

December 18, 2022

**ESBR’s Evidence Outline for VT SBE Sub Committee**

**Health & Safety Safeguards**

	Policy Handbook	Student/Parent Handbook	Faculty Handbook	Other
Prevention of Harassment, Hazing and Bullying of Students	Referenced on Page 46 - 56 January 2021 posting Adopted 2/4/21	Included in Student/Parent Handbook pg.6 Version 2022-2023 Distributed day 1 of the 2022-23 School year	Included in Faculty/Staff Handbook pg. 13 Published 2021-2022 and 2022-2023 school year	Daily student-led community huddle and advisory planning protocols re: building an inclusive and considerate school culture.
Mandatory Reporting	It is understood that it is not required to have a statement about this included in the policy handbook	Mandated Reporting is referenced on Page 7 of the 2022-23 Student/Parent Handbook that was deiminated on the first day of the 2022 school year.	Mandated Reporting appears on pages 18 – 21 of the updated 2022-23 Faculty Handbook	Contracts issued to all school employees and contracted employees  VT Kids Safe Collaborative Certificates of Completion online mandatory reporting training – see copies / evidence of as uploaded to VT SBE subcommittee shared folder.
Health Insurance and Immunization Records	Currently the School Policy manual does not reference Immunization Records or Health Insurance	Health Insurance & Immunization Records appears on pg. 3 of the 2022-23 Students/Parent Handbook issued the first day of 2022 School Year	Health Insurance & Immunization Records also appears on pg. 5 of the 2022-23 Faculty/Staff Handbook	Records are on file in the Head of School’s office.
Restraint and Seclusion	Restraint and Seclusion Policy can be found on page 72, drafted January 2021, adopted 2/4/21	Currently the Student/Parent Handbook does not reference Restraint and Seclusion	A Statement regarding Restraint and Seclusion appears on pg. 13 of the 2022-23 Faculty/Staff Handbook	

School Crisis and Prevention Response	On page 100 of the Policy Handbook is the adopted policy referencing School Crisis and Prevention Response. Submitted January 2021 and adopted 2/4/21	An indirect response to School Crisis and Prevention Response is made in the Student/Parent Handbook 2022-23, on pg. 11 which include Evacuation Drills and Ensuring a Safe School clause.	An indirect response to School Crisis and Prevention Response is also addressed indirectly in the Faculty/Staff Handbook 2022-23, on pg. 11 which includes Weapons (pg. 12) Evacuation Drills (pg.12) and (pg. 13) Ensuring a Safe School clause.	
Fingerprints and Criminal Records Check	The Policy Manual currently does not include Fingerprints and/or Criminal Records Check	The Student/Faculty Handbook does not mention Fingerprinting and/or Criminal Records Check	Reference to Faculty/Staff Fingerprinting and Criminal Records Check can be found on pg. 20 of the Faculty/Staff Handbook 2022-23	Contracts issued to all school employees and contracted employees  VCIC records on file  Two staff member live out-of-state therefore VCIC record not applicable, yet documentation from their primary address state provided and on file

**Facilities**

	Policy Handbook	Student/Parent Handbook	Faculty Handbook	Other
Certificate of Occupancy		Page 2 explains expectations for being safe and keeping the building clean, notify an adult when something appears to need maintenance.		All discrepancies noted in a 2019 Fire Marshall Report issued to Black River High School have been addressed and corrected. A Certificate of Occupancy was issued in November 2022 and copies are on file in the Town of Ludlow Municipal Managers office and with the Head of School.
Fire/Evacuation/& Safety Drills		Page 10 of 2022-23 Student Handbook.	Page 10 of 2022-23 Faculty Handbook.	The Head of School keeps records of regularly conducted drills on file.

**School Philosophy & Objectives**

	Policy Handbook	Student/Parent Handbook	Faculty Handbook	Other
Core Subject Area Instructors – reference to “life coach”				The term “life coach” has been refuted by ESBR’s Social Studies Teacher and School Counselor Nerissa Edwards-Sadwith
Philosophy	Mentions intent to use restorative justice & responsive classroom strategies, a component of the school’s philosophy.	Pages 1-5 of 2022-23 (and the 2021-22) explain this. Students worked with HoS to revise 2022-23 version during the first week of school.	A Statement of Philosophy is included on pg. 5 of the Faculty/Staff handbook	
Documentation of Formal Curriculum				Currently Curriculum Design is explained in the Program of Studies  Additionally, the LMS is built upon the NGSS and C3 Framework. These science and Social Studies standards along with the EL Education’s framework outline “what” is being taught.
Evaluation of Student Progress		Personalized Learning Map & a minimum of bi-monthly conferences with parents / guardians – invitation to schedule sent via email		

**School Discipline Policy**

	Policy Handbook	Student/Parent Handbook	Faculty Handbook	Other
Student Conduct & Discipline	Student Conduct and Discipline can be found on pg. 58 of the Policy Handbook	Pages 5-10 in the 2022-23 Student Handbook.	Page 7-8 of the 2022-23 Faculty/Staff Handbook address Discipline Procedures. In addition, pg. 22 of the Faculty/Staff Handbook addresses Discipline and the use of corporal punishment.	
Student Attendance	Student Attendance is addressed on pg.43 of the Policy Handbook	Attendance is addressed on pgs. 5-6 in the 2022-23 Student-Parent Handbook	Pages 9-10 of the 2022-23 Faculty/Staff Handbook address Absences and Tardiness	
Suspension & Expulsion		Suspension & Expulsion, Suspension Procedures and Final Probation are addressed on pgs. 9 -10in the 2022-23 Student/Parent Handbook	Suspension and Final Probation are addressed on pg. 9 of the 2022-23 Faculty/Staff Handbook	
Procedures for Bomb Threats	Procedures for Bomb Threats can be found on pgs/ 102-107 of the Policy Manual			

**Professional Development \***

	Policy Handbook	Student/Parent Handbook	Faculty/Staff Handbook	Other
Professional Development/Evaluation	The policy addressing Professional Development and its implementation can be found on pgs. 32-34 in the Policy Handbook		Page 18 of the Faculty/Staff Handbook address Professional Development	<p>The Head of School will keep all Professional Development on file.</p> <p>ESBR BoT decided to hire a VT licensed administrator – maintaining this current license / renewal of it requires providing evidence of continued PD.</p>

**Financial Viability**

<p>The Agency’s Independent School Visiting Team indicate concern that ESBR does not have financial capacity to remain viable.</p>	<p>At no time during the Agency’s Independent School site visit did they ask to review our budget/expenses or question our fundraising.</p> <p>ESBR is in the third year of operation. The first two years the school operated philanthropically fundraising during the height of Covid. Enrollment ranged from 14-16 students and the operating expenses were \$150,000-\$180,000. Beginning in the third year ESBR committed to supplement their budget by asking families to pay partial tuition or provide service to the school in addition to operating expenses of \$160,000. Currently we have an enrollment of 15 students.</p> <p>The ESBR Board of Trustees recognizes that we will not need to support our school through continued fundraising. We do intend to fundraise annually and supplement our budget through grants. Yet, since the monies that will come with approval status rightfully belong to the parents &amp; guardians from school choice towns who choose ESBR, the school’s budget is built with that revenue as a key component to the school’s financial viability.</p>
--	---