermont State Board of Education Manual of Rules & Practices §§4400, 9200.3.1, 2367

20 U.S.C. §§1400 et seq. (IDEA)

34 C.F.R. §§ 300.450-2, 76.650-662

Cross Reference:

Policy Dissemination, Administration & Review (A3)

Harwood Unified Union School District Model Policy

Policy F25-R

F25-R: STUDENT ATTENDANCE

Policy

It is the policy of the Harwood Unified Union School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. This includes the expectation that the student will be in the school by the designated start time.

Background

Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in a member 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. In addition, regular and punctual attendance is important to the development of responsible and effective work/study habits as well as a demonstration that students are assuming responsibility for their own behavior. Encouraging students to take full advantage of their education is a shared responsibility of students, families, schools, and communities.

Definitions

1. A **truant** student is one who is subject to compulsory school attendance (16 V.S.A. §1121) and who is absent without valid cause or excuse.
2. **Valid causes** for absences include illness, observance of a religious holiday, death in the family, family emergency, situations beyond the student's control as determined by the Principal or other circumstances which cause reasonable concern to the parent or guardian for the health and safety of the student and are confirmed in writing or verbally by the parent or guardian of the student.

Administrative Responsibilities

1. The principal or designee is responsible for maintaining accurate and up-to-date records of student attendance.
2. The principal or designee is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.
3. Failure to comply with this policy may result in administrative investigation and possible administrative action. Students who are absent for more than 10 cumulative days in the school year are missing a great deal of instructional time. When students are absent (excused or unexcused) for a total of 10 school days, the principal or designee may request a meeting of the student's parents/guardians, the child's teacher, and the principal to address this issue.
4. In the event an extended absence is planned, the family is required to request that the absence be excused; such request must be made to the principal in advance of the planned absence. This request is subject to the principal's approval. All requested leaves of 10 or more days need to be submitted in writing to the Superintendent for approval.
5. When students are tardy to school or leave early for a total of ten or more days (unexcused), their families may be asked to meet with the principal and the child's teacher to address the issue.
6. Chronic truancy and tardiness or early departures will be reported to the appropriate state authorities.
7. The principal is responsible for maintaining written administrative rules and procedures that will

address the following issues and may include others as well:

- A. written excuses;
- B. tardiness;
- C. notification of parents/guardians;
- D. signing out of school;
- E. excessive absenteeism;
- F. homebound and hospitalized students;
- G. early departures;
- H. homework assignments;
- I. making up work.

Date Warned:

Date Adopted:

Legal Reference(s):

16 V.S.A. §§1121 et seq. (Attendance required)

VT State Board of Education Manual of Rules & Practices: §2120.8.3.3

Cross Reference:

Admission of Resident Students (F13)

Admission of Non-Resident Tuition Students (F14)

Harwood Unified Union School District Model Policy

Policy F27-R¹

F27-R: PUPIL PRIVACY RIGHTS

Policy

It is the policy of the Harwood Unified Union School District to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA)² and Vermont State Board of Education Rules³ governing the administration of certain student surveys, analyses or evaluations.⁴

Administrative Responsibilities

The superintendent of his or her designee shall develop administrative procedures to ensure school district compliance with applicable federal and state laws related to pupil privacy. The administrative procedures shall include provisions related to the following legal requirements.⁵

1. The right of parents or eligible students to inspect surveys created by third parties before administration or distribution of the surveys to students;
2. Any applicable procedures for granting request by a parent for access to such survey within reasonable time after a request is received;
3. Arrangements of protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal Pupil Privacy Rights Amendment;⁶
4. The right of a parent to inspect any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.⁷
5. The administration of physical examinations or screenings that the school district may administer to a student;⁸
6. The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, including arrangements to protect student privacy in the event of such collection, disclosure or use.⁹
7. The right of a parent of a student to inspect any instrument used in the collection of personal information under subparagraph (6) above, and any applicable procedures for granting a request for such inspection within a reasonable time after receiving the request;¹⁰
8. Provisions to ensure that parents are notified of the school district policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, notification of activities involving the collection of personal information from students, the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment.¹¹

¹ This policy is required by the Federal Protection of Pupil Rights Act, 20 U.S.C. §1232h; Vermont State Board Manual of Rules and Practices, Rule 2120.8.12(f).

² See 20 U.S.C. 1232h.

³ See Vermont State Board of Education Rule 2120.8.12(f).

⁴ The federal law and state regulations requiring board policies on this subject are in some instances limited to surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education. See 20 U.S.C. §1232h(c)(1). At the board's discretion, the protections provided by this policy could be expanded to include all surveys conducted by the school district, regardless of the survey's funding source.

⁵ See 20 U.S.C. §1232h(c)(1).

⁶ See 20 U.S.C. §1232h(c)(1)(B) for the list of eight items that must be included.

⁷ See 20 U.S.C. §1232h(c)(1)(C).

⁸ See 20 U.S.C. §1232h(c)(1)(D).
⁹ See 20 U.S.C. §1232h(c)(1)(E).
¹⁰ See 20 U.S.C. §1232h(c)(1)(F).
¹¹ See 20 U.S.C. §1232h(c)(2).

Date Warned:
Date Adopted:
Legal Reference(s):
Cross Reference(s):

Harwood Unified Union School District Model Policy

Policy F28-R

F28-R: FEDERAL CHILD NUTRITION ACT WELLNESS

Purpose

The intent of this Policy is to ensure compliance with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004. In accord with those requirements, this Policy has been developed in consultation with representatives of the school food services authority, school administrators, teachers of physical education, school health professionals, and the public.

Policy Statement

It is the policy of the Harwood Unified Union School District to establish goals for nutrition education, physical activity and other school based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.

I. Goals for Nutrition Promotion and Education.

- A. The school district shall provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the district shall provide a nutrition component in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the Rules of the State Board of Education.
- B. Nutrition education and promotion programs shall be conducted by appropriately licensed staff members.
- C. To the extent practicable, nutrition education and promotion shall be integrated into core curricula in areas such as science and family and consumer science courses.

II. Goals for Physical Activity.

- A. The district shall provide physical education classes for all students as required by Vermont School Quality Standards.
- B. The district shall provide other physical activity opportunities for students through recess periods in appropriate grades and, as appropriate, before or after school activities such as interscholastic athletics and physical activity clubs or intramural sports.

III. Goals for Other School Based Activities.

- A. The district shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to sections (a) and (b) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.²
- B. The district shall provide adequate space for eating and serving school meals.
- C. The district shall provide a clean and safe meal environment for students.

- D. The district shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
- E. Food shall not be used in district schools as a reward or punishment.
- F. The district shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness.

IV. Nutrition Guidelines.

- A. No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B and 7 CFR 220, Appendix B shall be sold in food service areas during breakfast and lunch periods.
- B. The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organizations sponsoring the sale.
- C. To the extent practicable, the district shall ensure that foods offered at school other than through the National School Lunch or School Breakfast programs, including foods sold through vending machines, shall comply with the A la Carte and Vending Guidelines established by the Vermont Departments of Health and Education.

V. Policy Implementation.

- A. The superintendent or his or her designee shall periodically monitor district programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy. The district shall periodically inform and update the public about the content and implementation of this policy, including the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model local school wellness policies and a description of the progress made in attaining the goals of this policy.
- B. The district shall permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.

The superintendent or his or her designee may report regularly to the board and to the public on the district's compliance with law and policies related to student wellness. The report may include information as to the content and implementation of this policy, and an assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

Date Warned:

Date Adopted:

Dates Revised:

Legal Reference(s).

16 V.S.A. §§131 & 906(b)(3).

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger Free Kids Act of 2010, Section 204 of Public Law 111-296.

Code of Federal Regulations, 7 CFR Part 210 and Part 220.

F29: STUDENT SELF-EXPRESSION AND STUDENT DISTRIBUTION OF LITERATURE

Student Distribution of Non-School Sponsored Literature

It is the policy of the Harwood Unified Union School District to allow limited distribution of non-school sponsored literature on school grounds or at school events by students. Accordingly, the Superintendent/Principal may allow students to distribute these materials so long as they are in compliance with this policy.

Non-school sponsored literature means any printed, written, or electronic materials prepared by non-school organizations or individuals that are not made as a part of the curricular or approved extracurricular programs of the district. They include such things as flyers, invitations, announcements, pamphlets, posters, photographs, pictures, audio recordings, digital recordings, and electronic messages. Materials prepared under the supervision of school staff as part of classroom instruction or classroom activities are not restricted by this policy.

Distribution means circulating non-school sponsored literature in ways that include: handing to others on school property or during school-sponsored events; posting on school property such as walls, bulletin boards, and district websites; placing upon desks, tables, on or in lockers; or making available in principal's office.

This policy prohibits the distribution of literature that:

- A. Violates federal, state or local laws;
- B. Advocates the use or availability of tobacco, alcohol or illegal drugs
- C. Incites violence;
- D. Interferes with or advocates interference with the orderly operation of the schools, and/or substantially or materially disrupts learning;
- E. Primarily seeks to advertise for sale products or services;
- F. Has fundraising as its primary purpose; or
- G. Is obscene, vulgar, or profane in such a manner that it harms the reputation of others.

When a student wishes to distribute copies of non-school sponsored literature, the materials must include the name of the person or organization sponsoring the literature, and shall be submitted to the Superintendent/Principal to review ahead of time in order to confirm that the literature does not fall in one of the prohibited categories listed above.

The Superintendent/Principal does not need to review the literature ahead of time when the materials will be distributed by a student to other attendees of a student group meeting at school during non-instructional time. However, even in these cases, students must ensure that the materials do not fall into one of the prohibited categories.

The Superintendent/Principal may place reasonable time, place, and manner restrictions on the distribution of non-school sponsored literature. However, the Administrator cannot use these restrictions or others to discriminate as to the point of view reflected in the materials.

Student Self-Expression

Students have a right to express themselves on school property and at school functions through speech or expressive actions, provided they do not materially and substantially interfere with the orderly operation of the school and the rights of others.

This policy prohibits student self-expression that:

- A. Violates federal, state or local laws;
- B. Advocates the use or availability of tobacco, alcohol or illegal drugs;
- C. Incites violence;
- D. Interferes with or advocates interference with the orderly operation of the schools and/or substantially or materially disrupts learning;
- E. Utilizes school-owned technology to harass;
- F. Threatens harm to self or to other students or staff; or
- G. Is obscene, vulgar, or profane in such a manner that it harms the reputation of others.

The situation in which students express themselves may affect the amount of freedom they are given in their speech. If the speech is part of a school-sponsored publication, when a reasonable person would think that the speech is endorsed by the school district, the school district may exercise more control. School district representatives may have editorial control over the style and content of student speech in school-sponsored activities, such as class work or a school newspaper, so long as their edits are reasonably related to legitimate school-related concerns tied to A through G above.

Date Warned:

Date Adopted:

Legal Reference(s):

Cross Reference(s):

Harwood Unified Union School District Model Policy

Policy F32-R

F32-R: PREVENTION OF HARASSMENT, HAZING AND BULLYING OF STUDENTS

The Harwood Unified Union School District is committed to providing all of their students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity, or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the District to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The District shall address all complaints of harassment, hazing, and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person, subject to the jurisdiction of the board, who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

The procedures are expressly incorporated by reference as though fully included within this policy. The procedures are separated from the policy for ease of use as may be required.

Implementation

The superintendent or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the designated employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the District shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline. Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who

engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the District purview may also be considered if that organization knowingly permits, authorizes, or condones hazing.

Constitutionally Protected Speech

It is the intent of the District to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

Definitions

For the purpose of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - a. is repeated over time;
 - b. is intended to ridicule, humiliate, or intimidate the student; and
 - c. (i) occurs during the school day on school property, on a school bus, or at a school sponsored activity, or before or after the school day;
 - (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report provided by a student for any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment, or bullying, or a student who is the target of alleged hazing, harassment, or bullying.
- D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment, and bullying pursuant to subdivision 16 V.S.A. 570(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **"Employee"** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.
- F. **"Equity Coordinator"** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the District and for coordinating the District's compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District's *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.
- G. **"Harassment"** means an incident or incidents of verbal, written, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual

orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- (1) Sexual harassment, which means unwelcome conduct of a sexual nature that includes sexual violence/sexual assault, sexual advances, request for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting the student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student's ability to participate in or benefit from the educational program on the basis of sex.

- (2) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
- (3) Harassment of members of other protected categories means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity, and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to customs related to any of these protected categories.

H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and

- (1) which is intended to have the effect of, or should be reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (1) the goals are approved by the educational institution; and
- (2) the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, **"Student"** means any person who:

- (A) is registered in or in attendance at an educational institution;
- (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) intends to attend an educational institution during any of its regular sessions after an official academic break.

- I. **“Notice”** means a written complaint or oral information that hazing, harassment, or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment, or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, or bullying through other means; for example, if information about hazing, harassment, or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable case should have known about potential unlawful harassment or bullying.
- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. **“Pledging”** means any action or activity related to becoming a member of an organization.
- L. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing, or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- M. **“School administrator”** means a superintendent, principal or his/her designee, assistant principal/technical center director or his/her designee, and/or the District’s Equity Coordinator.
-

Date Warned:
Date Adopted:
Legal Reference(s):
Cross Reference(s):

APPENDIX A
Equity Coordinators and Designated Employees

The following employees of the following school have been designated by the District to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. §570(a)(7) and 16 V.S.A. §570(c)(7) and under federal anti-discrimination laws:

Crossett Brook Middle School

Equity Coordinator: Tom Drake, Principal
244-6100, ext. 144 or tdrake@wvsu.org

Designated Employees:

Name and Title: Jennifer Hempey, Guidance Counselor
Contact Information: 244-6100, ext. 250 or jhempey@wvsu.org

Name and Title: Tom Drake, Principal
Contact Information: 244-6100, ext. 144 or tdrake@wvsu.org

Fayston Elementary School

Equity Coordinator: Jean Berthiaume, Principal
496-3636, ext. 7818 or jberthiaume@wvsu.org

Designated Employees:

Name and Title: Jason Stevenson, Guidance Counselor
Contact Information: 496-3636, ext. 7837 or jstevenson@wvsu.org

Name and Title: Jean Berthiaume, Principal
Contact Information: 496-3636, ext. 7818 or jberthiaume@wvsu.org

Harwood Union High School

Equity Coordinators: Lisa Atwood, Co-Principal
882-1126 or latwood@wvsu.org

Designated Employees, High School:

Name and Title: Sally McCarthy, Guidance Counselor
Contact Information: 882-1117 or smccarthy@wvsu.org

Name and Title: Marilyn Geiger, School Nurse
Contact Information: 882-1125 or mgeiger@wvsu.org

Name and Title: Eric LaRose, Student Support Specialist
Contact Information: 882-1138, or elarose@wvsu.org

Name and Title: Tara Cariano, Guidance Counselor
Contact Information: 882-1118 or tcariano@wvsu.org

Harwood Union Middle School

Equity Coordinators: Lisa Atwood, Co-Principal
882-1126 or latwood@wwsu.org

Designated Employees, Middle School:

Name and Title: Jennifer Dreimiller, Guidance Counselor
Contact Information: 882-1144, or jdreimiller@wwsu.org

Name and Title: Eric LaRose, Student Support Specialist
Contact Information: 882-1138 or elarose@wwsu.org

Moretown Elementary School

Equity Coordinator: Duane Pierson, Principal
496-3742, ext. 7857 or dpierson@wwsu.org

Designated Employees:

Name and Title: Jason Stevenson, Guidance Counselor
Contact Information: 496-3742, ext. 7861 or jstevenson@wwsu.org

Name and Title: Duane Pierson, Principal
Contact Information: 496-3742, ext. 7857 or dpierson@wwsu.org

Thatcher Brook Primary School

Equity Coordinators: Denise Goodnow, Principal
244-7195, ext. 2215 or dgoodnow@wwsu.org

Designated Employees:

Name and Title: Denise Goodnow, Principal
Contact Information: 244-7195, ext. 2215 or dgoodnow@wwsu.org

Name and Title:
Contact Information: 244-7195, ext.

Waitsfield Elementary School

Equity Coordinator: Kaiya Korb, Principal
496-3643, ext. 7889, or kkorb@wwsu.org

Designated Employees:

Name and Title: Katie Babic, Guidance Counselor
Contact Information: 496-3643, ext.7882 , or kbabic@wwsu.org

Name and Title: Eric Mongeon, Library Science Tchr./Educ. Technology Specialist
Contact Information: 496-3643, ext. 7892, or emongeon@wwsu.org

Warren Elementary School

Equity Coordinator: Beth Peterson, Principal
496-2487, ext. 7924 or epeterson@wwsu.org

Designated Employees:

Name and Title: Jennifer Boland, Guidance Counselor
Contact Information: 496-2487, ext. 7930 or jboland@wwsu.org

Name and Title: Beth Peterson, Principal
Contact Information: 496-2487, ext. 7924 or epeterson@wwsu.org

Harwood Unified Union School District Model Policy

Policy H4

H4: PUBLIC SOLICITATIONS/ADVERTISING IN SCHOOLS

Solicitation of students or staff on school premises for commercial or political purposes is discouraged. The Building Administrator will determine the educational relevance and appropriateness of all requests to post or distribute materials, and shall grant or deny permission.

Newsletter

All items in the newsletter must have relevance to students and their families. For example:

- Non-profit organizations for students and their families that are located in our area
- For-profit activities for students and their families that are based at the school
- Locally based, for-profit activities for students and their families, as space permits

Submissions to the newsletter should be limited to two (2) paragraphs and are subject to editorial revision and/or condensation by the school.

Flyers (if the school chooses to send home hard-copy flyers)

All flyers sent home must have relevance to students and their families. Flyers must be printed and prepared by the sponsoring group. They can be sent home for:

- Non-profit organizations for students and their families that are located in our area
- For-profit activities for students and their families that are based at the school

Community Bulletin Board

All items included on the bulletin board should be dated upon being posted and posted only with permission from the principal or administrative assistant. They will be removed when outdated or after being posted for four (4) weeks (or sooner, if space is needed). All items included on the bulletin board must have direct relevance to students and their families. Brochures, etc. may be posted on the bulletin board, but there is not space to keep multiple copies in the office.

Electronic Communications

All items included in electronic communications (e-mail, blogs, or web pages) will be posted only with permission from the school administration. They will be removed when outdated. All items included in electronic communications must have pertinence to students and their families.

Staff and/or Family Mailboxes/E-mail

Direct marketing for commercial, non-school based fundraising, and/or political purposes to staff or families via mailboxes, work/meeting areas, or e-mail accounts are prohibited.

Face-to-Face Solicitation

Any solicitation of this sort should not interfere with learning and the flow of the school day.

Date Warned:

Date Adopted:

Legal Reference(s):

Cross Reference(s):