

## Superintendents Assurances - 2017

Please complete and submit this survey by November 17, 2017.

\* 1. What Supervisory Union/Supervisory District do you represent?

\* 2. Assurances related to federal and state statutes (EQS Rule 2113):

	No	Partially	Yes
a) Can you assure that each school provides students with educational and other services in accordance with state and federal entitlements and requirements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Can you assure that each school maintains records that align to AOE data collections and are in alignment with state and federal laws?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Can you assure that each school has adopted and implements policies consistent with the Federal Protection of Pupil Rights Act regarding surveys, analyses and evaluations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 3. Assurances related to flexible pathways (EQS Rule 2120.2):

	No	Partially	Yes
a) Can you assure that each high school provides students the opportunity to experience learning through flexible and multiple pathways (including but not limited to career and technical education, virtual/blended learning, work-based learning, service learning, dual enrollment and early college)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Can you assure that student learning done in a flexible setting occurs under the supervision of an appropriately licensed educator?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Can you assure that learning expectations done in a flexible setting are aligned with state expectations and standards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Can you assure that students are allowed to demonstrate proficiency by presenting multiple types of evidence, including but not limited to teacher- or student-designed assessments, portfolios, performances, exhibitions and projects?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 4. Career and Technical Education (EQS Rule 2120.3):

	No	Partially	Yes
Can you assure that schools serving grades 9-12 coordinate with their designated career and technical education center to ensure genuine access and support for all eligible students as required in 16 V.S.A. 1541a?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that schools provide students with appropriate career counseling and program information regarding the availability of education and apprenticeship program offerings at career and technical centers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 5. Personalized Learning Plans (EQS Rule 2120.4):

	No	Partially	Yes
a.) Can you assure that all students in grade seven have a written Personalized Learning Plan (PLP)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b.) Can you assure that if the student is a minor, the student's parent or legal guardian was involved in the development of the PLP?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.) Can you assure the PLP addresses flexible pathway options and learning supports?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Curriculum Content (EQS Rule 2120.5):

	No	Partially	Yes
Can you assure that the written and delivered curriculum within the supervisory union and district is aligned with the standards approved by the State Board of Education?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that all students in grades K-8 are provided with at least two physical education classes per week?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that all students in grades 9-12 are provided with one and one-half years of physical education or the equivalent thereof?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school offers options for students in grades K-12 to participate in at least 30 minutes of physical activity within or outside of the school day, which may include recess and movement built into the curriculum, but does not replace physical education classes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school provides appropriate learning opportunities to all students to support their attainment of the standards approved by the State Board of Education, and that as required in 16 V.S.A. §2902, each school provides support for students who require additional assistance in order to succeed or be challenged in the general education environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school provides comprehensive health and physical education learning experiences, including the effects of tobacco, alcohol and drugs on the human system for all students in accordance with sections 16 V.S.A. §131 and §906(b)(3)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 7. Can you assure that students are able to engage annually in rigorous, relevant and comprehensive learning opportunities that allow them to demonstrate proficiency in (EQS Rule 2120.5):

	No	Partially	Yes
Literacy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematical content and practices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scientific inquiry and content knowledge?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Global citizenship, to include history or language?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical education?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health education?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Artistic expression?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transferable skills?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 8. Curriculum Coordination (EQS Rule 2120.6):

	No	Partially	Yes
Can you assure that each school implements the supervisory union's/district's coordinated, written, and delivered curriculum?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school with a pre-kindergarten early education program offers high-quality programs as outlined in State Board Rule 2600?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 9. Local Graduation Requirements (EQS Rule 2120.7; 2120.8):

	No	Partially	Yes
Can you assure that graduation requirements have been established by the secondary school board, and that local graduation policy defines proficiency-based requirements based on standards adopted by the State Board of Education?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 10. School Leadership (EQS Rule 2121.1)

	No	Partially	Yes
Can you assure that the roles and responsibilities of the school's leadership, including the school board, superintendent and principal or career and technical center director, conform to applicable provisions in 16 V.S.A. regarding authority and duties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 11. Staff (EQS Rule 2121.2):

	No	Partially	Yes
Can you assure that school boards have established optimum class size policies (K-3 avg <20; 4-12 avg <25)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure the services of a certified library media specialist to support literacy, information, and technology standards (1 full-time Library Media specialist and sufficient staff per 300+ students or on a pro-rata basis)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that all professional staff (teachers, leaders, etc.) are licensed and appropriately endorsed for their assignments on the first day of their duties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 12. Needs-based professional learning (EQS Rule 2121.3):

	No	Partially	Yes
Can you assure that each school's professional learning system includes mentoring and is aligned with its staff evaluation and supervision policies, Continuous Improvement Plan, supervisory union and district goals, and provides new staff members with appropriate opportunities for professional learning?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 13. Do your current teacher and leader evaluation systems (EQS Rule 2121.4):

	No	Partially	Yes
a) Conform to the provisions of state and federal law and the Vermont Guidelines of Teacher and Leader Effectiveness adopted by the State Board of Education?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Include multiple sources of evidence to inform and measure teacher performance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Address the professional learning needs of all staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Address the needs of teachers who are new to the profession, the assignment or the school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Provide supports to improve instructional practice, content knowledge, and working relationships?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 14. Tiered System of Support (EQS Rule 2121.5):

	No	Partially	Yes
Can you assure that, in accordance with 16 V.S.A. §2902 and State Board Rule 2194, each school provides a tiered system of academic and behavioral supports to assist all students in working toward attainment of the standards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school's counseling services support the mission and vision of the school, are available to all students, and address students' academic, career, personal and social development?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that staffing is filled by licensed school counselors and other student support personnel with sufficient staff to carry out the school counseling services, (1 Counselor for 200+ elementary students; 1 counselor for 300+ secondary students or on a pro rata basis)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that all health services are made available in a confidential manner to students in each school, delivered in accordance with the school district's written policies and procedures that have been developed in collaboration with parents and community health resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school that has a School Nurse or Associate School Nurse (1 Nurse up to and including 500 students or on a pro rata basis)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure the school complies with requirements of state law relative to vision and hearing screening, immunization, and child abuse reporting, and federal law relating to invasive physical examinations in accordance with the Protection of Pupil Rights Act?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 15. School facilities and the learning environment (EQS Rule 2122.1):

	No	Partially	Yes
Can you assure that each school has practices to maintain a safe, orderly, civil, flexible and positive learning environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school actively works to eliminate bullying?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that the design and operation of each school's facilities are in full compliance with all state and federal fire, health, and safety, chemical and architectural standards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school's comprehensive plan for responding to student misbehavior, as required by 16 V.S.A. §1161a(a), addresses student behavior, language, classroom attendance, clothing and treatment of property, as well as consequences for violations of policy and is clear and consistently enforced?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that each school observes due process requirements as set forth in Rule 4300 regarding discipline?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



\* 16. Access to Instructional Materials-Can you assure that each school provides access to instructional materials in conformance with the following guidance to: (EQS Rule 2122.2):

	No	Partially	Yes
a. provide a learning environment with sufficient supplies and infrastructure to allow for learning?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. develop, maintain, and expand as needed a collection of print, digital and technology resources, administered by a certified school library media specialist?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. ensure that the curriculum is supported by necessary digital and print resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. ensure that students, teachers, administrators and paraprofessionals have access to an organized collection of digital and print materials sufficient and appropriate to support all students in meeting or exceeding the current state and national standards at no cost to the student?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. provide students access to the library on a regular basis to use materials for reading, research, and for instruction in the skills needed to select and use information effectively?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. provide access to a variety of up-to-date information, assistive, and other technology to support students in meeting or exceeding the standards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. provide broadband Internet service for students and educators to access educational resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. adopt and implement written policies on electronic resources, acceptable Internet usage, and procedures for handling complaints for both staff and students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. support a schedule that provides opportunities for a library media specialist to collaborate with teachers as they integrate information research skills into their curriculum?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. ensure that students are afforded the opportunity to learn the skills to locate, evaluate, synthesize, and present information and ideas within content areas using technology integration?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 17. Participation in state comprehensive assessment system (EQS Rule 2123.1):

	No	Partially	Yes
Can you assure that each school administers assessments of student performance using methods developed by the State Board of Education under 16 V.S.A. §164(9)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that students who are unable to participate in district or state assessments shall be given an alternate assessment in accordance with law?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you assure that every publicly funded student in your system participates in state assessment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 18. Development and implementation of local comprehensive assessment system. Can you assure that the supervisory union and district has developed, and that each school is implementing a local comprehensive assessment system that (EQS Rule 2123.2):

	No	Partially	Yes
a. assesses the standards approved by the State Board of Education?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. employs a balance of assessment types, including but not limited to, teacher- or student-designed assessments, portfolios, performances, exhibitions and projects?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. includes both formative and summative assessments?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. enables decisions to be made about student progression and graduation, including measuring proficiency-based learning?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. informs the development of Personalized Learning Plans and student support?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. provides data that informs decisions regarding instruction, professional learning, and educational resources and curriculum?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. reflects strategies and goals outlined in the district's Continuous Improvement Plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 19. Can you assure, as required in 16 V.S.A. §165(a)(2), that each school reports student and system performance results to the community at least annually including: (EQS Rule 2124):

	No	Partially	Yes
a. goals and objectives for improved student learning?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. educational strategies and activities specifically designed to achieve these goals, including professional learning of administrative and instructional staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. strategies and supports to ensure the school maintains a safe, orderly, civil and positive learning environment which is free from harassment, hazing and bullying?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. required technical assistance from the Vermont Agency of Education as appropriate or determined by law?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 20. Who are the two Truancy Officers for your SU/SD? (16 §1125)

Name 1:

Email 1:

Phone 1:

Name 2:

Email 2:

Phone 2:

\* 21. Has the supervisory union and district provided technical assistance to the schools focusing on strengthening and improving the school's instructional program as well as in the areas of data analysis, identification and implementation of instructional strategies, budget analysis and allocation? (ESEA section 1116 (b))

No

Yes

\* 22. You need two designated employees at each school campus whose role it is to receive complaints of hazing, harassment and/or bullying. Who are your designated employees?

1-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

2-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

3-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

4-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

5-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

6-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

7-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

8-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

9-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

10-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

11-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

12-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

13-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

14-School:

a- School Phone Number:

b-Name 1:

c-Email Address 1:

d-Name 2:

e-Email Address 2:

\* 23. Who is your designated Equity Coordinator, whose role it is to oversee all aspects of the implementation of your system's Hazing, Harassment and Bullying policy as it relates to obligations imposed by federal law regarding discrimination? (Statute 16 VSA):

Name:

School:

Email Address:

Phone Number:

\* 24. In regards to your current Hazing, Harassment and Bullying (HHB) policy: (Statute 16 VSA 150):

	No	Partially	Yes
Have you publicized the availability of HHB designated reporters in any publication of the District that sets forth the comprehensive rules, procedures, and standards of conduct for the school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you (in conjunction with the school board) developed hazing, harassment and bullying prevention notices in age-appropriate form for use in educating the student populations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you (in conjunction with the school board) developed a program in age-appropriate terms to educate the student population on substance and policies to prevent hazing, harassment and bullying?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you trained teachers and staff in preventing, recognizing and responding to hazing, harassment and bullying complaints?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



\* 25. Who is your designated 504 compliance coordinator and how did you publish notice of non-discrimination and grievance procedures? (34 C.F.R. §§104.7, 104.8)

Name:

School:

Email Address:

Phone Number:

Means of Publication of Non-discrimination:

Means of Publication of Grievance Procedures:

\* 26. Who is your Title IX coordinator and how did you publish notice of non-discrimination and grievance procedures? (34 C.F. §106.8 (a))

Name:

School:

Email Address:

Phone Number:

Means of Publication of Non-discrimination:

Means of Publication of Grievance Procedures:

\* 27. Assurances related to federal and state statutes: Have you provided the following notices to families:

	No	Yes
FERPA Annual Notice? (34 C.F.R. Part 99)	<input type="radio"/>	<input type="radio"/>
PPRA Annual Notice/Child Find/IDEA Notice? (20 U.S.C. §1232h)	<input type="radio"/>	<input type="radio"/>
Teacher Qualifications? (20 U.S.C. §6311)	<input type="radio"/>	<input type="radio"/>
Notice to Parents of LEP (w/in 30 days of the start of school and student identified as eligible for services? (20 U.S.C. §6312(g)(1))	<input type="radio"/>	<input type="radio"/>
Parents Opt-out of providing directory information to Military Recruiters? (20 U.S.C. §7908(a)(2))	<input type="radio"/>	<input type="radio"/>
Notice to Parents/athletes re: Concussion Guidelines? (16 V.S.A. § 1431)	<input type="radio"/>	<input type="radio"/>
Training of Coaches re: Concussion Guidelines? (16 V.S.A. § 1431)	<input type="radio"/>	<input type="radio"/>

\* 28. With regard to special education, can you assure that the SU/SD staff:

	No	Partially	Yes
Complete state time documentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review and use documentation to compile special education expenditure reports?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain invoices (per technical guide) for special education cost documentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 29. Does the SU/SD have the following required policies or procedures, and are they used by staff:

	No	Partially	Yes
Cash Management? (2 C.F.R. §200.302(b)(6))	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allowability of Cost? (2 C.F.R. §200.302(b)(7))	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capital Asset? (2 C.F.R. §200.12 & 200.33)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equipment Management and Inventory? (2 C.F.R. §200.313(d))	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Travel and Expense Reimbursement? (2 C.F.R. §200.474(b)(2))	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conflict of Interest? (2 C.F.R. §200.318(c))	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Procurement (including Contract Administration)? (2 C.F.R. §200.318(a) and VSA Title 16 §559)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Segregation of duties within business office?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 30. Is the organization chart up to date and does it contain job titles and duties? (Fiscal Control 76.702 (Internal Controls 200.303))

- No
- Yes

\* 31. Does the SU/SD meet the following requirements: (Fiscal Control 76.702 (Internal Controls 200.303))

	No	Yes
Does the accounting system contain information pertaining to source of funds, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and is it supported by source documentation?	<input type="radio"/>	<input type="radio"/>
Is the Single Audit (when required) complete by March 31st?	<input type="radio"/>	<input type="radio"/>
Is the Subrecipient Annual Report completed by August 15th?	<input type="radio"/>	<input type="radio"/>
Does the SU/SD retain financial and grant related records for a period of at least 5 years?	<input type="radio"/>	<input type="radio"/>
Does the SU/SD have a current asbestos plan on file?	<input type="radio"/>	<input type="radio"/>
Does the SU/SD have a bus idling policy on file?	<input type="radio"/>	<input type="radio"/>
Do the SU/SD have procedures for maintaining student activity accounts?	<input type="radio"/>	<input type="radio"/>
Is the Schoolwide plan current and complete for each school as applicable?	<input type="radio"/>	<input type="radio"/>
Is quarterly financial reporting completed timely and accurately; with minimal federal cash on hand?	<input type="radio"/>	<input type="radio"/>
Are the SU/SD's DUNS and SAM registrations current?	<input type="radio"/>	<input type="radio"/>
Do all schools have access to an electronic system for recording enrollment and attendance in accordance with the School Register per §1321?	<input type="radio"/>	<input type="radio"/>
Do Registrars maintain record of student enrollment, daily attendance, and other requested information (as detailed in annual, State Board approved Register) and oversee transmission of student data to the Secretary on or before July 15 annually (§1323) and does the Superintendent examine and verify the accuracy of the register annually (§1324)?	<input type="radio"/>	<input type="radio"/>
Do staff hired/transferred into new positions/roles receive adequate training for that role (e.g. Business Managers, Registrars, Grantium Users, etc.)?	<input type="radio"/>	<input type="radio"/>
Does the SU/SD acknowledge and confirm that the Grantium PIN assigned to the Superintendent and Business Manager is not to be shared with others and that, if it is determined that the PIN has been compromised in any way, the Superintendent or Business Manager shall request that a new one be assigned?	<input type="radio"/>	<input type="radio"/>
Are adequate staff made available to receive/route communications throughout the calendar year?	<input type="radio"/>	<input type="radio"/>

\* 32. By completing the section below, you confirm that you are the current superintendent for the SU/SD and all answers are true to the best of your knowledge:

Name:

Date: