



COLCHESTER SCHOOL DISTRICT

Amy Minor, Superintendent of Schools
George A. Trieb, Jr., Business Manager
Carrie A. Lutz, Director of Special Education
Gwendolyn Carmolli, Director of Curriculum
Internet Address: www.csdvt.org

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

SUBSTITUTE INFORMATION

Dear Substitute,

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

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

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

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

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

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

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

Day 1-5 \$90.00

Day 6-15 \$100.00

Day 16+ \$110.00

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

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

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

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

Human Resource Office:

Erin Dye, HR Coordinator

264-5976

erin.dye@colchestersd.org

Katie Roth, HR Generalist

264-5978

katie.roth@colchestersd.org

Payroll Office:

Jessica Phelan, Staff Account/Payroll

264-5980

jessica.phelan@colchestersd.org

COLCHESTER SCHOOLS

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

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

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

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

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

Principal: Jordan Burke
Grades 3-5 & EEE Program
Phone 264-5900 Fax 264-5901

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

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

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

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

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CRIMINAL RECORD CHECK – FINGERPRINTING

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

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

Schedule your appointment by contacting:

- COLCHESTER POLICE DEPARTMENT –
By Appointment Only, Monday – Thursday 8:30 a.m. or 3:30 p.m.
Please contact Officer Mellen via email: christian.mellen@colchesterpdvt.org
Phone: (802) 264-5555
835 Blakely Road
Colchester, VT 05446

BEFORE you go to your appointment:

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

Bring to your appointment:

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

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

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

COLCHESTER SCHOOL DISTRICT

Maintenance and Destruction of Criminal Record Check Information

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

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

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

**COLCHESTER SCHOOL DISTRICT
PAYROLL CALENDAR
SUBSTITUTES**

July 1, 2017 – June 30, 2018

| <u>Days Worked</u> | <u>Date Paid</u> |
|-----------------------------|--------------------|
| June 25 – July 08 | July 14, 2017 |
| July 09 – July 22 | July 28, 2017 |
| July 23 – August 5 | August 11, 2017 |
| August 6 – August 19 | August 25, 2017 |
| August 20 – September 2 | September 8, 2017 |
| September 3 – September 16 | September 22, 2017 |
| September 17 – September 30 | October 6, 2017 |
| October 1 – October 14 | October 20, 2017 |
| October 15 – October 28 | November 3, 2017 |
| October 29 – November 11 | November 17, 2017 |
| November 12 – November 25 | December 1, 2017 |
| November 26 – December 09 | December 15, 2017 |
| December 10 – December 23 | December 29, 2017 |
| December 24 – January 6 | January 12, 2018 |
| January 7 – January 20 | January 26, 2018 |
| January 21 – February 3 | February 9, 2018 |
| February 4 – February 17 | February 23, 2018 |
| February 18 – March 3 | March 9, 2018 |
| March 4 – March 17 | March 23, 2018 |
| March 18 – March 31 | April 6, 2018 |
| April 1 – April 14 | April 20, 2018 |
| April 15 – April 28 | May 4, 2018 |
| April 29 – May 12 | May 18, 2018 |
| May 13 – May 26 | June 1, 2018 |
| May 27 – June 09 | June 15, 2018 |
| June 10 - June 23 | June 29, 2018 |

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

COLCHESTER SCHOOL DISTRICT

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

DATE ADOPTED: April 4, 2017

I. PURPOSE

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

- A.** Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
- B.** Ensure the District takes appropriate measures to maintain the safety of everyone who accesses the District’s information technology resources.
- C.** Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other IT resources by school district.

II. DEFINITION

A. Information Technology Resources (IT) means:

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

Last Adopted: March 19, 2013

Date Warned: March 17, 2017

First Reading: March 21, 2017

Second Reading: April 4, 2017

Legal References:

17 U.S.C §§101-120 (Federal Copyright Act of 1976 as amended)
 20 U.S.C. §6777 et seq. (Enhancing Education Through Technology Act)
 18 U.S.C §2251 (Federal Child Pornography Law – Sexual Exploitation and Other Abuse of Children)
 47 U.S.C. §254 (Children’s Internet Protection Act)
 47 CFR §54.520 (CIPA Certifications)
 13 V.S.A. §§2802 et seq. (Obscenity, minors)
 13 V.S.A. §1027 (Disturbing Peace by Use of...Electronic Means)
 13 V.S.A. §2605 (Voyeurism)

Cross References:

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

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

III. POLICY STATEMENT

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

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the District's harassment and bullying policies.

IV. POLICY APPLICATION

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

V. GENERAL PROCEDURES

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

- A. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
 1. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
 2. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.
 3. **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and

communications. They are responsible at all times for the proper use of their account by not sharing their system account password.

4. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
 5. **Protects Intellectual Property.** Users request to use the software and media others produce.
- B.** Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
- C.** Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
- D.** Methods to address the following:
1. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
 - a. Lewd, vulgar, or profane
 - b. Threatening
 - c. Harassing or discriminatory
 - d. Bullying
 - e. Terroristic
 - a. Obscene or pornographic
 2. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
 3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
 4. Unauthorized disclosure, use, dissemination of personal information regarding minors.
 5. Restriction of minors’ access to materials harmful to them.
- E.** A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

VI. OWNERSHIP OF IT RESOURCES

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

VII. EXPECTATION OF PRIVACY

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

VIII. COMPLIANCE WITH CIPA

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

IX. IMPLEMENTING PROCEDURES/REGULATIONS

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

X. LIMITATION/DISCLAIMER OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through its IT systems will be error free or without defect. The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's IT resources network, including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the IT resources system including the Internet, or for financial obligations arising through their unauthorized use.

XI. ENFORCEMENT

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a

user has violated this policy, the District will handle the allegation consistent with the student disciplinary policy. Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

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

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

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

DEFINITIONS

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

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

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

EMPLOYEE RESPONSIBILITIES

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

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

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

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

ADMINISTRATIVE RESPONSIBILITIES

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

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

COLCHESTER SCHOOL DISTRICT

POLICY: HARASSMENT OF EMPLOYEES

DATE ADOPTED: April 4, 2017

POLICY STATEMENT

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

I. DEFINITIONS

A. Employee

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

B. Unlawful Harassment

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

C. Sexual Harassment

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

1. Submission to the conduct is made either explicitly or implicitly a term or condition of that person's employment;
2. Submission to or rejection of such conduct by a person is used as a component of the basis for employment decisions affecting that person; or

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

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

D. Retaliation

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

II. EXAMPLES

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

A. Sexual

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

B. Race and Color

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

C. National Origin and Place of Birth

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

D. Age

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

E. Marital Status

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

F. Sexual Orientation

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

G. Gender Identity

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

H. Disability

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

I. Genetic Information

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

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

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

B. Designated Persons

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

C. Investigation

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

D. Filing a Complaint.

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

E. Mandatory Report

Colchester School District employees, including administrators, supervisors, and School Board members, who witness or receive a report, formal or informal, written or oral, of unlawful harassment at school or during school sponsored activities shall report as soon as possible. Under certain circumstances, alleged harassment may also constitute possible abuse under Vermont law. The statutory obligation to report suspected abuse, therefore, may be applicable.

F. Confidentiality

The Colchester School District will respect the privacy of the complainant, the individual(s) against whom the report is directed, and the witnesses, to the extent possible consistent with the Colchester School District's obligations to investigate, take appropriate action, and conform with any disclosure obligations. Witnesses, complainant and the accused shall keep confidential matters related to the charge of unlawful harassment.

IV. ALTERNATIVE COMPLAINT PROCESSES

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

Vermont Human Rights Commission

133 State Street
Montpelier, VT 05633-0001
(802) 828-2480

Vermont Attorney General's Office

Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission

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

COLCHESTER SCHOOL DISTRICT
HARASSMENT POLICY DOCUMENTATION FORM

Date Filed: _____ Time: _____

I. YOUR NAME: _____ ACCUSED: _____

Description of Incident:

Reported by: _____
Signature

Witness (if applicable): _____
Signature

II. INFORMAL MEETING DOCUMENTATION _____ Check: ___ Successful ___ Unsuccessful
Date

Summary of Agreements:

III. NEXT STEPS (check all that apply):

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

SIGNATURES

Party A Date

Party B Date

Witness (if applicable) Date

CONFIDENTIAL FORM
MAINTAINED BY DESIGNATED BUILDING REPRESENTATIVE

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

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

Submitted by _____ DATE _____
NAME

SIGNATURE

ROLE (check) Student Employee

FORWARD ONE COPY OF THIS CONFIDENTIAL FORM TO:

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



COLCHESTER SCHOOL DISTRICT

*Lawrence Waters, Superintendent of Schools
George A. Trieb, Jr., Business Manager
Carrie A. Lutz, Director of Special Education
Gwendolyn Carmolli, Director of Curriculum
Internet Address: www.csdvt.org*

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

MEMO

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

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

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

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



New Health Insurance Marketplace Coverage Options and Your Health Coverage

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

PART A: General Information

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

What is the Health Insurance Marketplace?

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

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

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

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

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

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

How Can I Get More Information?

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

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

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

PART B: Information About Health Coverage Offered by Your Employer

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

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

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

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

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

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

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

Yes (Continue)

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

No (STOP and return this form to employee)

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

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

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

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

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

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

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

Employer won't offer health coverage

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

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

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

Date of change (mm/dd/yyyy):

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