



Colchester School District

Administrative Offices, 125 Laker Lane, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • www.csdvt.org • 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 will be compensated \$120 per day.

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

Amy Minor
Superintendent
of Schools

George A. Trieb, Jr.
Business & Operations
Manager

Carrie A. Lutz
Director of Student
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction

Nurse substitutes shall be defined as any nurse substitute assignment that is 30 consecutive days or less for the same (or different) nurse absence. Nurse substitutes will be paid at the rate of \$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:

Amy Silverston, HR Coordinator

264-5976

amy.silverston@colchestersd.org

Jessica Phelan, HR Manager

264-5980

jessica.phelan@colchestersd.org

Payroll Office:

Lynsey Hartshorn, Payroll Specialist

264-5978

lynsey.hartshorn@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

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

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

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

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

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

¹ Written notification includes electronic notification, but excludes oral notification.

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

³ See 28 CFR 50.12(b).

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

**COLCHESTER SCHOOL DISTRICT
PAYROLL CALENDAR
SUBSTITUTES**

July 1, 2020– June 30, 2021

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

****Please note that paystubs for substitutes are emailed to the email address on file each pay day. The password to open the attachment is the last four digits of your SSN****

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

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

POLICY

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

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

The use by students, staff, or others of District IT resources is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, receive, or display on or over the District's computer or network resources, including personal files. The District reserves the right to monitor, track, and log use of IT resources and may deny access for unauthorized, inappropriate, or illegal activity. The District may revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. The District shall cooperate to the extent legally required with local, state, and federal officials in any investigation concerning or related to the misuse of the District's Internet, computers or network.

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

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

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

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

GENERAL PROCEDURES

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

RESPONSIBILITIES

All users:

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

COMMUNICATION

All users:

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

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

Staff:

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

SECURITY

All users:

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

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

PARENTAL NOTIFICATION AND RESPONSIBILITY

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

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

DISCIPLINARY ACTIONS

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

LIMITATION OF LIABILITY

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

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

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

DEFINITIONS

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

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

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

EMPLOYEE RESPONSIBILITIES

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

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

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

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

ADMINISTRATIVE RESPONSIBILITIES

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

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

COLCHESTER SCHOOL DISTRICT

POLICY: HARASSMENT OF EMPLOYEES

DATE ADOPTED: November 1, 2000

POLICY STATEMENT

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

GENERAL PROVISIONS

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

DEFINITIONS AND EXAMPLES

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

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

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

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

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

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

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

PROCEDURES:

REPORTING

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

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

INVESTIGATION

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

RETALIATION

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

ACTION

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

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

APPEAL

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

MANDATORY REPORT OF ABUSE

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

EXTERNAL REPORTS

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

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

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

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

NOTIFICATION AND TRAINING

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

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

COLCHESTER SCHOOL DISTRICT
HARASSMENT POLICY DOCUMENTATION FORM

Date Filed: _____ Time: _____

I. YOUR NAME: _____ ACCUSED: _____

Description of Incident:

Reported by: _____
Signature

Witness (if applicable): _____
Signature

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

Summary of Agreements:

III. NEXT STEPS (check all that apply):

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

SIGNATURES

Party A Date

Party B Date

Witness (if applicable) Date

CONFIDENTIAL FORM
MAINTAINED BY DESIGNATED BUILDING REPRESENTATIVE

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

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

Submitted by _____ DATE _____
NAME

SIGNATURE

ROLE (check) Student Employee

FORWARD ONE COPY OF THIS CONFIDENTIAL FORM TO:

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