



SCHOOL BOARD MEETING

BCEMS Library

MISSION STATEMENT

We are committed to providing a challenging educational environment that encourages high performance in a nurturing atmosphere characterized by dignity and respect.

March 14, 2016

5:30 p.m.

REGULAR MEETING

AGENDA

1. Call to Order; Pledge of Allegiance
2.
 - 2.1 Board Reorganization
 - 2.2 New Board Member Interviews
3. Additions and/or Deletions to Agenda
4. Visitors and Communications
5. Approval of Minutes
 - 5.1 Approval of Minutes – February 8, 2016 Regular Meeting
6. Old Business
 - 6.1 Act 46 Update and Committee Appointment(s)
 - 6.2 Second Reading BSU Tobacco Prohibition Policy (E8)
 - 6.3 Second Reading BSU Health Insurance Portability and Accountability Act Compliance (D13)
 - 6.4 Second Reading BSU Prevention of Employee Harassment Policy (D12)
 - 6.5 Second Reading BSU Drug & Alcohol Testing: Transportation Employees Policy (D11)
 - 6.6 Second Reading BSU Alcohol and Drug-Free Workplace Policy (D8)
 - 6.7 Second Reading BSU Title I, Part A Parental Involvement Policy (H7)
 - 6.8 Second Reading BSU Policy on the Prevention of Harassment, Hazing and Bullying of Students (F20)
 - 6.9 Second Reading BSU Model, Procedures on the Prevention of Harassment, Hazing, and Bullying of Students Policy (F20-1)
 - 6.10 Second Reading BSU Title I Comparability Policy (G12)
7. New Business
 - 7.1 Facilities Update following Bond Vote: Heating System and Security Upgrades
 - 7.2 First Reading School-Community Relations Policy (E30)
 - 7.3 First Reading Fiscal Management and General Financial Accountability Policy (E1)
 - 7.4 First Reading Budgeting Policy (E2)
 - 7.5 Rescind JRA-R, JHCE, DA, DB, AC, JICFA, JK-R BBFA, JFCM
 - 7.6 Code Change IIC to G11, Acceptable Use of Electronic Resources and the Internet
 - 7.7 FY '17 Teacher List
 - 7.8 Resign/Retire
8. Board Reports
 - 8.1 Superintendent
 - 8.2 Principals
 - 8.3 Committee Reports
 - 8.4 Financial
9. Round Table/Future Agenda Items
10. Executive Session (If needed)
11. Adjournment

Reminders:

Next Barre City School Board Meeting:

Next Spaulding High School Board Meeting:

Next Supervisory Union #61 Board Meeting:

Next Barre Town Elementary School Board Meeting:

TBD

April 7, 2016

TBD

March 16, 2016

AGENDA PARKING LOT

Ground Rules for Meetings

Start and end meetings on time.

Members and administration will submit material in advance of meetings.

Members will be prepared for meetings.

Show mutual respect.

Listen to others and don't interrupt. People will speak when recognized. Share time so that all can participate.

We will honor brainstorming without being attached to our own viewpoint.

Be free to speak minds without fear or reprisal.

Attack the problem-no blame game.

Get consensus from board members for individual requests for information.

Make decisions based on clear information.

Identify pending issues and agreements at the end of each meeting.

Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers.

BARRE CITY SCHOOL DISTRICT

REGULAR SCHOOL BOARD MEETING
Barre City Elementary and Middle School -Library
February 8, 2016 - 5:30 p.m.

MINUTES

BOARD MEMBERS PRESENT:

Lucas Herring - Chair
Sonya Spaulding - Vice Chair - arrived at 5:37 p.m.
Anita Chadderton
Guiliano Cecchinelli, II - arrived at 5:45 p.m.
Nathan Reigner
Anita Ristau
Tyler Smith
Leslie Walz

BOARD MEMBERS ABSENT:

Jim Carrien - Clerk

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
James Taffel, Principal
Jackie Tolman, Principal
Stacy Anderson, Director of Special Services
Richard McCraw, M.Ed., Director of Curriculum, Instruction, and Assessment
Lisa Perreault, Business Manager

GUESTS PRESENT:

Video Vision Tech Dave Delcore-Times Argus John Mudgett

1. Call to Order: Pledge of Allegiance

The Chair, Mr. Herring, called the Monday, February 8, 2016, Regular meeting to order at 5:35 p.m., which was held at the Barre City Elementary and Middle School Library. The flag salute followed.

2. Additions and/or Deletions to the Agenda

Add 5.5 - 21st Century Community Learning Centers Grant

3. Visitors and Communications

None.

4. Approval of Minutes

4.1 Approval of Minutes - January 11, 2016 Regular Meeting

On a motion by Mrs. Walz, seconded by Mrs. Chadderton, the Board voted 4 to 0 to approve the Minutes of the January 11, 2016 Regular Meeting. Mr. Reigner abstained.

5. Old Business

5.1 FY '17 Budget

Using a Power Point presentation, Mrs. Spaulding provided an overview of the proposed budget. The overview included; development considerations, historical information (BCEMS budgets, equalized pupil counts, & spending per equalized pupil), statewide education spending, a map identifying statewide education spending per equalized pupil, historical tax rate information, the estimated tax rate for the proposed FY17 budget, new ballot language, and Special Articles IV, V, and VI. Mrs. Spaulding thanked the community and the Board and encouraged the community to vote for the budget on March 1, 2016. Mrs. Spaulding reminded voters that they may vote by absentee ballot. The Board thanked Mrs. Spaulding for the clear and concise manner in which the budget was presented.

5.2 Second Reading of the Board Member Conflict of Interest BSU Policy (B3)

A copy of the policy was distributed. Mrs. Walz advised regarding revisions to the format.

On a motion by Mrs. Walz, seconded by Mrs. Ristau, the Board unanimously voted to ratify the Board Member Conflict of Interest BSU Policy (B3).

5.3 Second Reading of Notice of Non-Discrimination BSU Policy (B6)

A copy of the policy was distributed. After brief discussion it was noted that this policy was ratified on 04/13/15. No action is necessary on this agenda item. The old policy will be slated for deletion at the next meeting.

5.4 Act 46 Update

Three documents were distributed; "Act 46 Implementation Project" (Act 46 Implementation Status), "Act 46 Exploratory Study Report, Barre Supervisory Union, dated January 31, 2016", and a color keyed map identifying the status of each SU in the state. Mr. Pandolfo provided an overview of consolidation activity around the state, as well as the status of the BSU Act 46 Consolidation Study Committee. Mr. Pandolfo provided an overview of the Act 46 Committee's report and advised that the Committee recommends moving to a 706 Study. BTMES recently voted to move forward as recommended by the Committee. Brief discussion was held regarding information contained in Appendix A. Mr. Pandolfo has applied for the \$20,000 3718 grant. Mr. Pandolfo recently received preliminary, verbal approval for the grant. The tentative date for the first 706 meeting is February 18, 2016. Mr. Pandolfo advised regarding the charge of the 706 Committee, and advised that there is one definite opening on the committee. A second open seat may also be possible. Mr. Pandolfo reiterated that the SU Act 46 site has links to many Act 46 informational documents and videos. **On a motion by Mrs. Ristau, seconded by Mrs. Walz, the Board voted 6 to 1 to approve moving forward with a 706 Study. Mrs. Chadderton voted against the motion.**

5.5 21st Century Community Learning Centers Grant

A copy of the 21st Century Community Learning Centers Grant Application was distributed for informational purposes. No action is necessary. The grant application has been submitted. If received, the grant would provide financing for 3 years. After 3 years, BCEMS can reapply. The school hopes to have 160 regular attendees (80 elementary and 80 middle school).

6. New Business

6.1 SBAC Report

Screen prints from a Power Point presentation titled 'The SBAC Assessment / The 2015 Test and Next Steps' were distributed. Curriculum Director, Richard McCraw addressed the Board, providing an overview of SBAC results, utilizing a Power Point presentation. Mr. McCraw provided an overview of SBAC testing and BCEMS results, including comparison to Vermont state-wide results. It was noted that SBAC testing is computer adaptive and the level of difficulty rises or falls (by up to 2 grade levels) dependent on the correctness of answers. SBAC testing is performed utilizing SBAC 'tools and resources'. Students' technology skills level can have an impact on their test results. The results of the recent SBAC testing will not be used for accountability purposes. It was noted that the State is actively investigating the use of SAT or ACT testing, in lieu for SBAC for students in 11th grade. Discussion included a desire to increase the level of proficiency for all students. Raising proficiency will be discussed by the Curriculum Committee. Mrs. Spaulding advised she would like to see reporting that breaks out students who have attended BCEMS since kindergarten. Though this type of report may be possible, it is extremely involved and would be very time consuming to create.

6.2 Report from the Auditors

A copy of the draft audit was distributed. John Mudgett addressed the Board advising that the audit went very smoothly and that there were no findings of material weaknesses or internal controls. Mr. Mudgett proceeded to provide an overview of the audit and answered questions from the Board. **On a motion by Mrs. Chadderton, seconded by Mrs. Spaulding, the Board unanimously voted to approve the Audit.** In response to a query regarding the unallocated fund amount, it was noted that procedural changes should be implemented in the future to assure that monies allocated to specific funds are documented.

6.3 First Reading BSU Tobacco Prohibition Policy (E8)

Copies of policies referenced in Agenda Items 6.3 through 6.11 were distributed. It was noted that all of the policies have been reviewed at the SU level. All model policies provided by the State have been vetted by an attorney.

On a motion by Mr. Reignier, seconded by Mr. Smith, the Board unanimously voted to approve the First Reading of the BSU Policies referenced in Agenda Items 6.3 through 6.11:

BSU Tobacco Prohibition Policy (E8)

BSU Health Insurance Portability and Accountability Act Compliance (D13)

BSU Prevention of Employee Harassment Policy (D12)

BSU Drug & Alcohol Testing: Transportation Employees Policy (D11)

BSU Alcohol and Drug-Free Workplace Policy (D8)

BSU Title I, Part A Parental Involvement Policy (H7)

BSU Policy on the Prevention of Harassment, Hazing and Bullying of Students Policy (F20)

BSU Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students Policy (F-20-1)
BSU Title I Comparability Policy (G12)

6.4 First Reading BSU Health Insurance Portability and Accountability Act Compliance (D13)

Approved under Agenda Item 6.3

6.5 First Reading BSU Prevention of Employee Harassment Policy (D12)

Approved under Agenda Item 6.3

6.6 First Reading BSU Drug & Alcohol Testing: Transportation Employees Policy (D11)

Approved under Agenda Item 6.3

6.7 First Reading BSU Alcohol and Drug-Free Workplace Policy (D8)

Approved under Agenda Item 6.3

6.8 First Reading BSU Title I, Part A Parental Involvement Policy (H7)

Approved under Agenda Item 6.3

6.9. First Reading of BSU Policy on the Prevention of Harassment, Hazing and Bullying of Students Policy (F20)

Approved under Agenda Item 6.3

6.10 First Reading of BSU Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students Policy (F-20-1)

Approved under Agenda Item 6.3

6.11 First Reading BSU Title I Comparability Policy (G12)

Approved under Agenda Item 6.3. It was noted that this policy applies to all three schools (BCEMS, SHS, and BTMES), even though BTMES does not received Title I funds. All schools in the district must provide similar/comparable services.

6.12 Student Conduct on Buses Policy (EEAC) for Deletion

A copy of the policy was distributed. Mrs. Walz provided a brief overview of the reasons that deletion is proposed.

On a motion by Mrs. Chadderton, seconded by Mrs. Walz, the Board unanimously voted to approve deletion of the Student Conduct on Buses Policy (EEAC).

6.13 Resignation

A letter of resignation from Grant Fleming, Director of Facilities was distributed. Mr. Pandolfo advised that the position of Director of Facilities is a shared position (BCEMS and BTMES). The position will be discussed at the upcoming SU meeting.

On a motion by Mrs. Chadderton, seconded by Mrs. Walz, the Board unanimously voted to accept the resignation of Grant Fleming.

7. Board Reports

7.1 Superintendent

A copy of the Superintendent's report dated February 1, 2016 was distributed. The report included information pertaining to; the Act 46 Study Committee (update), the Legislative Meeting (tentatively rescheduled for Tuesday February 9, 2016 at 6:15 p.m.), the Pre-K – 12 Administrative Winter Retreat (held on January 27, 2016), and preparation of the 2016-2017 BSU Calendar. Additionally, Mr. Pandolfo advised that the venue for the Legislative Meeting is the Spaulding High School Library.

7.2 Principals Report

A copy of the Co-Principals' report dated February 2016 was distributed. The report included information pertaining to; an update on the 21st Century Grant application, receipt of an award from Prevention Works VT, by Dawn Poitras (Student Assistance Provider), Gillian Fuqua's recent selection as a Vita-Learn IGNITE educator, Paula Beaudet and Lorraine Morris's recent acquisition of chromebooks for each of their students, and the resignation of Food Service Director, George Mackey. Mrs. Anderson distributed a report titled '5 Year Disability Count Comparison Report PK – Grade 8'. Mrs. Anderson provided an overview, advising that though students may have multiple disabilities, each disabled student is counted only once in the report, with each student being reported under their primary disability. The percentage of students with disabilities at BCEMS (23%) is higher than the state average (14%). The Agency of Education is currently performing Adverse Effect training. Mr. Taffel advised that Mr. McCraw recently received a grant that will allow for before-school tutoring and also be used to assist students struggling with trauma. Additionally, Mr. Taffel advised that the Vermont Principals Association has named Ms. Tolman as 'one of the most promising principals in Vermont'.

7.3 Committee Reports

Policy – A copy of the Minutes from the January 20, 2016 Policy Committee meeting were distributed for review. The next meeting will be on February 17, 2016.

Curriculum – The next meeting is scheduled for February 15, 2016. Discussion will include Enrichment and Physical Education. SBAC result follow-up will also be discussed.

Facility/Security – The Committee has not met recently.

Finance – Minutes from the February 4, 2016 meeting were distributed. A copy of the BCEMS Expense Budget Status Report (dated 02/02/16) was distributed. A copy of the BCEMS FY16 Expenditure/Year-end Projection report (dated 02/04/16) was also distributed. At this time, there is an anticipated deficit, though projections will continue to change as the school year progresses.

7.4 Financial Report

Discussion was held under previous agenda items. No additional discussion is necessary.

8. Round Table/Future Agenda Items

Ms. Tolman advised the Board to watch the newspaper and the news on Tuesday, as some exciting student news was going to be announced.

Mr. Pandolfo advised that he has Mrs. Walz's list of policy information.

Mrs. Spaulding announced that her daughter enjoyed participating in the Penguin Plunge. Mr. Herring and Mr. Pandolfo also participated in this event. Mrs. Spaulding reminded the community to vote in person on March 1, 2016, or submit an absentee ballot if they were not available on March 1st. Mrs. Spaulding extended her thanks to 'retiring' BCEMS Board Members Leslie Walz, Anita Ristau, and Lucas Herring.

Mrs. Walz expressed her gratitude to the Board and advised that she has enjoyed the 6 years she has served on the Board.

Mrs. Ristau expressed her admiration of BCEMS Administration and staff, and advised that it has been a privilege for her to serve on the Board.

Mr. Herring thanked the Board and the community and advised that he has enjoyed his time spent on the Board. Mr. Herring reminded the community of the three open seats and encourages interested individuals to serve on the Board.

Mr. Taffel expressed his gratitude to the retiring Board Members and thanked each one for the unique 'talents' they brought to the Board.

9. Executive Session

9.1 Student Matter

A Student Matter was proposed for discussion in Executive Session.

On a motion by Mrs. Chadderton, seconded by Mr. Smith, the Board unanimously agreed to find that premature general public knowledge of the item proposed for discussion would clearly place the City of Barre at a substantial disadvantage should the discussion be public.

On a motion by Mrs. Chadderton, seconded by Mr. Smith, the Board unanimously voted to enter into Executive Session at 8:04 p.m. under the provisions of VSA section 313 to discuss the item proposed for discussion.

Mr. Pandolfo, Mr. Taffel, Ms. Tolman, and Mrs. Anderson were invited to join Executive Session.

The remaining information was provided by the Superintendent.

On a motion by Mrs. Chadderton, seconded by Mr. Smith, the Board unanimously voted to exit Executive Session at 8:25 p.m.

10. Adjournment

On a motion by Mrs. Chadderton, seconded by Mrs. Walz, the Board unanimously voted to adjourn at 8:26 p.m.

Respectfully submitted,
Andrea Poulin

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: E8

BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/16
Ratified:

1ST READING: 1/8/2015
2ND READING: 2/5/2015
ADOPTED: 2/5/2015

Tobacco Prohibition

1. POLICY

In accordance with state law, it is the policy of the Barre Supervisory Union to prohibit the use of tobacco or tobacco substitutes on supervisory union grounds, or school grounds or at school sponsored functions of a member district. This ban extends to any student, employee or visitor, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school-sponsored activities.

2. DEFINITIONS

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

School grounds means any property and facilities owned or leased by the Supervisory Union or member district school, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots.

School sponsored activity means activities including but not limited to field trips, project graduation events, sporting events, work internships and dances.

Tobacco product has the same meaning as set forth in 7 V.S.A. 1001(3), as amended from time to time.

Tobacco paraphernalia has the same meaning as set forth in 7 V.S.A. 1001(7), as amended from time to time.

Tobacco substitutes has the same meaning as set forth in 7 V.S.A. 1001(8), as amended from time to time.

3. IMPLEMENTATION

The Superintendent or his/her designee shall develop procedures, rules and regulations that are necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

3.1 The Superintendent, or his or her designee, shall take reasonable steps to inform employees of this policy, to post signs on school property, and to provide notice to visitors and other individuals who are invited to attend school activities in bulletins, programs and announcements related to school events.

3.2 Employees who violate this policy shall be subject to disciplinary action in accordance with applicable employee policies.

3.3 Non-employees found to be in violation of this policy shall be informed of, and required to comply with, the policy. A person failing to comply shall be notified to leave school grounds or the school-sponsored activity. A person refusing to leave school grounds or the school-sponsored activity may be referred to a law enforcement agency.

Legal Reference(s): 16 V.S.A. §140 (Tobacco on school grounds)
18 V.S.A. §§1421 et seq. (Smoking in the workplace)
7 V.S.A. 1001 et seq.

The term "tobacco product" is defined in 7 V.S.A. 1001(3) as "cigarettes, little cigars, roll-your-own tobacco, snuff, cigars, new smokeless tobacco, and other tobacco products as defined in 32 V.S.A. § 7702."

The term "tobacco paraphernalia" is defined in 7 V.S.A. 1001(7) as "any device used, intended for use, or designed for use in smoking, inhaling, ingesting, or otherwise introducing tobacco products into the human body, or for preparing tobacco for smoking, inhaling, ingesting, or otherwise introducing into the human body, including devices for holding tobacco, rolling paper, wraps, cigarette rolling machines, pipes, water pipes, carburetion devices, bongs, and hookahs."

The term "tobacco substitute" is defined in 7 V.S.A. 1001(8) as "products including electronic cigarettes or other electronic or battery-powered devices that contain and are designed to deliver nicotine or other substances into the body through inhaling vapor and that have not been approved by the United States Food and Drug Administration for tobacco cessation or other medical purposes."

6.3

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: D13

BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/2016
Ratified:

1ST READING: 11/13/2014
2ND READING: 12/11/2014
ADOPTED: 12/11/2014

Health Insurance Portability and Accountability Act Compliance

1.POLICY

The Barre Supervisory Union shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent, or his/her designee, shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPPA.

Legal References: 45 C.F.R. Subpart C

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: D12

6.4

BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/2016
Ratified:

1ST READING: 1/8/2015
2ND READING: 2/5/2015
ADOPTED: 2/5/2015

Prevention of Employee Harassment

1. POLICY

Harassment is a form of unlawful discrimination that will not be tolerated in the Barre Supervisory Union. 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 good faith allegations of unlawful harassment or against any witness cooperating in an investigation by the Supervisory Union pursuant to this policy is prohibited.

2. DEFINITIONS

Employee: For purposes of this policy, any person who may be permitted, required or directed by the Supervisory Union, in consideration of direct or indirect gain or profit, to perform services for the Supervisory Union or a member district.

Unlawful Harassment: Verbal, written or physical conduct based on 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 or disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive environment.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- d.

Retaliation: Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

3. 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, ancestry, place of birth, genetic information or disability. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Sex

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.

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.

Religion

Harassment on the basis of religion includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.

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.

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.

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.

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.

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.

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.

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.

4. PROCEDURE

4.1 Duty to Investigate. In the event the Supervisory Union 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 Supervisory Union is committed to take action if it learns of potential unlawful harassment, even if the aggrieved employee does not wish to file a formal complaint.

4.2 Designated Persons. Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the Superintendent or other Administrators.

4.3 Investigation. Allegations of unlawful harassment will be promptly investigated by the Superintendent or other Administrators. 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 Supervisory Union will take appropriate disciplinary and/or corrective action. The Superintendent or other Administrators will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s) and the complainant(s) 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.

4.4 Filing a Complaint. Employees are encouraged to report the alleged unlawful harassment as soon as possible to the Superintendent or other Administrators. The complainant will be asked to provide copies of any relevant documents or notes of events and the names of people who witnessed or were told of the unlawful harassment.

4.5 Alternative Complaint Processes. Employees may file complaints with both the Supervisory Union 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. The agencies are:

- a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
- b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.

4.6 Confidentiality. The confidentiality of the complainant, the accused individual, and the witnesses shall be maintained consistent with the Supervisory Union's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of personnel records or other applicable discovery or disclosure obligations.

Legal Reference(s): 9 V.S.A. §§4502 et seq. (Public accommodations)
16 V.S.A. 11(a)(26) (Definitions)
21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)
42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)
29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)

6.5

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: D11

BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/2016
Ratified:

1ST READING: 11/13/2014
2ND READING: 12/11/2014
ADOPTED: 12/11/2014

Drug & Alcohol Testing: Transportation Employees

1.POLICY

The Barre Supervisory Union will comply with State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The superintendent, or his/her designee, will implement procedures to conduct alcohol and drug tests for all safety sensitive transportation employees as required by the federal Omnibus Transportation Employee Testing Act of 1991.

*Legal Reference(s): 49 U.S.C. §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Parts 40, 382, 391, 392, 395 and 653
21 V.S.A. 511 et seq.*

6.6

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: D8

BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/2016
Ratified:

1ST READING: 1/8/2015
2ND READING: 2/5/2015
ADOPTED: 2/5/2015

Alcohol and Drug-Free Workplace

1. POLICY

It is the policy of the Barre Supervisory Union to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while under the influence of illegal drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is under the influence of illegal drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of his or her duties.

2. DEFINITIONS

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 Supervisory Union, 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 a school district in the Supervisory Union.

Employee means all persons directly or indirectly compensated by the Supervisory Union, and all employees of independent contractors, who provide services to the Supervisory Union or its member school districts.

Volunteer means an individual not employed by the Supervisory Union who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the Supervisory Union.

Work Study Student means a student who receives compensation for work performed at the Supervisory Union or a school as part of a college work experience program. For purposes of this policy, an intern or student teacher working without pay, will be considered as a work study student.

3. 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. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. 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.

An employee, volunteer or work study student 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 Superintendent. 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 Superintendent or, if required, the Board.

4. EMPLOYER RESPONSIBILITIES

The Superintendent, or his or her designee, shall develop and implement procedures necessary to ensure compliance and enforcement of this policy.

6.7

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: H7

BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/2016
Ratified:

1ST READING: 2/5/2015
2ND READING: 10/8/2015
ADOPTED: 10/8/2015

Title I, Part A Parental Involvement Policy

1. POLICY

The Barre Supervisory Union maintains programs, activities, and procedures for the involvement of parents of students receiving services, or enrolled in programs, under Title I Part A of Elementary and Secondary Education Act. These programs, activities and procedures are described in school district and school level compacts.

2. DEFINITION

Compact: Agreement between the school district/supervisory union and the parent/family/community.

School District: Refers to the LEA (Local Educational Agency) which in Vermont is the Supervisory Union (or Supervisory District for communities with no Supervisory Union)

School Level: Refers to the compact for each school, regardless of the governance structure of: (a) one school/one district; (b) multiple schools/one district.

Parent: Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

School District Parental Involvement Compact

The Superintendent or his or her designee, shall develop an LEA-Level Parental Involvement Compact according to Title I, Part A requirements. The LEA Compact shall include: (1) the school district's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions required by law. The Superintendent or designee shall ensure that the Compact is distributed to parents of students receiving services, or enrolled in programs, under Title I Part A.

School Level Parental Involvement Compact

Each building principal, or his or her designee shall develop a School-Level Parental Involvement Compact in accord with Title I, Part A requirements. The School Level Parental Involvement Compact shall include: (1) a process for continually involving parents in its development and implementation, (2) how parents, the entire school staff and students share the responsibility for improved academic achievement, (3) the means by which the school and

parents build and develop a partnership to help students achieve the State's standards, and (4) other provisions as required by law. Each principal or designee shall ensure that the compact is distributed to parents of students receiving services, or enrolled in programs under Title I, Part A.

Legal Reference(s):

- *Title I, Part A of the Elementary and Secondary Education Act ("No Child Left Behind Act"), 20 USC §6318.*
- *16 V.S.A. §144b. Definition of "LEA" for NCLBA purposes.*

**BARRE SUPERVISORY UNION
POLICY MANUAL****CODE: F20****BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/2016
Ratified:****ST READING: 12/10/2015
2ND READING: 1/14/2016
ADOPTED: 1/14/2016**

**POLICY ON THE PREVENTION OF HARASSMENT, HAZING AND
BULLYING OF STUDENTS****I. Policy**

The Barre Supervisory Union ¹(hereinafter "district") is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

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

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

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

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

II. Implementation

The superintendent or his/her designee shall:

¹Throughout this model policy and the related procedures, "district" shall apply to independent schools and should be substituted as appropriate. References to the superintendent shall equate to "head of school" or "headmaster" as appropriate, with regard to independent schools. Where language suggests a "district" will take action, it shall be the superintendent, the head of school, the headmaster or his/her designee

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

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the district's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

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

IV. Definitions. For the purposes of this policy and the accompanying procedures, the following definitions apply:

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

perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

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

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

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

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

H. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and (1) Which is intended to have

the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

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

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

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

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

I. “Notice” means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

J. “Organization” means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

- K. “Pledging”** means any action or activity related to becoming a member of an organization.
- L. “Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- M. “School administrator”** means a superintendent, principal or his/her designee assistant principal/technical center director or his/her designee and/or the district’s equity coordinator.
- N. “Student Conduct Form”** is a form used by students, staff, or parents, to **provide, in written form, information about inappropriate student behaviors** that may constitute hazing, harassment and/or bullying.

APPENDIX A

Designated Employees:

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

Name: **John Pandolfo**

Title: **Superintendent**

Contact Information:

802-476-5011 x1017
jpandbsu@u61.net

Barre Supervisory Union
120 Ayers St
Barre, VT, 05641

Each individual district will include the names of its Designated Employees on their district's ratified copy of this policy.

Appendix B

Designated Employees:

The following employees of the Barre City Elementary and Middle School have been designated by the district to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti-discrimination laws;

Name: James Taffel, Elementary School Principal (Grades Pre-K-4)

jtaffbce@u61.net

Jacquelyn Ramsay-Tolman, Middle School Principal (Grades 5-8)

jtolmbce@u61.net

Contact Information: **802-476-6541**

Barre City Elementary and Middle School

50 Parkside Terrace
Barre, VT, 05641

**BARRE SUPERVISORY UNION
POLICY MANUAL****CODE: F20-1****BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/2016
Ratified:****1ST READING: 12/10/2015
2ND READING: 1/14/2016
ADOPTED: 1/14/2016**

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**MODEL PROCEDURES ON THE PREVENTION OF HARASSMENT,
HAZING, AND BULLYING OF STUDENTS****I. Reporting Complaints of Hazing, Harassment and/or Bullying**

- A. Student Reporting:** Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
- B. School employee reporting:** Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.
- Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.
- C. Other reporting:** Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report:** If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a Student Conduct Form, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.
- E. False complaint:** Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying maybe subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.

- F. Rights to Alternative Complaint Process:** In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
 14-16 Baldwin Street
 Montpelier, VT 05633-6301
 (800) 416-2010 or (802) 828-2480(voice), (877) 294-9200(tty)
 (802) 828-2481(fax)
 Email:human.rights@state.vt.us

Office for Civil Rights , Boston Office
 U.S. Department of Education
 8th Floor
 5 Post Office Square
 Boston, MA 02109-3921
 617-289-0111(voice)
 877-521-2172(tdd)
 617-289-0150(fax)
 Email:OCR.Boston@ed.gov

II. Responding to Notice of Possible Policy Violation(s)

- A. Upon notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:
- i. Promptly reduce** any oral information to writing, including the time, place, and nature of the conduct, and the identity of the participants and complainant.
 - ii. Promptly inform** the school administrator(s) of the information;
 - iii.** If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, **provide a copy of the policy on hazing, harassment and bullying** and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.
- B. Upon initiation of an investigation:** the designated employee shall:
- i. Notify in writing** both the complainant and accused individual (or if either is a minor in form their respective parent or guardian) that:
 - 1.** an investigation has been initiated;
 - 2.** retaliation is prohibited;

3. all parties have certain confidentiality rights; and
4. will be informed in writing of the outcome of the investigation.

- C. **All notifications shall be subject to state and/or federal laws** protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. Investigating Hazing, Harassment and/or Bullying Complaints

- A. **Initiation of Investigation - Timing:** Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.
- B. **Investigator Assignment:** The school administrator shall assign a person to conduct the investigation; nothing here in shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
- C. **Interim Measures:** It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school's investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate.

In all cases, the school will make every effort to prevent disclosure of the names of all parties involved--the complainant, the witnesses, and the accused--except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.

- D. Due Process:** The United States Constitution guarantees due process to students and District employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The District will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.
- E. Standard Used to Assess Conduct:** In determining whether the conduct constitutes a violation of this policy, the investigator shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school will also consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.
- F. Completion of Investigation–Timing:** No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.
- G. Investigation Report:** The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by either Vermont AOE, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.
- H. Notice to Students/Parents/Guardians:** Within five school days of the conclusion of the investigation, the designated employee shall:
- i. Notify in writing both the complainant and accused individual** (or if either is a minor inform their respective parent or guardian) that:
 - 1.** the investigation has been completed;
 - 2.** whether or not the investigation concluded that a policy violation occurred (and which policy term was violated, i.e. harassment, hazing and /or bullying);
 - 3.** that federal privacy law prevents disclosure of any discipline

imposed as a result of the investigation unless the Parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, set forth in Section II, Part C, above.

- ii. **Notify the Complainant Student** - or if a minor, their parent(s) or guardian- in writing of their rights to:
 - 1. an internal review by the school of its initial determination as a result of its investigation as to whether harassment occurred;
 - 2. request an Independent Review of the school's "final" determination as to whether harassment occurred within thirty (30) days of the final determination or although a "final" determination was made that harassment indeed occurred the school's response to that harassment was inadequate to correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
 - 3. file complaints of harassment with either the Vermont Human Rights Commission and/or the Federal Department of Education's Office of Civil Rights.
- iii. **Notify the Accused Student**—or if a minor, their parent(s) or guardian - in writing of their right to appeal set forth in Section V of these procedures.

- I. **Violations of Other Policies:** In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. **Responding to Substantiated Claims**

- A. **Scope of Response:** After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s). In so doing, the following should be considered.
 - i. **Potential Remedial Actions:** Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how

widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.

- ii. **School Access/Environment Considerations.:** The District will also take efforts to support victims' access to the District's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the District will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate harassment and/or bullying and will be responsive to any student who reports that conduct.
- iii. **Hazing Case Considerations:** Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.
- iv. **Other Remedies:** Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).

- B. **Retaliation Prevention:** It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

The District will take reasonable steps to prevent any retaliation against the student who made the complaint(or was the subject of the harassment), against the person who filed a complaint on behalf of a student, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems

and making follow- up inquiries to see if there are have been any new incidents or any retaliation.

- C. Alternative Dispute Resolution:** At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:
1. The nature of the accusations(for example, face-to-face mediation is not appropriate for sexual violence cases),
 2. The age of the complainant and the accused individual,
 3. The agreement of the complainant, and
 4. Other relevant factors such as any disability of the target o accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. Post Investigative Reviews

Rights of Complainants

A. Internal Review of Initial Harassment Determinations By Complainant:

A complainant or parent of a complainant may request internal review by the District of a designee's initial determination (following investigation) that harassment has not occurred via written request submitted to the District superintendent. All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after review is requested.

B. Independent Reviews of Final Harassment Determinations By Complainant:

A complainant may request an independent review within thirty (30)days of a final determination if s/he: (1) is dissatisfied with the final determination as to whether harassment occurred, or (2) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a.(b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Secretary of Education.

The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District. The District may request an independent review at any stage of the process.

- C. Rights to Alternative Harassment Complaint Process:** In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800)416-2010 or (802) 828-2480(voice)
(877)294-9200(tty)
(802)828-2481(fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111(voice)
877-521-2172(tdd)
617-289-0150(fax)
Email: OCR.Boston@ed.gov

Rights of Accused Students

- A. Appeal:** Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal the determination and/or any related disciplinary action(s) taken, directly to the school board of the school district. The school board shall conduct a review on the record. The standard of review by the school board shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder. Appeals should be made to the school board within ten(10) calendar days of receiving the determination that an act(s) of hazing, harassment

and/or bullying has occurred and/or any announced discipline. The school board shall set the matter for a review hearing at the next scheduled school board meeting to the extent practicable, but not later than 30 days from receipt of the appeal filing.

- B. Accused Student/Appellant Access to Investigative Reports/Findings:** The school district shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set for that 34 CFR Part 99. For those documents that cannot be provided due to the requirements set for that 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record before the school board of the school district, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

- A. Privacy Concerns:** The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
- i. Concerns Related to Harassment Complaints:** The scope of appropriate response to a harassment complaint may depend upon whether a student or parent of a minor student reporting the harassment asks that the student's name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

- B. Document Maintenance:** The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and District/Supervisory Union Central Office for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

- A. Reports to Department of Children and Families:** When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, *et seq.* must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 *et seq.*
- B. Reports to Vermont Agency of Education:** If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the head of school is encouraged to report the alleged conduct to the Secretary of Education.
- C. Reporting Incidents to Police**
- a. FERPA Rights:** Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health

or safety of the student or other individuals.

- b. **First Hand Reports:** Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that maybe considered to be a criminal act to law enforcement officials.
- c. **Hazing Incidents:** It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.

- D. **Continuing Obligation to Investigate:** Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

- A. **Disseminating Information.** Annually, prior to the commencement of curricular and co-curricular activities, the District shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.
- B. **Student Training:** The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help prevent hazing, harassment and bullying.
- C. **Staff Training:** The board or its designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying.
- D. **Data Gathering:** Public school districts shall provide the Vermont Agency of Education with data requested by the Secretary of Education.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 et seq.;
 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d;
 Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
 Family Education Rights Privacy Act; 20 U.S.C. § 1232g;
 Public Accommodations Act, 9 V.S.A. §§ 4500 et seq.;
 Education, Classifications and Definitions, 16 V.S.A. § 11(26); (30)(A); (32);
 Education, 16 V.S.A. § 140(a)(1); Education, 16 V.S.A. § 166(e);
 Education, Bullying, 16 V.S.A. § 570c;
 Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;
 Education, Harassment, 16 V.S.A. § 570a;
 Education, Harassment, 16 V.S.A. § 570c;
 Education, Harassment, 16 V.S.A. § 570f;
 Education, Hazing, 16 V.S.A. § 570b;
 Education, Hazing, 16 V.S.A. § 570f;
 Education, Discipline, 16 V.S.A. § 1161a;
 Education, Suspension or Expulsion of Pupils; 16 V.S.A. § 1162;
 Child Abuse, 33 V.S.A. §§ 4911 et seq.;
 Adult Protective Services, 33 V.S.A. § 6901 et seq., all as they may be amended from time to time.
 Washington v. Pierce, 179 VT 318 (2005).

Cross Reference:

**BARRE SUPERVISORY UNION #61
POLICY**

CODE: G12

6.10

BCEMS 1st Reading: 2/8/2016
2nd Reading: 3/14/2016
Ratified:

1ST READING: 3/13/2014
2ND READING: 5/8/2014
ADOPTED:

Code Change from IGBB: 11/12/2015

Title I Comparability

1. POLICY

If a school in the Barre Supervisory Union becomes eligible to receive Title I funds, the school district in which the school is located shall provide comparable services, staffing levels, curriculum materials and instructional supplies for Title I eligible and non-Title I eligible schools. The district shall use local and state funds to ensure equivalence among schools in staffing and the provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental supports. The district shall utilize district-wide salary schedules for professional and non-professional staff.

2. IMPLEMENTATION

The superintendent or his or her designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.

Legal Reference: 20 USCA §6321(c).
 20 USC 7801(26) (LEA defined)
 16 V.S.A. 144

1st Reading: 3/14/16

POLICY: SCHOOL-COMMUNITY RELATIONS

Policy It is the policy of the Barre School District to encourage the involvement of the community in its schools.

Implementation An effective community outreach program is a necessary component of a school system's organization and operation. Therefore, the board will provide the means necessary to develop and implement such a program.

The school system's community outreach program should:

1. create a planned, systematic, two-way communications process between the Board and the school community;
2. encourage a better understanding of the objectives, accomplishments and needs of the school system within the community;
3. create opportunities for school involvement through volunteerism, business/organizational partnerships, sponsorships, internships and other joint projects;
4. use a variety of media including but not limited to meetings, letters and e-mail, circulars, web sites, seminars, publications, communications media, and personal contacts;
5. provide the channels necessary for resolving grievances and eliminating misunderstandings;
6. inform concerned persons as to their rights, privileges and responsibilities.
7. provide that, when circumstances warrant, the board will designate an administrator or board member to be the spokesperson for the board or district on a given topic or specific incident. When such a designation has been made, the designated individual shall respond on behalf of the district or board to all inquiries related to the topic or incident, and board members and staff members will refer all inquiries to the designated individual.

The Board delegates to the (Principal, Superintendent, or community relations officer) the responsibility for developing a community relations program which conforms with the above principles.

1ST READING: 1/14/2016
2ND READING: 2/11/2016
ADOPTED: 2/11/2016

BCEMS: 1st Reading: 3/14/16
2nd/Final Reading:
Ratified:

Fiscal Management and General Financial Accountability

1. POLICY

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

2. ADMINISTRATIVE RESPONSIBILITIES

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments on behalf of the organization. Expenditures in excess of \$15,000 require approval by the Board. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent or designee shall arrange with the Barre Supervisory Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent or designee shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to "examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto."¹
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

¹ 16 V.S.A. §563

Legal Reference(s): 16 V.S.A. §563 (3) (Powers of school boards)

16 V.S.A. §559 (Public bidding)

16 V.S.A. §1756 (Indemnity and insurance)

1ST READING: 1/14/2016
2ND READING: 2/11/2016
ADOPTED: 2/11/2016

BCEMS 1st Reading: 3/14/2016
2nd/Final Reading:
Ratified:

Budgeting

1. POLICY

It is the policy of the Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to develop school budget(s) that reflect the Supervisory Union and Districts' goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

Administrative Responsibilities

The Superintendent will develop an annual calendar for budget development. The calendar will provide sufficient time for:

- Establishing a budget which aligns with priorities of the recommendations of the school administration and staff, parents, students, and other citizens.
- Holding public hearings and informational meetings prior to the formal adoption of the budget proposal by the board.
- Aligning the budget according to the goals of the board.

Approval

The Board will, after public hearings and/or informational meetings adopt a budget for consideration by the electorate. The budget and special articles will be presented by the Board for approval by the electorate at the annual meeting of the District. Preparation of the Board's budget presentation and other Board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the Board prior to the annual district meeting.

Deleting: 1st Reading: 3/14/2016

Definitions Used for Implementing the School District Policy in the
Collection, Maintenance and Dissemination of Student Records

1. "Education Record" means records relating to a student which are maintained by the District or a party acting for the school district. "Records" means any information recorded in any way, including handwriting, print, video or audio tape, film, microfilm, microfiche, and by various electronic means, including computer media.

The term does not include: (a) records of instructional and/or administrative personnel and ancillary educational personnel, in the sole possession of the maker and not accessible to or revealed to any other person except a temporary substitute, and/or (b) records which contain only information about a person after (s)he is no longer a student in the district. 34 C.F.R.99.3

2. "Destruction" means (a) physical destruction, and (b) removal of personal identifiers from information so that the information is no longer personally identifiable.
3. "Disclosure" means permitting access to, release, transfer, or communication orally, in writing, or by electronic or other means, of a student's education records or of personally identifiable information contained in such records.
4. "Directory information" means information contained in an education record which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: student's name, address, telephone number, date and place of birth, major field of student, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, and/or degrees/awards received. 34 C.F.R. 99.3
5. "Eligible student" means a student who has reached the age of eighteen (18). When a student turns 18, the rights afforded to parents under the Family Educational Rights and Privacy Act ("FERPA") transfer to the student. In this context, it does not refer to eligibility requirements for any program or service. 34 C.F.R. 99.3; 99.5
6. "Parent" means the parent of a student, and includes a natural parent, adoptive parent, surrogate parent, legal guardian or individual acting as the parent in the absence of a parent or guardian. The District will give full rights under this policy to both parents of the student, unless the District has been provided with evidence that there is a court order, a State statute, or a legally binding document, relating to such matters as divorce, separation or custody, which expressly revokes such rights. Rights of parents under FERPA terminate when the student reaches the age of 18 (becomes an eligible student). 34 C.F.R. 99.3; 99.4
7. "Personally identifiable information" means:
 - a. student's name;
 - b. parents' or guardians' names;
 - c. home address;
 - d. student's photograph, if available;
 - e. personal identifiers, such as social security numbers or student numbers;
 - f. a list of personal characteristics that would make the student's identity easily or
 - g. other information that would make the student's identify easily traceable.

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8. "School official with a legitimate educational interest" means any teacher, administrator, other professional or service provider employed by or contracted with the District to provide educationally-related services (including, but not limited to, consultants, attorneys, auditors, insurers, evaluators, support staff, substitutes, assigned student teachers, interns, volunteers, teacher's aides), or school board member who needs information relating to a particular student in order to carry out his/her official duties for the District. Where an issue is raised, the Building Administrator (or Superintendent) shall decide whether an individual has a legitimate educational interest in the information or record.
9. "Student" includes any individual for whom an educational record is maintained by the District.

7.5

BARRE CITY SCHOOL DISTRICT
POLICY MANUAL

CODE: JHCE

Deleting: 1st Reading: 3/14/2016
1st READING: 10/12/92
2nd READING: 10/26/92
3rd READING/ACCEPTED: 11/09/92

AIDS/HIV INFECTION

- 1.0 We believe all children in Vermont have a right to an education.
- 2.0 As a general rule, a student with AIDS or infected with HIV should attend school in a regular classroom with the approval of the student's physician and should be considered eligible for all opportunities and services provided by law and local school district policy.
- 3.0 Reporting of AIDS or HIV infection to schools is not mandated. The student or student's parents may choose to report this information. These are the only acceptable sources of reporting regarding HIV infection.
- 4.0 The superintendent shall be responsible for the consistent procedural implementation of this policy. The procedures shall follow the Recommended Guidelines for Providing Education to students with AIDS/HIV Infection provided jointly by the Vermont Departments of Health and Education, with some revisions.
- 5.0 All school personnel shall be provided with information about proper procedures for clean up of body fluids emanating from any person.
- 6.0 Standard procedures shall be used to clean up after any person has an accident or injury at school. Blood or other body fluids emanating from any person shall be treated cautiously. Gloves shall be worn when cleaning up blood or body fluid spills. The spills shall be disinfected, and blood or body fluid soaked items shall be placed in leakproof bags for washing or disposition. Standard procedure requires equipment disinfecting and handwashing following contact with any body fluid of another person.
- 7.0 The superintendent shall be responsible for the consistent procedural implementation of this policy. The procedures shall follow the Recommended Guidelines for Providing Education to Students with AIDS/HIV Infection provided jointly by the Vermont Department of Health and Education with minor revisions.

1st READING: 10/12/92
2nd READING: 10/26/92
3rd READING/ADOPTED: 11/09/92

GUIDELINES FOR PROVIDING EDUCATION TO STUDENTS WITH AIDS/HIV
INFECTION

- 1.0 All children in Vermont have a right to an education.
- 2.0 As a general rule, a student with AIDS or infected with HIV should attend school in a regular classroom with the approval of the student's physician and should be considered eligible for all opportunities and services provided by law and local school district policy.
- 3.0 Reporting AIDS or HIV infection to schools is not mandated. The student or student's parents may choose to report this information. These are the only acceptable sources of reporting regarding HIV infection.
- 4.0 The school nurse or the school's medical advisor should function as the liaison with the student's parents and the student's physician, the Department of Health, and the school. The responsibility of the school nurse (or school medical advisor) would be to ensure that the student is able to function in school without unnecessary impediments.
- 5.0 The school should respect the right to privacy of the individual student. Knowledge that a student is infected with HIV or has AIDS should be confined to those persons with a direct need to know. The decision of who needs to know shall be made in consultation with the student and his/her parents. The parents/guardians will provide this information to appropriate school officials in writing. Those persons to be informed should be provided with appropriate information concerning such precautions as may be necessary and should be made aware of the confidential nature of this information.
- 6.0 Before any known HIV infected student is removed from the classroom, a discussion should occur among the student, his/her parents and other appropriate persons. If it is determined that a significant risk of transmission exists the student shall be removed from the classroom.

- 7.0 Upon removal from the classroom, the school shall develop, within 10 school days, either an appropriate school program adjustment or an appropriate alternative education program. When the appropriate persons (school's medical advisor, school nurse, Department of Health official, student's physician) determines that the risk has abated, the student can return to the classroom.
- 8.0 Each removal of an infected student from normal school attendance shall be reviewed by the appropriate persons as specified above, at least once every month to determine whether the condition precipitating the removal has changed.
- 9.0 A student with AIDS or milder immunodeficiency associated with HIV infection, as with any other immunodeficient student, may need to be removed from the classroom for his/her own protection when cases of measles or chicken pox are occurring in the school population. This decision should be made by the student's physician and parent/guardian in consultation with the appropriate persons, as listed above.
- 10.0 Routine and standard procedures should be used to clean up after a student has an accident or injury at school. Blood or other body fluids emanating from any students should be treated cautiously. Gloves must be worn when cleaning up blood spills. These spills must be disinfected with either 1:10 - 1:100 solution of bleach and water or another EPA approved bactericidal disinfectant, and persons coming in contact with them should wash their hands afterwards. Blood soaked items must be placed in leakproof bags for washing or further disposition. These may be flushed in a sewage or septic system. Similar procedures are recommended for dealing with vomitus and fecal or urinary incontinence in any student. Handwashing after contact with a school student is routinely recommended if physical contact has been made with the student's blood or body fluids.

(Note: Replaces DA, DBJ, DH, DIC, DID, DIE, DJC, and DN)

POLICY MANUAL

First Reading: 4/4/12

Second Reading/Adopted: 5/14/12

DELETING: Now SU- E1 - 1st Reading: 3/14/16

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY**Policy**

It is the policy of the Barre City Elementary and Middle School (District) to manage its financial affairs according to Generally Accepted Accounting Procedures (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements in a fair and open manner.

Administrative Responsibilities

With the advice and consent of the Auditor of Accounts and the Commissioner of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School District. The Board places the responsibility for administering the operating budget, once adopted, with the Superintendent or designee.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments in accordance with the budget appropriations. Expenditures not planned for in the budget shall be presented to the Board for approval.
2. The financial status of the Barre City School shall be reported to the Board with quarterly reports. Appropriate financial reports will be given to the Board monthly for control purposes.
3. The Barre City Elementary and Middle School (District) shall assure that all funds held in any accounts are adequately protected.
4. All expenditures of funds for the employment and assignment of personnel, purchases, and budget actions must meet legal requirements of the Education Code of the State of Vermont and adopted board policies.
5. The Superintendent shall arrange an annual audit of accounts, including all funds directly or indirectly controlled by the Board, by an independent certified public accountant as required by Federal

Law. The auditing firm will be selected after review of qualifications and fees, and will be engaged under contract and may be engaged for multiple years. The results shall be made available at a duly warned meeting in order for approval by the Board for inclusion in the Annual report.

6. The Barre City Elementary and Middle School (District) shall provide a Blanket Employee Bond to cover all employees and Board members.
7. The requirements of 16 V.S.A. §559 Public Bids shall be followed by the Board and its designees.
8. The Superintendent or designee shall maintain an inventory for items owned by the Barre Supervisory Union District following general accounting practices.
9. The Board may declare district personal property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for school use, too costly to repair, or in order to preserve storage space. The Superintendent or designee shall inform the Board of property valued over \$250 declared as unusable. The Superintendent will determine the best method of disposal and have authorization to dispose of these items.
10. The acquisition and disposal of real estate and buildings shall be done only as prescribed by State Statutes.
11. A system shall be established for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials.
12. At the school level, the Principal shall be responsible for overseeing all Associated Fund and Student Accounts.

DELETING: Now SU - E2 - 1st Reading: 3/14/16

BUDGETING

Policy

The budget is a policy document that reflects the goals of the School District. It is the policy of the Barre City Elementary and Middle School (District) to develop school budget(s) that reflect the District's goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

Administrative Responsibility

1. The Superintendent or designee shall develop an annual calendar for budget development. The calendar shall provide sufficient time for:
 - o establishing budget priorities based on input from school employees, parents, students and other citizens;
 - o preparing budget requests by administrators and staff;
 - o budget proposal preparations by the Board Finance Committee; and
 - o public hearings and informational meetings.
2. The Superintendent or designee shall prepare a draft budget for presentation and review by the Finance Committee and the Barre City Elementary and Middle School Board.

Approval

The Board shall offer public hearings to inform the city voters and respond to questions about the budget. The budget will be presented by the Board for approval by the city voters.

Expenditures

All expenditures shall be expended under the categories that most accurately describe the purposes for which the money will be spent and in accordance with the adopted budget. The Board shall authorize expenditures by signing warrants. Designees of the Board may be authorized to sign warrants on behalf of the Board. Only one person is needed to sign the warrant.

Authorization is given to the Superintendent to pay bills as approved by warrants signed by the Board of School Directors.

The checks used by the Barre City School District shall be pre-numbered.

BARRE CITY SCHOOL BOARD
POLICY MANUAL

CODE: AC

1st READING: 4/8/02

2nd READING/ADOPTED: 5/13/02

Rescind: 1st Reading: 3/14/2016

Nondiscrimination/Equal Opportunity

The Barre City School District is required by federal and state law, executive orders, rules, and regulations not to illegally discriminate on the basis of: race, religion, creed, color, national origin, marital status, sex, sexual orientation, or disability. The district, therefore, commits itself to nondiscrimination in all its educational and employment activities.

The Board of Directors and the superintendent are committed to the attainment of equal employment opportunity and nondiscrimination for the members of the school community in the firm belief that the end result will produce quality education for all children in an integrated, open, pluralistic setting.

The district will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance.

Grievances will be dealt with in accordance with regulations and procedures outlined in JFCM-R, Unlawful Harassment Procedures and GBDC-R Unlawful Harassment Procedures. The grievance procedure does not necessarily limit the right of an aggrieved person(s) to discuss informally a problem with the school administration or staff.

The identity of the Barre City Elementary and Middle School Harassment Complaint Official will be published in the school's handbook.

BARRE SUPERVISORY UNION DISTRICT #61

BCEMS CODE: JICFA

U61 CODE: F24

POLICY

1ST READING: 9/11/2014

2ND READING: 10/9/2014

ADOPTED: 10/9/2014

RATIFIED BY BCEMS 2/9/15

RESCIND: JICFA- 1st Reading: 3/14/16

Hazing Prevention

1. POLICY

It is the policy of the Barre Supervisory Union that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the district schools and will not be tolerated. Accordingly, the Supervisory Union adopts the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

2. DEFINITIONS

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with any school or program operated by the Supervisory Union; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Examples of hazing include:

- a. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity; or
- b. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; or
- c. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm; or
- d. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing.

Hazing shall not include any activity or conduct that furthers the legitimate curricular, extracurricular, or military training program goals provided that the goals are approved by the

Schools and provided that the activity or conduct furthers those goals in a manner that is appropriate, contemplated by the Schools, and normal and customary for similar public school programs. An example of this exception might be reasonable athletic training exercises.

"Organization" means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students of the Schools, and which is affiliated with the Schools.

"Pledging" means any action or activity related to becoming a member of an organization.

"School Administrator" means a superintendent, principal/head of a school/director of a technical center or his/her designee.

"Staff Member" means any person employed directly by or retained through a contract with the Schools, an agent of the school, a school board member/member of the board of trustees, including a school administrator, coach or supervisor of a co- or extra-curricular team or activity, teacher, student teacher, school nurse, guidance counselor, intern or volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.

"Student" means any person who: (1) is registered in or in attendance at any school or program operated by the Schools; (2) has been accepted for admission into any school or program operated by the Schools where the hazing incident occurs; or (3) intends to attend any school or program operated by the Schools during any of its regular sessions after an official academic break.

3. NOTIFICATION OF HAZING POLICY

Annually, prior to commencement of curricular and co-curricular activities, the Schools shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members. Notice to students shall be in age-appropriate language and include examples of hazing. At a minimum, this notice shall appear in any publication of the Schools that sets forth the comprehensive rules, procedures and standards of conduct for the school. [e.g., the student handbook]

The Schools shall use its discretion in developing and initiating age-appropriate programs to effectively inform students about the substance of the policy and procedures in order to help prevent hazing. Each coach or supervisor of a co- or extra-curricular activity shall orally explain to participants the prohibition against hazing, the reasons for the prohibition, and the potential consequences to participants and, in the case of a club or an athletic team, to the club or team itself.

4. PROCEDURES FOR REPORTING OF HAZING AND FILING COMPLAINTS

Annually, two or more individuals within each school or program operated by the Schools shall be designated to receive hazing complaints. The names, positions and availability of these individuals shall be publicized. [e.g., in the student handbook]

Students who believe that they have been subjected to an incident of hazing, or who have reason to believe that conduct that may constitute an incident of hazing might or did occur should report such belief to either of the individuals designated to receive such complaints, or to any staff member or school administrator. The initial report may be written or oral.

Staff members who have received such a report from a student or who otherwise have reason to believe that conduct that may constitute an incident of hazing might or did occur shall take prompt and appropriate remedial action to stop or prevent the conduct and shall report such report or belief to either of the individuals designated to receive hazing complaints or to the school administrator.

If the report is made orally, the designated employee or the school administrator shall make a written record of the report. The designated individual(s) shall immediately inform the school administrator of any reports or complaints of hazing.

It shall be a violation of this policy for a person to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

It is possible that an incident of hazing might also fall within the definition of abuse, neglect, or exploitation as those terms are defined in 33 V.S.A. §4912(2) and 33 V.S.A. §6902(1), (6) and (7). To the extent a staff member is a mandatory reporter of suspected child abuse or neglect or abuse of disabled adults, reporting a suspected incident of hazing to the school administrator does not relieve the reporter of any obligations additionally to report such suspicions to the commissioner of the Vermont Department for Children and Families as set forth in 33 V.S.A. §§4913 and 4914 or to the commissioner of the Vermont Department of Disabilities, Aging, and Independent Living as set forth in 33 V.S.A. §§6903 and 6904.

Because it is also possible that incidents of hazing, under certain circumstances, may also constitute acts of harassment, the Schools shall publicize the availability of the Vermont Human Rights Commission and the federal Department of Education's Office of Civil Rights to receive complaints of harassment if the complainant reasonably believes that they have been subjected to, or are about to be subjected to, unlawful harassment based on the complainant's membership in a protected class pursuant to 9 V.S.A. §4500 et seq.

5. PROCEDURES FOR INVESTIGATION OF REPORTS OF HAZING

The school administrator, upon receipt of a report or complaint of hazing, promptly shall cause an investigation to commence. The investigation shall be timely and thorough and the findings and conclusions of the investigation shall be reduced to writing. Unless there are exceptional circumstances, the investigation shall be concluded within ten school days.

6. DISCIPLINARY ACTION

It is not a defense in a disciplinary proceeding under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

- a. If the investigation concludes a student committed an act of hazing or otherwise violated this policy, that student may be subject to appropriate disciplinary action, including but not limited to suspension or expulsion from co- or extra-curricular activities or from school. Any disciplinary action against a student shall be subject to the procedures set forth in each School's handbook or procedure manual.
- b. If the investigation concludes that a staff person committed an act of hazing or otherwise violated this policy, that person may be subject to appropriate disciplinary action in accordance with applicable law, school policy and the provisions of any applicable collective bargaining agreement or other contract.
- c. If the investigation concludes that two or more students from the same athletic team or other co- or extra-curricular activity directed, engaged in, aided or otherwise participated in actively or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or activities or the entire athletic or activity season.
- d. If the investigation concludes that an athletic team or other co- or extra-curricular activity or organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the team, activity or organization, including cancellation of one or more athletic contests or activities or the entire athletic or activity season, revocation or suspension of an organization's permission to operate or exist within the School's purview.
- e. Acts of hazing may also constitute unlawful conduct and may be prosecuted under 16 V.S.A. §§140b-140d or other state law.
- f. Nothing in this policy shall limit or preclude the School from disciplining a student or other person affiliated with the School under any other School policy as well as under the terms of this policy.

7. TRAINING OF STAFF

The school administrator shall ensure that each staff member, with particular emphasis on staff members who are coaches or supervisors of co- or extra-curricular activities, receive training in preventing, recognizing and responding to hazing. At minimum, the school administrator shall annually, prior to commencement of curricular and co-curricular activities, provide notice of this policy and procedures to staff members.

8. REPORTING INCIDENTS OF HAZING TO LAW ENFORCEMENT OFFICIALS

All staff members are subject to the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA)(20 U.S.C. §1232g and 34 C.F.R. Part 99). Accordingly, personally identifiable information derived from student records may not be disclosed without parental consent unless it meets one or more of the exceptions specified in 34 C.F.R. Part 99. Certain of

these exceptions, depending upon whether the circumstances meet the conditions set forth in those exceptions, may permit the reporting of hazing to law enforcement officials. Those relevant exceptions are:

- a. Where there is a health or safety emergency;
- b. Where the information has been subpoenaed; or
- c. Where the records in question are created and maintained by a law enforcement unit
- d. established by the school.

If the information is obtained through means other than student records, the restrictions of FERPA may not apply. For example, reporting to law enforcement officials may be made pursuant to criminal statutes or 16 V.S.A. §140a-d.

Legal Reference(s):

16 V.S.A. §11(a)(30) (Definition of hazing)

16 V.S.A. §§140a-140d (Hazing)

16 V.S.A. §165(a)(1), (8) (School Quality Standards)

16 V.S.A. §166(e) (Approved and Recognized Independent Schools)

16 V.S.A. §565 (Powers of school boards)

20 U.S.C. §1232g (FERPA)

34 C.F.R. Part 99 (FERPA rules)

RESCIND: 1st Reading: 3/14/16

Policy on the Prevention of Bullying of Students

The Barre City Elementary and Middle School recognizes that all students should have a safe, orderly, civil and positive learning environment.¹ Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy.

For the purposes of this policy, "bullying" is defined as any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:

- A. is repeated over time;
- B. is intended to ridicule, humiliate, or intimidate the student; and
- C. either:
 - a. occurs during the school day on school property, on a school bus or at a school-sponsored activity; or
 - b. does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.²

Examples of bullying include:

- Name-calling and verbal taunts
- Physical threats or actual physical harm
- Off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school's programs

In order to be bullying, incidents such as the ones described above must be repeated over time, directed at a particular student, and intended to ridicule, humiliate or intimidate.

In some cases, acts of bullying may constitute unlawful harassment, where the conduct is based on or motivated by a student's or student's family member's actual or perceived:

Race	Sexual Orientation
Creed	Gender Identity
Color	Marital Status
National Origin	Disability
Sex	

¹ 16 V.S.A. §570(a)

² 16 V.S.A. §11(a)(32)

Any allegations of harassment will be addressed under the Barre City Elementary and Middle School's Policy on the Prevention of Harassment of Students.

Reporting Bullying Complaints

The principal of the Barre City Elementary and Middle School will annually designate specific employees to receive complaints of bullying and harassment. The names and contact information for those designated employees can be found by calling the school office and in specific locations through out the school.

For the purposes of this policy, "school employee" means any person employed directly by or retained through a contract with the Barre City Elementary and Middle School, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern, or a school volunteer. "Agent of the school" includes supervisory union staff.

- A. Student reporting: any student who believes that s/he has been bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute bullying, is encouraged to report the conduct to a designated employee or to any other school employee.
- B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute bullying shall take reasonable action to stop the conduct and to prevent its recurrence and shall immediately report it to a designated employee. Any school employee who directly receives information about conduct that might constitute bullying shall immediately report it to a designated employee.
- C. Parent reporting: Any parent or legal guardian/custodian who witnesses conduct that s/he reasonably believes might constitute bullying or who reasonably believes his/her child or ward is being bullied should promptly report the conduct to a designated employee or any school employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall reduce the complaint to writing, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator(s), and any witnesses.
- E. False complaint: Any person who knowingly makes a false accusation regarding bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of bullying when the person has a good faith belief that bullying occurred or is occurring.
- F. Confidentiality and Record Keeping: The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the Districts' obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

Response to a Bullying Complaint

For the purposes of this policy "school administrator" means a superintendent or principal of the Barre City Elementary and Middle School or his/her designee.

- A. Notification: Upon receipt of a complaint of bullying the designated employee will immediately notify the school administrator of the complaint. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardian(s) shall

be notified within 24 hours that a complaint of bullying has been filed and be provided with a copy of this policy. This contact shall be documented.

B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, or other witness absence/unavailability, the school administrator shall:

- a. No later than one school day after the filing of the complaint with a designated employee initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator.
- b. No later than five school days from the filing of the complaint with the designated employee, the investigator shall submit a written determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes bullying.

C. Consequences for Violations of This Policy³

- a. If, after investigation, the school finds that the alleged conduct occurred and that it constitutes bullying, the school may take prompt and appropriate disciplinary action and shall take remedial steps reasonably calculated to stop the bullying and prevent any recurrence of bullying. Examples of remedial action/steps include: mediation between the parties, education and counseling for the bully, and safety planning.
- b. Violators of the bullying policy shall - based on relevant surrounding facts and circumstances, including but not limited to a consideration of prior instances of similar behavior and the student's overall disciplinary history - be subject to the following potential discipline and/or remedial action(s):
 - i. Awareness/Education/Counseling;
 - ii. Acts of restitution;
 - iii. In-school suspension;
 - iv. Out of school suspension; or,
 - v. Expulsion.
- c. Safety Planning⁴
 - i. A safety plan shall be developed in all instances where a student has been the target of bullying that results in physical harm and/or the student is known to be expressing suicidal ideation as a result of bullying. A safety plan shall not be considered a substitute for in-school procedures and policies that apply to students experiencing mental health crises.
 - ii. A safety plan should be considered in instances where the targeted student is known to have difficulty accessing the educational programs at the school as a result of bullying.
 - iii. A safety plan may include such measures as checking in with the target and his/her parents on a regular basis, identifying a safe in-school person for the target to seek out when s/he feels threatened, informing teachers to pay particular attention to interactions/ dynamics between identified students and rearranging the schedule of the perpetrator, and providing

³ 16 V.S.A. § 570c(5).

⁴ Not required by law, but considered best practice to prevent recurrence of harm.

additional supervision in areas ordinarily subject to lesser supervision (e.g., lunchroom, playground).

- D. Parental notification: Upon completion of the investigation, the school administrator will notify the parent(s) or guardian of the complainant and accused individual(s) of the outcome of the investigation. In cases where the school determines that bullying has occurred, a school administrator may seek a waiver of the confidentiality rights of the perpetrator(s) in order to inform the complainant of any specific disciplinary action taken.
- E. Appeal of Discipline Decisions: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the District's disciplinary policy, applicable statutes, or collective bargaining agreements.

Reporting to Other Agencies

- A. Reports to Department of Children and Families: When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
- B. Reports to law enforcement⁵: Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act.⁶ **Accordingly, such information may not be disclosed to local law enforcement without prior parent approval except in response to a lawfully issued subpoena⁷, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.⁸**
 - a. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.⁹ Such conduct includes but is not limited to: physical attacks resulting in bodily harm, sexual assault, and simple assault.
- C. Continuing Policy to Investigate: Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute bullying.

Dissemination of Information, Training, and Data Reporting

- A. Notice to parents and employees: Annually, prior to the commencement of curricular and co-curricular activities, the School District/Independent School shall provide notice to custodial parents or guardians, staff members, and contracted employees of its

⁵ 16 V.S.A. § 570c(4).

⁶ 20 U.S.C. § 1232g(a)(4)(A).

⁷ 34 C.F.R. § 99.31(a)(9)(ii).

⁸ 34 C.F.R. § 99.36(c) (requiring proof of an "articulable and significant threat to the health and safety of others). There is no affirmative obligation imposed by the health and safety exception requiring disclosure by the school district under these circumstances, only the option for disclosure. Id.

⁹ Id.

prohibition against bullying, the procedures concerning reporting and investigating bullying and the possible disciplinary consequences for bullying.

- B. Notice to students: The superintendent or designee shall develop and initiate age-appropriate programs to annually inform students about the substance of the policy and procedures in order to help prevent bullying. Notice to students shall be in age appropriate language and will include examples of bullying. Such notice shall inform students and parents that bullying that *does not* occur during the school day, on school property, on a school bus, or at a school-sponsored event still may be subject to disciplinary action, pursuant to 16 V.S.A. §§ 11(a) (32) and 1162(a)(3), if the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Notice to parents and students shall state that any student who knowingly makes false accusations regarding bullying may be subject to disciplinary action.

- C. Training: The superintendent shall implement training for school staff within the context of an annual professional development program. Such training shall be designed to enable staff to prevent, recognize, and respond to bullying.
- D. Data reporting: The Barre City Elementary and Middle School delegates the responsibility of data collection to the behavior specialists. They shall collect data on the number of reported incidents of bullying and the number of incidents that have been verified and shall make such data available to the Vermont Department of Education.

1st READING: 01/27/92, 3/13/2006 , 9/27/2010
2nd READING: 2/10/92, 4/10/06, 10/11/2010
3rd READING/ADOPTED: 02/24/92

**DELETING: NEW POLICY B3 (BSU) - 1st
Reading: 1/11/2016**

RESCIND: BBFA - 1st Reading: 3/14/2016

POLICY: BOARD MEMBER CONFLICT OF INTEREST

Policy

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

Definitions

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

Implementation

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

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

Avoiding Conflicts

When a Board member becomes aware that he or she is in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of

conflict for inclusion in the Board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

Complaints of Conflict of Interest

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

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

Date Warned:

Date Adopted:

Legal Reference(s):

16 V.S.A. § 262(d) (Election of officers)

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

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

16 V.S.A. §559 (Public bids)

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

Cross Reference:

¹ See 16 V.S.A. §563(20). "...establish policies and procedures designed to avoid the appearance of conflict of interest."

Code: JFCM

BARRE CITY SCHOOL DISTRICT
POLICY MANUAL

1st Reading: August 11, 2014

2nd Reading/Adopted: September 8, 2014*RESCIND: 1st Reading: 3/14/2016*

Policy on Prevention of Harassment of Students

I. Purposes

The Barre City Elementary and Middle School is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect. This policy addresses incident(s) and/or conduct that occur on school property, on a school bus or at a school-sponsored activity, or incident(s) and/or conduct that does not occur on school property, on a school bus or at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.

Harassment is a form of unlawful discrimination that will not be tolerated. It is the policy of the Barre City Elementary and Middle School to prohibit the unlawful harassment of students based on race, creed, color, national origin, marital status, disability, sex, sexual orientation, and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. Consistent with these purposes, annually, the school shall select two or more designated employees to receive complaints and shall publicize their availability in any publication of the Barre City Elementary and Middle School that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

It is the intent of the Barre City Elementary and Middle School to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this harassment policy is to prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that is likely to substantially disrupt the educational learning process and/or access to educational resources, or create a hostile learning environment.

The Barre City Elementary and Middle School shall promptly and effectively address all complaints of harassment in accordance with established procedures. In cases where harassment is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the harassment. Such action may include a wide range of responses from education to serious discipline.

II. Definitions

A. **"Harassment"** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

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

(1) Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature when one or both of the following occur:

- (i) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- (ii) submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student

(2) Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

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

B. **"Complaint"** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

C. **"Complainant"** means a student who has filed an oral or written complaint with a school employee or a student who is the target of alleged harassment in a report made by another person.

D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of harassment.

E. **"Employee"** includes any person employed directly by or retained through a contract with the Barre City Elementary and Middle School, an agent of the school, a school board member/member of the board of trustees, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes supervisory union staff.

F. **"Notice"** means a written complaint or oral information that harassment may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the harassment, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred.

G. **"Retaliation"** is any adverse action by any person against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational

conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.

H. **"School administrator"** means the superintendent or principal

III. Reporting Student Harassment

A. Student reporting: Any student who believes that s/he has been harassed under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute harassment, should promptly report the conduct to a designated employee or any other school employee.

B. School employee reporting: Any school employee who witnesses conduct that s/he reasonably believes might constitute harassment shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee. Any school employee who overhears or directly receives information about conduct that might constitute harassment shall immediately report the information to a designated employee. If one of the designated employees is the person alleged to be engaged in the conduct complained of, the complaint shall be immediately filed with the other designated employee or the school administrator.

C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute student harassment under this policy should promptly report the conduct to a designated employee.

D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing in a harassment complaint form, including the time, place, and nature of the alleged conduct, and the identity of the complainant, alleged perpetrator, and any witnesses.

E. False Complaint: Any person who knowingly makes a false accusation regarding harassment may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of harassment when the person has a good faith belief that harassment occurred or is occurring.

IV Procedures Following a Report

A. Notification: Upon receipt of a complaint of harassment the designated employee shall immediately inform the school administrator of the complaint. In addition, the designated employee shall immediately provide a copy of this harassment policy to the complainant and accused individual. If either the complainant or the accused individual is under the age of 18, his or her parent(s) or guardians(s) shall be: 1.) promptly notified that a complaint of harassment has been filed and provided with a copy of this policy; 2.) notified if an alternative dispute resolution method will be offered and, if it occurs, of the outcome of any such attempt; and 3.) notified in writing of the results of the complaint investigation. All notification letters shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. A school administrator may seek waiver of confidentiality rights of the accused in order to inform the complainant of any disciplinary action taken in cases where the school determine that harassment or other misconduct occurred.

B. Investigation: Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after the filing of a complaint with a designated employee, initiate or cause to be initiated, an investigation of the allegations. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.

No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator. The report shall include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes harassment. When the initial determination concludes that an accused student has engaged in harassment, the school administrator shall use his or her discretion to decide the appropriate disciplinary and/or remedial action. In cases where the investigation has identified other conduct that may constitute a

violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies.

All levels of internal review of the investigator's initial determination, and the issuance of a final decision shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after the review is requested.

C. Action on a substantiated complaint: If, after investigation, the school finds that the alleged conduct occurred and that it constitutes harassment, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the harassment and prevent any recurrence of harassment. Such action may include warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee.

D. Alternative dispute resolution: At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation for resolving complaints. The following should be considered before pursuing alternative dispute resolution methods: (1) the nature of the accusations, (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual. If an alternative dispute resolution is either not appropriate or is unsuccessful, the school administrator shall initiate or cause to be initiated an investigation of the allegations in accordance with the timelines established in this policy.

E. Appeal: A person determined to be in violation of this policy and subjected to disciplinary action under it may appeal the determination and/or the disciplinary action(s) taken in the same manner as other disciplinary actions, in accordance with the school's discipline policy, applicable statutes or collective bargaining agreements.

F. Independent review: A complainant may request an independent review if s/he: (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, (2) is dissatisfied with the final determination following an investigation as to

whether harassment occurred, or (3) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the superintendent. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A § 570a(b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation. Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Commissioner. The reviewer shall advise the student and student's parents of other remedies that may be available if they remain dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the Barre City Elementary and Middle School. The District/school may request an independent review at any stage of the process.

G. Retaliation: It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation proceeding or hearing related to the harassment complaint. A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

V Confidentiality and Record Keeping

A. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the Barre City Elementary and Middle School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

B. The superintendent or principal shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the Barre City Elementary and Middle School in a confidential file accessible only to authorized persons. All investigation records, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept for at least six years after the investigation is completed.

VI. Reporting to Other Agencies

When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse must report the allegation to the Commissioner of DCF.

If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under 16V.S.A. Chapter 51, Professional Educators, for licensing action, the superintendent is encouraged to report the alleged conduct to the Commissioner of the Department of Education.

Nothing in this policy shall preclude anyone from reporting any incidents and/or conduct that may be considered a criminal act to law enforcement officials.

VII. Dissemination of Information, Training, and Data Reporting

A. Dissemination of Information. Annually, prior to the commencement of curricular and co-curricular activities, the Barre City Elementary and Middle School shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and employees. Notice to students shall be in age-appropriate language and include examples of harassment. At a minimum, this notice shall appear in any publication of the Barre City Elementary and Middle School that sets forth the comprehensive rules, procedures and standards of conduct for the Barre City Elementary and Middle School.

B. Training. The school administrator shall use her/his discretion in developing age-appropriate methods of discussing the meaning and

substance of this policy with students to help prevent harassment. The school administrator shall implement training, at least annually for school staff within the context of professional development to enable staff to recognize, prevent and respond to harassment.

C. Data Gathering. Public school districts shall provide the Vermont Department of Education with data requested by the Commissioner.

IX. Alternative Complaint Process

In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission 14-16 Baldwin Street
Montpelier, VT 05633-6301 (800) 416-2010 or (802) 828-2480
(voice), (877) 294-9200 (tty), (802) 828-2481 (fax) Email:
human.rights@state.vt.us Vermont

Department of Education Policy on Prevention of Harassment of
Students; Office for Civil Rights, Boston Office U.S. Department of
Education 8th Floor, 5 Post Office Square, Boston, MA 02109-3921;
617-289-0111 (voice), 877-521-2172 (tdd), 617-289-0150 (fax)
Email: OCR.Boston@ed.gov

APPENDIX A

Designated Employees

The three school counselors and the assistant principal have been designated by the Barre City Elementary and Middle School to receive harassment complaints pursuant to this policy.

RESCIND: (now BSU-G11) - 1st Reading: 3/14/2016

ACCEPTABLE USE OF ELECTRONIC RESOURCES

Statement of Purpose

This policy outlines the proper and acceptable use of all aspects of electronic resources in the Barre Supervisory Union (BSU). Electronic resources enhance school curriculum and improve teaching and learning. It is important to remember that use of those resources is a privilege and carries with it responsibilities for all involved.

Responsibilities

All users will assume full liability – legal, financial or otherwise- for their use of electronic resources on school grounds or while engaged in school-approved activities.

Privacy

Authorized BSU staff may inspect any materials created on, transmitted by, or stored on BSU electronic resources for any reason at any time without prior notice. BSU staff has the right to remove inappropriate materials and make referrals to school administration for disciplinary action. There should be no expectation of privacy.

Acceptable Uses

The BSU provides information technology for educational purposes only. Information technology extends the classroom, and all school rules and policies apply.

- a) All users must abide by rules of network etiquette. They should be polite and considerate and use appropriate behavior, language and graphics at all times.
- b) Teachers may allow individuals to use email and web tools for strictly educational purposes. The use of blogs, podcasts, other web tools and social networking sites is considered an extension of the classroom. Any speech or graphics that are considered inappropriate in the classroom are also inappropriate in all online uses. If the teacher wants to use resources normally blocked by the BSU, that teacher may apply to the BSU Director of Technology for temporary or extended access.
- c) Personal electronic devices will not be connected directly or via BSU wireless access point to the BSU network, without the permission of the BSU Director of Technology. Such requests will be granted only under special circumstances.
- d) No personal addresses, phone numbers, or last names of students will be given out. No identifiable photographs of students may be published electronically without prior written parental consent.

Copyright and Fair Use

All users will respect copyright laws for print, media, and software licensing agreements and will adhere to accepted standards for academic integrity.

Acceptable Use Policy Violations

Involvement in the following or similar activities will result in disciplinary action.

- a) Intentional circumvention of the firewall or other protection measures. This includes internet access by students through any means other than the BSU firewall while on BSU grounds.
- b) Hacking, including accessing, storing, transferring, altering, deleting, installing or downloading files without authorization.
- c) Use that causes harm to others or damage to property.
- d) Use that does not respect the rights of others, including threatening, obscene, harassing, bullying, hate-speech, or abusive language or images.
- e) Use for commercial ventures.
- f) Use that invades or violates the privacy of another user.
- g) Misrepresenting oneself as another user.
- h) Involvement in any activity prohibited by law. Such activity is considered a crime under state and/or federal law and may be referred to the appropriate legal authorities.

Disciplinary Action May Include

- a) Cancellation or restriction of access privileges.
- b) Additional disciplinary action, as determined by school administration.
- c) Legal action.
- d) In the case of staff, termination of employment.

Internet Safety

As required by statute, the BSU filters Internet content. The BSU monitors users' online activities through direct observation and technological means. The BSU or its member schools are not liable for online content.

Implementation

The BSU Director of Technology will issue rules and procedures for the implementation of the above Policy.

----- Forwarded message -----
From: **Megan Amell** <mamelbce@u61.net>
Date: Thu, Dec 17, 2015 at 6:31 AM
Subject: maternity leave
To: James Taffel <jtaffbce@u61.net>

Good morning Jim,

I hope you are doing well, I miss everyone and think of you all often. I wanted to talk to you in person, however I also wanted to make sure you heard from me first, that I have decided to stay home with my children longer than planned. I have been watching a few children this year to make things work financially, but my sister Katie and I both have realized how special and important this time is in our lives right now and want to be the ones raising our children. Therefore, she is going to finish the remainder of the school year and then we will take in more children to watch in my home. The past few weeks I've been going back and forth with my decision, but we've decided this is best all around, and I wanted to let you know as soon as possible. I do hope to return to teaching again atleast once Madison gets into school, I do hope you consider me if there is an opening in a couple of years. Thank you again for everything, you have been an incredible principal to work with and hopefully I can get in sometime and visit. (I was last week but you were in a meeting!) Thanks again, Megan

BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary
and Middle School

John Pandolfo
Superintendent of Schools

Rick McCraw, M. Ed.
Director of Curriculum, Instruction,
& Assessment

Spaulding High School and
Barre Technical Center Campus

120 Ayers St.
Barre, VT 05641
802-476-5011
FAX: 802-476-4944

Lisa Pervault
Business Manager

Barre Town Middle
and Elementary School

Donald McMahon
Special Services Director

Doing whatever it takes to ensure success for every child.

Diane Stacy
Technology Director

Sandra Cameron M.Ed., MEd
Director of Early Education

March 7, 2016

TO: The Members of the Barre City School Board
RE: Superintendent's Report

Please accept the following report to the Barre City School Board:

(1) Act 46 Study Committee

- The Act 46 Committee met on February 18 to begin the Merger Study (also known as the 706 Study). Alice Farrell from Barre Town and Tommy Walz from Barre City will act as co-chairs. The committee next meets on Thursday, March 17 at 5:30pm in the Spaulding HS Library and plans to meet the third Thursday of each month.
- On February 18, the committee decided to not pursue an Accelerated Merger, which would have required community votes by June 30, 2016. The committee instead took on the charge "to pursue whether or not it is advisable to form a Phase 2 (RED) Regional Educational District." If advisable, this would require community votes by June 30, 2017.
- The committee reviewed a work plan drafted by Peter Clarke, our Act 46 consultant, aligned with the creation of Articles of Agreement. The committee will begin work on the plan, including researching and discussing the configuration options for a single district board, and how to gather public input on board configuration. The draft plan is attached.
- The committee also decided to set up tables outside the polls in both Barre Town and Barre City, with a one page bulleted handout. Committee members will be present from 7:00 – 9:00am, 11:00am – 1:00pm, and 5:00 – 7:00pm.
- The Barre SU website homepage has a link to an Act 46 page with details from each meeting as well as general resources related to Act 46 (<http://bsuvt.org/joomla/index.php/act-46>)

(2) 2016-2017 BSU Calendar

- I met with regional superintendents to create a draft of the Regional Calendar for next year. Given the different student year and staff year lengths across the region, I feel we have a well-coordinated schedule with many common vacation and in-service days. The calendar is attached.

(3) Property Abutter notification

- We have been given notice of a property line adjustment will occur between two Barre Town properties that abut the school property. The adjustment will have no impact on the school property. I will have a color map and Abutter Notification to hand out to you when we meet.

Respectfully Submitted,



John Pandolfo
Superintendent of Schools


Policy Committee Minutes
February 17, 2016
BCEMS Conference Room
5:00-6:00

Attending: Leslie Walz, Anita Ristau, James Taffel. Nathan Reigner had a conflict and couldn't attend.

Minutes:

1. TABLED UNTIL NEXT MONTH Policy JGA: Students Participating in Extra Curricular, Non-Credit Activities at BCEMS. Jackie Tolmann was unable to attend and it affects her work at the middle school level.
2. FOR DELETION; JRA-R was reviewed and will be presented to the board for deletion. JRA-R is a list of definitions, not a policy and the information is more succinct in policy JO Student Records.
3. JHCE: HIV-AIDS; for deletion at the next school board meeting; information re: HIV/AIDS is included in the GBEB Universal Precautions policy, rendering this old policy redundant.
4. FOR FIRST READING; KA: School-Community Relations. Reviewed our policy and the VSBA policy of the same title. We will use the VSBA policy, adding the appropriate header. The school board will have to figure out how to do #1, (create a planned, systematic, 2 way communications process between the board and the school community) which we felt is important.

Respectfully submitted,



Leslie Walz

**Principals' Report to the Board
March 2016**

WE CELEBRATED READING AND WRITING MONTH IN FEBRUARY!!

During the month of February we celebrated reading and writing. We planned a number of activities to highlight the importance of these two critical disciplines. James Taffel read a Dr. Seuss book to all K-4 classes, dressed up as Horton the elephant. On Wednesday, March 10, all of the students participated in the Vermont Writes Day. Across the state, in most schools, children and adults paused for 7 minutes and spent that time writing. The children were to write about a person who was special to them and why. We will be posting the writing pieces in our hallways. Our library staff organized a "Bury the TV" reading incentive program where children in grades 5-8 wrote the title and author of books they read on special pieces of paper and dropped those in the slot of a TV set that had been hollowed out by our maintenance worker, John Walker. Over the course of the month our goal was to fill the TV with an enormous pile of these papers! Children in grades K-4 participated in a "Hats off to Reading" contest, where they wrote the name of every book they read on a "Cat in the Hat" hat and at the end of the month, the children who read the most books were given a special award! At the conclusion of the month-long celebration of reading and writing, books were awarded to children who had read the most books and all students enjoyed a fruit bar for participating in the reading/writing activities. Hopefully, these activities were engaging for the children and will serve to motivate them to want to read and write more.

"GIRLS ON THE RUN"

"Girls on the Run" is a national experiential learning program for girls in grades 3-5. Although its apparent goal is completion of a noncompetitive 5k walk/run to be held in Burlington, VT, in May, "Girls on the Run" is as much about good health, friendship, positive body image, and self-esteem as it is about running. Through its focus on positive emotional, social, mental and physical development, since 1996, "Girls on the Run" has helped more than 30,000 girls gain a strong sense of self as they enter adolescence. Amelia Abraham, one of our 1st grade teachers, will be acting as the head coach for this group. She is a runner herself and is excited about getting young girls to appreciate the joy as well as the many benefits of running.

CAMP INVENTION IS COMING

We are planning to run Camp Invention again, for its 4th year this summer. Camp Invention is an innovative, hands-on camp that explores science, math, and art. Students in grade 1-5 work together to create, build, and have fun. Similar to last summer, the camp will consist of a full day program lasting one week.

CONTINUED TRAUMA WORK WITH NORTHEASTERN FAMILY INSTITUTE

We have continue to work with Pete Cudney, a social worker from the Northeastern Family Institute (NFI) for the 2nd year. Pete has met with all of our grade level teachers to conduct a case study of one of their students who has been a victim of some form of trauma. The goal of these sessions is both to brainstorm ways to help support this specific child as well as become familiar with strategies that can help support many other children as well. In addition, Pete has been working with a team of 12 of our staff members on 7 after-school Monday afternoons.

This group will become our "Trauma Informed Team" and are getting trained to consult with other staff members who are serving children who have experienced trauma. Using grant money, Pete Cudney will be conducting two parent nights as well as additional consulting sessions with our grade level teams.

SBAC ASSESSMENTS ABOUT TO BEGIN

On March 22, 2016, students will begin taking the electronic, Common Core aligned, state assessment known as SBAC (Smarter Balanced Assessment Consortium). We are attaching to this report the letter we sent home to parents of children in grades 3-8 who will be taking the test. The letter includes the specific grades the testing will take place.

DISTRICT-WIDE COLLOBORATIVE CONCERT AT SHS FOR GRADES 5-12

At 6:00 p.m. on March 13, grade 5-8 students in both the choruses and bands, will all gather at Spaulding High School for a district-wide evening of music. Please feel welcome to attend this grand performance!

PARENT/TEACHER CONFERENCES ON MARH 17

On March 17, all students will be dismissed early, after lunch, so parent/teacher conferences can take place from noon until into the evening. This schedule is intended to help make it possible for more parents to be able to attend the conferences without disrupting their work schedules.

TRANSITION ACTIVITIES FOR STUDENTS IN GRADE 8 BEGIN

Transition activities to help make for a smooth transition for 8th grade students as they prepare to move on to Spaulding High School have begun. The following is a calendar of those activities:

- March 7 - 8th Grade Parent Information Night with SHS Administration
- March and April - SHS administrators conduct "round robin" visits of all 8th grade classrooms to answer student questions
- March 21 & 22 - Class/course scheduling meetings with 8th grade students, their parents, and SHS counselors
- May 24 - Step-Up Night for 8th grade students in the SHS auditorium

WINOOSKI VALLEY MUSIC ASSOCIATION SPRING CONCERT

On April 8, at the South Royalton School, 7th and 8th grade students who qualify will participate in the annual Winooski Valley Music Association's Spring Concert. Both choruses and bands will be performing. The evening concert begins at 7:00 p.m.

Sincerely,

Jackie Ramsay-Tolman

James Taffel

March 9, 2016

Dear Parents of Students in Grades 3-8,

This spring our students in grades 3 through 8 will join thousands of schools across the United States in the second administration of the new Smarter Balanced Assessments. As a member of the Smarter Balanced Assessment Consortium (SBAC), Vermont has joined with many other states to develop this new test for English Language Arts/Literacy and Mathematics. SBAC is fully aligned with the Common Core State Standards (CCSS) and it uses state of the art computer adaptive testing and accessibility technologies.

The Smarter Balanced summative tests are not timed. However, the total time students will be involved in the testing is estimated to be around 8 hours. This will be spread out across several days. The new tests employ a variety of innovations, including the following:

- * All testing is administered using a secure online assessment system that includes a variety of tools and technology enhanced test questions.
- * Foremost among the new technologies is Computer Adaptive Testing or CAT. CAT adjusts the level of difficulty of the test questions for each student, depending on the accuracy of the child's responses. This adaptive testing will produce more precise results in less time than the last generation of pencil and paper tests.
- * In addition to the CAT portion of the test, students will also participate in an extended performance task that permits them to use their skills on an authentic and engaging challenge.
- * The assessment also includes many accessibility tools for special populations - features such as read aloud, color and contrast choices, expandable reading passages, key word translation glossaries, American Sign Language translation, Braille, and many others.
- * Because the test is administered on the computer, results will be returned to schools more quickly than in the past. We can expect school scores by early July, and individual students scores before that.

To learn more about Smarter Balanced, log on to the VT Smarter Balanced Assessment Portal where you will find additional information, tools, and practice opportunities for students and families. Here is the link:

<http://vt.portal.airast.org>

Please note that Vermont's test delivery system uses security features designed to protect our students' privacy, and will adhere to all federal and state confidentiality regulations, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

The window for the 2016 administration of the Smarter Balanced summative assessment will be open from mid March through early June. All Barre Supervisory Union students in grades 3 through 8 and 11, (with the exception of a small number of students taking the alternative Dynamic Learning Maps assessment) will take the assessment

during this time. More specifically, students at Barre City Elementary and Middle School will take the SBAC on the following dates:

Grade 3:

ELA (English Language Arts): April 11, 12, 13, 14

Math: May 3, 4, 5

Grade 4:

ELA (English Language Arts): April 11, 12, 13, 14

Math: April 27, 28, 29

Grade 5:

ELA (English Language Arts): March 22, 23, 24, 25

Math: April 5, 6, 7

Grade 6:

ELA (English Language Arts): April 5, 6, 7, 8

Math: April 26, 27, 28

Grades 7/8 Peak:

ELA (English Language Arts): March 29, 30, 31, April 1

Math: May 4, 5, 6

Grades 7/8 Ujamaa:

ELA (English Language Arts): March 23, 24, 25, 28

Math: April 26, 27, 28

Thank you for making sure your child gets a good night's sleep prior to his or her testing dates. As always, please feel free to contact us if you have any questions.

Sincerely,

Jacquelyn Ramsay-Tolman
Principal

James Taffel
Principal

8.4

Report # 21363

Barre City Elementary and Middle School

BC EXPENSE BUDGET STATUS REPORT

Statement Code: BOARD BC

Account Number / Description	ADOPTED BUDGET	Y-T-D EXPENSES	ENCUMB	REMAINING BALANCE
	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016
5001 OTHER - ON BEHALF	\$0	\$0	\$0	\$0
5200 Fund Transfers	\$50,000	\$311,785	\$0	\$(261,785)
5210 Prior Year Expense	\$0	\$0	\$0	\$0
5400 Adjustment of Prior Year	\$0	\$0	\$0	\$0
5501 Capital Lease Revenue	\$0	\$0	\$0	\$0
1190 SHARED SRVC DUE FROM BSU	\$0	\$0	\$0	\$0
1192 SHARED SRVC DUE FROM BTMES	\$0	\$71,407	\$61,168	\$(132,575)
1193 SHARED SRVC DUE FROM SHS	\$0	\$1,269	\$0	\$(1,269)
1195 SUM SCHL SHARED SRVC DUE FROM BTMES	\$0	\$0	\$0	\$0
1100 General Instruction	\$333,774	\$176,020	\$157,109	\$645
1201 Special Education Instruction	\$0	\$0	\$0	\$0
1214 EEE DIR INSTR	\$0	\$0	\$0	\$0
2130 Health Services / PT	\$0	\$0	\$0	\$0
2150 Speech/Language Services	\$300	\$169	\$0	\$131
2190 Other Support Services - Students	\$2,280	\$1,413	\$0	\$867
2410 Office of the Principal	\$42,356	\$17,577	\$14,819	\$9,960
2600 FACILITIES	\$1,200	\$1,203	\$0	\$(3)
2711 TRANSPORTATION	\$0	\$0	\$0	\$0
1100 General Instruction	\$4,574,266	\$2,627,830	\$1,962,877	\$(16,441)
1101 Lunch/Recess Supervision	\$0	\$0	\$0	\$0
1410 Extra Curricular	\$44,258	\$31,950	\$0	\$12,308
2100 STUDENT SUPPORT SRVC	\$0	\$0	\$0	\$0
2113 Behavioral Support	\$66,497	\$40,999	\$25,754	\$(256)
2120 Guidance Services	\$300,226	\$160,816	\$118,992	\$20,418
2130 Health Services / PT	\$133,658	\$66,357	\$53,606	\$13,695

Barre City Elementary and Middle School

BC EXPENSE BUDGET STATUS REPORT

Report # 21363

Account Number / Description	ADOPTED BUDGET	Y-T-D EXPENSES	ENCUMB	REMAINING BALANCE
	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016	7/1/2015 - 6/30/2016
2132 Medical Services	\$0	\$0	\$0	\$0
2140 Psychological Services	\$159,091	\$89,015	\$51,073	\$19,003
2150 Speech/Language Services	\$0	\$0	\$0	\$0
2210 CURRICULUM	\$17,050	\$949	\$187	\$15,914
2220 Library Services	\$148,555	\$98,278	\$66,969	\$(16,692)
2225 TECHNOLOGY	\$190,348	\$159,102	\$29,683	\$1,563
2310 SCHOOL BOARD	\$242,548	\$66,107	\$26,429	\$150,012
2319 ACT 46	\$0	\$0	\$0	\$0
2320 SUPT OFFICE	\$0	\$0	\$0	\$0
2321 Office of the Superintendent	\$491,623	\$204,843	\$286,780	\$0
2410 Office of the Principal	\$506,477	\$324,518	\$117,145	\$64,814
2490 School Resource Officer	\$39,570	\$19,785	\$19,785	\$0
2520 BUSINESS OFFICE	\$0	\$0	\$0	\$0
2523 Fiscal Services	\$30,000	\$0	\$0	\$30,000
2574 Duplicating Services	\$0	\$0	\$0	\$0
2600 FACILITIES	\$1,054,247	\$665,545	\$159,693	\$229,009
2711 TRANSPORTATION	\$554,749	\$369,480	\$138,032	\$47,237
2720 Co-Curricular Transportation	\$0	\$0	\$0	\$0
5100 Proceeds from Bond	\$0	\$0	\$0	\$0
5210 Prior Year Expense	\$0	\$0	\$0	\$0
5400 Adjustment of Prior Year	\$0	\$0	\$0	\$0
1201 Special Education Instruction	\$2,881,475	\$2,003,657	\$1,223,141	\$(345,323)
1202 ESY / Extended School Year - Sum Schl	\$53,985	\$34,409	\$7	\$19,569
2100 STUDENT SUPPORT SRVC	\$0	\$0	\$0	\$0
2130 Health Services/ PT	\$13,000	\$32,065	\$0	\$(19,065)

Barre City Elementary and Middle School BC EXPENSE BUDGET STATUS REPORT

Report # 21363

Account Number / Description	ADOPTED BUDGET 7/1/2015 - 6/30/2016	Y-T-D EXPENSES 7/1/2015 - 6/30/2016	ENCUMB 7/1/2015 - 6/30/2016	REMAINING BALANCE 7/1/2015 - 6/30/2016
2140 Psychological Services	\$89,659	\$52,322	\$32,332	\$5,005
2149 OTHER PSYCHOLOGICAL SERVICES	\$0	\$25,164	\$20,837	\$(46,001)
2150 Speech/Language Services	\$305,329	\$186,800	\$152,664	\$(34,135)
2160 Occupational Therapist	\$117,668	\$21,137	\$23,374	\$73,157
2210 CURRICULUM	\$0	\$0	\$0	\$0
2225 TECHNOLOGY	\$0	\$0	\$0	\$0
2420 Special Education Administration	\$183,137	\$117,307	\$55,124	\$10,706
2600 FACILITIES	\$600	\$0	\$0	\$600
2711 TRANSPORTATION	\$51,646	\$75,992	\$0	\$(24,346)
5400 Adjustment of Prior Year	\$0	\$0	\$0	\$0
1201 Special Education Instruction	\$0	\$0	\$0	\$0
1214 EEE DIR INSTR	\$154,446	\$87,353	\$34,018	\$33,075
2130 Health Services / PT	\$500	\$0	\$0	\$500
2140 Psychological Services	\$0	\$0	\$0	\$0
2149 OTHER PSYCHOLOGICAL SERVICES	\$0	\$0	\$0	\$0
2150 Speech/Language Services	\$500	\$0	\$0	\$500
2190 Other Support Services - Students	\$0	\$0	\$0	\$0
2420 Special Education Administration	\$5,457	\$3,490	\$1,544	\$423
2421 EEE ADMIN	\$0	\$0	\$0	\$0
2600 FACILITIES	\$10,500	\$2,498	\$0	\$8,002
2711 TRANSPORTATION	\$0	\$0	\$0	\$0
5400 Adjustment of Prior Year	\$0	\$0	\$0	\$0
1100 General Instruction	\$0	\$0	\$0	\$0
GRAND TOTAL	\$12,850,975	\$8,148,611	\$4,833,142	\$(130,778)