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Superintendent of Schools

Doing whatever it takes to ensure success for every child.

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Jamie Evans

MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Rebecca Kerin-Hutchins – Chair, Guy Isabelle – V. Chair, Giuliano Cecchinelli

DATE: September 10, 2019

RE: BUUSD Policy Committee Meeting
September 16, 2019 @ 5:30 p.m.
BUUSD Central Office

AGENDA

1. Call to Order
2. Additions to Agenda
3. Public Comment
4. Review/Approve Meeting Minutes – August 19, 2019
5. Committee Business
 - 5.1. Rotation Priority and Review Schedule
 - 5.2. List of Model Policies
 - 5.3. Discussion Regarding Acceptable Use of Electronic Resources & The Internet Policy (D3)
 - 5.4. Discussion Regarding School/Digital/Online Communications for Staff (B40)
6. Other Business
7. Items for future agenda
8. Next Meeting Date: October 21, 2019 at 5:30 pm at the BUUSD Central Office
9. Adjournment

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

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BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Barre Unified Union School District Central Office – First Floor Conference Area
August 19, 2019 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Rebecca Kerin-Hutchins, Chair - (BT)
Giuliano Cecchinelli, Vice Chair - (BC)

COMMITTEE MEMBERS ABSENT:

J. Guy Isabelle (At-Large)
Jon Valsangiacomo – (BT Community Member)

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Scott Griggs, Assistant Director (CVCC)
Pierre LaFlamme, Assistant Principal (BCEMS)
Julie Donahue, Assistant Principal (BTMES)

GUESTS PRESENT:

Andrew McMichael

1. Call to Order

Mr. Pandolfo called the Monday, August 19, 2019, meeting to order at 5:38 p.m., which was held at the Barre Supervisory Union Central Office in the First Floor Conference Area.

2. Board Organization

The Committee agreed by consensus to appoint Mrs. Kerin-Hutchins as Committee Chair, and to appoint Mr. Cecchinelli as Committee Vice-Chair.

The Committee agreed to hold Committee Meetings on the third Monday of each month, at 5:30 p.m. at the BUUSD Central Office in the First Floor Conference Area.

Board level discussion will be held to determine what makes up a ‘committee member’ (voting member).

Committee Members introduced themselves and advised regarding their role in the BUUSD.

3. Additions and/or Deletions to the Agenda

None.

4. Public Comment

None.

5. Review/Approve Meeting Minutes – May 20, 2019

Mr. LaFlamme advised that he was present at the meeting. Brief discussion was held regarding administrators who were present at the meeting. Mr. Pandolfo will verify who was in attendance and the draft minutes will be amended prior to finalization.

The Committee agreed by consensus to accept, with administrator attendance amendments, the Minutes of the May 20, 2019 Policy Committee Meeting.

6. Committee Business

6.1 Committee Goals and Objectives

Assure that required policies are implemented (Model Policies will be used whenever possible).
Set up and prioritize an appropriate review cycle of all policies.

6.2 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index dated 08/19/19 was distributed. Mr. Pandolfo provided an overview of the document, advising that the policies highlighted in yellow are policies being discussed for implementation at the BUUSD. Most of the highlighted policies relate to Board operations. The Committee may wish to look into some additional student policies. The coding

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structure is as follows; 1 – 19 = VSBA Required, 20 – 29 VSBA Recommended, 30 – 39 VSBA to Consider, and 40 + are not VSBA policies. Policy B40 (Social/Digital/Online Communications for Staff) will be at the top of the priority list. There is no VSBA policy relating to this issue and it will take a significant amount of time for Mr. Pandolfo to finish the draft policy, which needs to be drafted carefully to assure it does not conflict with freedom of speech laws.

6.3 Review of Board Operation Policies discussed in May

Copies of the draft policies were distributed.

A20 – Board Meetings, Agenda Preparation & Distribution Policy

The policy was reviewed and brief discussion was held.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

A21 – Public Participation at Board Meetings Policy

The policy was reviewed and brief discussion was held. As a Board policy on complaints does not currently exist, it was agreed that 'Board policy' should be changed to 'Board procedures' (page 2, #3). As this is a VSBA required policy, Mr. Pandolfo will confer with VSBA regarding making this change. If VSBA has no objection, the policy will be amended prior to presentation to the Board.

The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.

A23 – Community Engagement and Vision Policy

The policy was reviewed and brief discussion was held. It was noted that the Board does not have a clearly defined vision and strategic plan. The Board's vision and strategic plan will be developed in the near future. Mr. Pandolfo will amend the policy as discussed.

The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.

A24 - Board/Superintendent Relationship Policy

The policy was reviewed. There were no questions from the Committee.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

A31 - Board Member Education Policy

The policy was reviewed. There were no questions from the Committee.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

A32 – Board Goal Setting & Evaluation Policy

The policy was reviewed. There were no questions from the Committee.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

A33 – School Visits by Board Members

The policy was reviewed. It was noted that this policy differs from the Model Policy, which does not have a bulleted list. The Committee agreed that in the bulleted section, all occurrences of 'should' shall be replaced with 'will'. It was noted that the reason for a school visit (as a parent vs as a board member) is not recorded on the sign-in log.

The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.

A34 – Board Relations with School Personnel

The policy was reviewed. There were no questions from the Committee.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

6.4 Review of Change to F23, Capitalization of Assets Policy

A copy of the existing policy (adopted 06/13/19) was distributed. A copy of the recommended policy, a revised version of F23, was distributed. A copy of the Capitalization and Depreciation of Assets Procedures was also distributed. Mr. Pandolfo provided an overview of the recent change which relates to the purchase of computers.

The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.

7. Other Business

None.

8. Items for Future Agendas

- Review Model Policies
- Create Rotation Priority and Review Schedule
- B40 - Social/Digital/Online Communications for Staff

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9. Next Meeting Date

Monday, September 16, 2019 at 5:30 p.m. at the BUUSD Central Office in the First Floor Conference Area

10. The Committee agreed by consensus to adjourn at 6:33 p.m.

Respectfully submitted,
Andrea Poulin

Model Policy Manual Update Coming This Fall

By Sue Ceglowski, VSBA Director of Legal and Policy Services

Policy adoption is one of the first tasks at hand for all school boards. After policies are in place, VSBA recommends that boards review and update policies every three years and whenever there is a change in the underlying law.

In order to provide boards with up-to-date information, VSBA updates its model policy manual using the same schedule. Currently, we are working on a comprehensive update to the model policy manual which will be available to boards later this fall. Here is a summary of the changes:

Additions to the Manual

The Agency of Education is developing a Model Policy on Electronic Communications Between School Employees and Students in collaboration with the VSBA and the Council of Independent Schools, as required by Act 5 of 2018. When the Agency issues the final version of the model policy, we will post it in the Model Policy Manual. Act 5 requires public schools and recognized and approved independent schools to adopt the policy for the 2019-2020 school year and maintain it for future school years.

Two school safety policies are in the final stages of review and are expected to be out in the early fall.

Deletions from the Manual

- B6 HIPAA Compliance – In most cases, HIPAA does not apply to school districts because the district either (1) is not a “covered entity” or (2) is a “covered entity” but maintains health information on students only in “education records” under FERPA. Districts that are not subject to HIPAA should not adopt a HIPAA compliance policy. Boards should consult with their legal counsel to determine whether their districts are subject to HIPAA.
- C28 Transgender and Gender Nonconforming Students – Removed from the manual due to conflicts in federal caselaw on the subject which is evolving rapidly. We plan to post a revised policy in the future.
- D2 Grade Advancement: Retention, Promotion & Acceleration of Students - The State Board of Education Rule which was the basis for this policy is no longer in effect. Additionally, this policy is inconsistent with proficiency-based learning.
- D30 Field Trips and F31 Emergency Closings – Contain details more suited to procedures and handbooks.
- E31 Parental Involvement – Duplicative with another model policy.

Due to changes in state and federal law and recent court decisions, we are revising a number of model policies. We recommend that boards update the following policies when the revisions are complete:

Required Policies

- B3 Alcohol and Drug Free Workplace
- B5 Employee Harassment
- C2 Student Alcohol and Drugs
- C4 Limited English Proficiency Students
- C10 Prevention of Harassment, Hazing and Bullying
- C10P Prevention of Harassment, Hazing and Bullying
- D4 Title I Comparability Policy
- E1 Parental Involvement Compacts

Recommended Policies

- A22 Notice of Non-Discrimination
- B20 Personnel Recruitment, Selection, Appointment and Background Checks
- C20 Student Conduct and Discipline
- C21 Search and Seizure of Students by School Personnel
- C24 Interscholastic Sports
- C25 Admission of Non-Resident Tuition Students
- C26 Tuition Payment
- D21 Educational Support System

Policies to Consider

- C30 Student Medication
- C34 Restraint and Seclusion
- D33 Local Action Plan

Updated Legal References

VSBA's model policies contain legal references at the end of each policy in order to provide access to the statute or rule which is the basis for the policy. When the policy manual update is complete, each model policy will have updated legal references. Boards should not include legal references in their adopted policies due to the likelihood of changes to statutes and rules.

Additional Assistance

If your board would like assistance, please contact the VSBA. We offer four levels of policy services to boards during the months of May - December:

- Model Policy Manual and Basic Policy Consultation
- Policy Review
- Policy Development/Plan Implementation
- Specialized Services

| A. BOARD OPERATIONS | | | | | | | | |
|---------------------|----------------------|---------|----------------------|---|---------|----------------------|--|---------|
| Required Policies | | | Recommended Policies | | | Policies to Consider | | |
| | Policy | Updated | | Policy | Updated | | Policy | Updated |
| A1 | Conflict of Interest | 6/26/15 | A20 | Board Meetings, Agenda Preparation & Distribution | 9/18/14 | A30 | Role and Adoption of School Board Policies | 9/18/13 |
| | | | A21 | Public Participation at Board Meetings | 3/25/09 | A31 | Board Member Education | 3/25/09 |
| | | | A22 | Notice of Non-Discrimination | 4/2/12 | A32 | Board Goal-Setting & Evaluation | 3/26/09 |
| | | | | | | A33 | School Visits by Board Members | 3/25/09 |
| | | | | | | A34 | Board Relations with School Personnel | 3/25/09 |

| B. PERSONNEL | | | | | | | | |
|-------------------|--|----------|----------------------|--|----------|----------------------|--|----------|
| Required Policies | | | Recommended Policies | | | Policies to Consider | | |
| | Policy | Updated | | Policy | Updated | | Policy | Updated |
| B1 | Substitute Teachers | 01/26/16 | B20 | Personnel Recruitment, Selection, Appointment, and Background Checks | 08/10/11 | B30 | Staffing and Job Descriptions | 03/29/09 |
| B2 | Volunteers and Work Study Students | 12/03/15 | B21 | Professional Development | 09/18/13 | B31 | Educator Supervision & Evaluation: Probationary Teachers | 03/29/09 |
| B3 | Alcohol and Drug Free Workplace | 01/07/16 | B22 | Complaints About Personnel & Instructional Materials | 03/25/09 | B32 | Personnel Files | 03/29/09 |
| B4 | Drug & Alcohol Testing of Transportation Employees | 12/03/15 | | | | B33 | Resignations | 03/29/03 |
| B5 | Prevention of Employee Harassment | 01/07/16 | | | | | | |
| B6 | HIPAA Compliance | 12/03/15 | | | | | | |
| B7 | Tobacco Prohibition | 1/26/16 | | | | | | |

C. STUDENTS

| Required Policies | | | Recommended Policies | | | Policies to Consider | | |
|-------------------|--|----------|----------------------|--|----------|----------------------|--------------------------------|---------|
| | Policy | Updated | | Policy | Updated | | Policy | Updated |
| C1 | Student Records | 12/03/15 | C20 | Student Conduct and Discipline | 04/02/12 | C30 | Student Medication | 6/30/08 |
| C2 | Student Drugs & Alcohol | 12/03/15 | C21 | Search and Seizure of Students by School Personnel | 11/12/13 | C31 | Admission of Resident Students | |
| C3 | Transportation | 12/03/15 | C22 | Student Activities (Elementary) | 03/25/09 | C32 | Eighteen Year-Old Students | |
| C4 | Limited English Proficiency Students | 12/03/15 | C23 | Student Clubs & Activities (Secondary) | 11/28/07 | C33 | Student Assessment | |
| C5 | Firearms | 01/26/16 | C24 | Interscholastic Sports | 09/18/13 | C34 | Restraint and Seclusion | |
| C6 | Home Study Students | 12/03/15 | C25 | Admission of Non-Resident Tuition Students | 09/18/13 | | | |
| C7 | Student Attendance | 12/03/15 | C26 | Tuition Payment | 09/18/13 | | | |
| C8 | Pupil Privacy | 12/03/15 | C27 | Student Self-Expression and Student Distribution of Literature | 09/18/13 | | | |
| C9 | Nutrition & Wellness | 12/03/15 | | | | | | |
| C10 | Prevention of Harassment, Hazing & Bullying Policy | 12/02/15 | | | | | | |
| C10 | Prevention of Harassment, Hazing & Bullying Procedures | 12/02/15 | | | | | | |

D. INSTRUCTION

| Required Policies | | | Recommended Policies | | | Policies to Consider | | |
|-------------------|---|----------|----------------------|--|----------|----------------------|--------------------------------------|----------|
| | Policy | Updated | | Policy | Updated | | Policy | Updated |
| D1 | Proficiency Based Graduation Requirements | 12/03/15 | D20 | Curriculum Development and Coordination (SU) | 09/18/13 | D30 | Field rips | |
| D2 | Grade Advancement | 12/03/15 | D21 | Educational Support System | 09/18/13 | D31 | Selecting Library Materials | |
| D3 | Responsible Computer Internet & Network Use | 01/26/16 | | | | D32 | Selection of Instructional Materials | |
| D4 | Title One Compariility | 12/03/15 | | | | D33 | Local Action Plan | 12/07/05 |
| D5 | Animal Dissection | 12/03/15 | | | | | | |
| D6 | Class Size Policy | 12/03/15 | | | | | | |

E. SCHOOL-COMMUNITY RELATIONS

| Required Policies | | | Recommended Policies | | | Policies to Consider | | |
|-------------------|---------------------------------------|----------|----------------------|--|----------|----------------------|---|---------|
| | Policy | Updated | | Policy | Updated | | Policy | Updated |
| E1 | Title 1 Parental Involvement Compacts | 12/03/15 | E20 | Community Use of School Facilities | 11/26/07 | E30 | School-Community Relations | |
| | | | E21 | Distribution of Non-School Sponsored Literature in Schools | 11/26/07 | E31 | Parental Involvement | |
| | | | | | | E32 | Visits by Parents, Community Members or Media | |

F. NON-INSTRUCTIONAL OPERATIONS

| Required Policies | | | Recommended Policies | | | Policies to Consider | | |
|-------------------|--------|---------|----------------------|--|----------|----------------------|---|----------|
| | Policy | Updated | | Policy | Updated | | Policy | Updated |
| | | | F20 | Fiscal Management and General Financial Accountability | 03/25/09 | F30 | Budgeting | 03/25/09 |
| | | | F21 | Financial Reports and Statements | 02/25/09 | F31 | Emergency Closing | 03/25/09 |
| | | | F22 | Electronic Communications Use and Retention | 08/10/11 | F32 | School Crisis Prevention & Response/Procedures for Bomb Threats | 03/25/03 |
| | | | | | | F33 | HIV Policy | 03/25/03 |
| | | | | | | F34 | Energy Management | 06/28/09 |

Policy - Self Assessment

| | Fully Achieved | Mostly Achieved | Partially Achieved | Beginning to Achieve | Don't know/ unsure |
|--|----------------|-----------------|--------------------|----------------------|--------------------|
| Our policies ensure alignment of school district action with the Board's vision. | | | | | |
| Our policies clearly describe the Board's intent and leave implementation details to the superintendent. | | | | | |
| Our policies are compliant with state and federal requirements. | | | | | |
| Our policies identify measurable outcomes or objectives, where appropriate. | | | | | |
| Our policies lead to fair, reasonable, consistent and objective treatment of issues. | | | | | |
| Stakeholder representatives (school board, senior leadership, district staff, school staff, employee organizations, parents, community advocates and students) play a meaningful role in the policy development process. | | | | | |
| The superintendent has developed administrative procedures that are aligned to appropriate board policies. | | | | | |
| We have a policy review protocol that ensures that every policy in our manual is reviewed every 4-5 years. | | | | | |

** Adapted from Essential Work of Vermont School Boards, VSBA, p.22*

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY**

CODE: D 3

**1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019**

**ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET
POLICY****Statement of Purpose**

This policy outlines the proper and acceptable use of all aspects of electronic resources in the Barre Unified Union School District (BUUSD) . 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 BUUSD IT staff may inspect any materials created on, transmitted by, or stored on BUUSD electronic resources for any reason at any time without prior notice. BUUSD 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 BUUSD 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 BUUSD, that teacher may apply to the BUUSD Director of Technology for temporary or extended access.
- c) Personal electronic devices will not be connected directly or via BUUSD wireless access point to the BUUSD network, without the permission of the BUUSD 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 BUUSD firewall while on BUUSD 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 BUUSD filters Internet content. The BUUSD monitors users' online activities through direct observation and technological means. The BUUSD or its member schools are not liable for online content.

1. IMPLEMENTATION

The BUUSD Director of Technology will coordinate with building administrators to issue rules and procedures for the implementation of the above policy.

Legal References: *20 U.S.C. § 6777 et seq. (Enhancing Education Through Technology Act)*
 47 U.S.C. §254 (Children's Internet Protection Act)
 47 CFR §54.520 (CIPA Certifications)

Original Policy Adopted - June, 2000