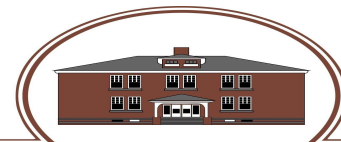


Barre Unified Union School District

120 Ayers Street, Barre, VT 05641 • www.buUSD.org • Phone: 802-476-5011 • Fax: 802-476-4944 or 802-477-1132



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Doing whatever it takes to ensure success for every child.

David Wells, M.Ed. - Superintendent of Schools

Mary Ellen Simmons, Ed.D. – Asst. Superintendent of Instruction
Stacy Anderson, M.Ed. - Director of Special Services

Lauren May, M.Ed. – Director of Early Education

Josh Allen – Communications Specialist

Lisa Perreault, SFO - Business Manager

Carol Marold – Director of Human Resources

Emmanuel Ajanma, MAT – Director of Technology

Jamie Evans – Director of Facilities

Annette Rhoades, M.Ed., CAGS – Asst. Director of Special Services

Jon Strazza, MS.Ed. – Asst. Director of Special Services

Rebecca Webb, M.Ed. – Act 166 Regional Coordinator

MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Giuliano Cecchinelli – Chair, Guy Isabelle – V. Chair, Emel Cambel

DATE: December 14, 2020

RE: BUUSD Policy Committee Meeting
December 21, 2020 @ 5:30 p.m. via Google Meet
Meeting Link: meet.google.com/grx-dgpq-bny
Phone: (US)+1 636-400-3160 PIN: 983 732 025#

Please Note: If you attend the meeting remotely you must state your name for the record to satisfy the Open Meeting Law.

AGENDA

1. Call to Order
2. Additions/Changes to Agenda
3. Public Comment
4. Approval of Minutes
 - 4.1. Meeting Minutes of November 16, 2020
5. New Business
 - 5.1. Policy Index Review
 - 5.2. VSBA Model Policies
 - 5.3. Policies to Discuss
 - 5.3.1. Substitute Teachers (B1) (Required)
 - 5.3.2. Personnel Recruitment, Selection, Appointment and Background Checks (B20) (Recommended)
 - 5.3.3. Public Complaints About Personnel (B22) (Recommended)
 - 5.3.4. Staffing and Job Descriptions (B30) (Consider)
 - 5.3.5. Educator Supervision & Evaluation Probationary Teachers (B31) (Consider)
 - 5.3.6. Personnel Files (B32) (Consider)
 - 5.3.7. Resignations (B33) (Consider)
 - 5.3.8. Firearms (C5) (Required - Changed)
 - 5.3.9. Transgender and Gender Nonconforming Students (C28) (Recommended)
6. Old Business
 - 6.1. English Learners (C4) (Required - Changed)

7. Other Business
8. Items for Future Agenda: Policy Review - C29 District Equity Policy (January); F22 Electronic Communications Use and Retention (Recommended - Not previously adopted by BUUSD) (January - Emmanuel); D30 Field Trips (Spring)
9. Next Meeting Date: January 18, 2021, 5:30 pm via Google Meet
10. Adjournment

BOARD/COMMITTEE 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
Via Video Conference – Google Meet
November 16, 2020 – 5:30 p.m.**

MINUTES

COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, Chair - (BC)
J. Guy Isabelle, Vice-Chair - (At-Large)
Emel Cambel (BC)
Jon Valsangiacomo – (BT Community Member)

COMMITTEE MEMBERS ABSENT:

Andrew McMichael (BC Community Member)

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS AND STAFF PRESENT:

David Wells, Superintendent
Luke Aither, SHS Assistant Principal
Scott Griggs, CVCC Assistant Director

GUESTS:

1. Call to Order

The Chair, Mr. Cecchinelli, called the Monday, November 16, 2020, meeting to order at 5:30 p.m., which was held via video conference.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – October 19, 2020 Policy Committee Meeting

The Committee agreed by consensus to approve the Minutes of the October 19, 2020 Policy Committee Meeting.

5. New Business

5.1VSBA Model Policies

Two documents were distributed:

A document titled 'Vermont VSBA Website – Current List 11/09/20'

A copy of the VSBA Policy Index

Mr. Wells advised regarding discussions with VSBA who advised regarding which policies come straight from the State and should be adopted without changes, and which policies allow for some discretionary changes. VSBA has been making progress regarding updates to policies, and advised that they will be noting on their website, policies which should not be changed. Mr. Aither advised that discussions with VSBA were very productive and that they were open to receiving input. It was noted that districts are allowed to have some 'local' policies. Mr. Aither provided an example of a policy that should be adopted as written (C10) Prevention of Harassment, Hazing & Bullying Policy. This policy came straight from the Agency of Education, and other than minor 'cosmetic' changes, the policy should be adopted as written. Mr. Aither is reviewing this list of VSBA policies. Some new policies have been added recently. Mr. Aither will be prioritizing the list of policies that should be reviewed/considered for adoption. Regarding the 'implementation' portion of the policies, Mr. Aither reported that VSBA advised that the implementation portion of policies may be altered a bit to accommodate items such as differences to accommodate different age levels etc. (high school vs elementary or middle school), and that in some instances, the BUUSD could write those sections as procedures rather than keep them in the policy.

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5.2 Review of BSU Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 06/02/20) was distributed. Mr. Wells advised there was nothing additional to report. Mr. Cecchinelli prefers the new 'landscape' version of the report.

5.3 New Policies to Review

Copies of all policies referenced in Agenda Items 5.3.1 through 5.5.1 were distributed.

5.3.1 Electronic Communications Between Employees and Students (B8) (Required Policy)

This is an AOE policy and cannot be modified. Mr. Aither advised that sections relating to 'procedure' (under the Implementation and Reporting to Other Agencies sections) cannot be removed from the policy. The BUUSD needs to assure that contracts with outside contractors specify the policies that agencies must follow.

The Committee agreed that the First Reading of policy B8 will be presented to the Board for approval on 12/03/20, and it should be noted that this policy is required by the Agency of Education.

5.3.2 Prevention of Sexual Harassment As Prohibited by Title IX (C12) (Required Policy)

Mr. Aither attended a very informative webinar/training session on this policy/mandate, and advised that although the policy is very lengthy, it should be adopted as written. Mr. Aither advised that this VSBA model policy was put into effect in August 2020 and requires that 5 different individuals be identified (for reporting, investigating etc.... purposes), and those 5 individuals will require training. There should be a reporting individual named for each school. Mr. Valsangiacomo advised that some colleges hire an independent investigator to perform that function. It was agreed that it may be beneficial to hire an outside contractor for investigations. An independent investigator would help assure that there is no conflict of interest. Mr. Aither also advised that all employees need to be informed/advised of this policy and its requirements. In response to a query, Mr. Aither advised that he believes training could be performed on-line. The BUUSD does have a platform for training and the platform tracks who has completed training. HHB is at the State level, Title IX is at the Federal level. Title IX supersedes HHB. Under Title IX, all details are included, including the identities of the complainant (the victim) and the respondent (the accused). In response to a query, it was noted that it is usually a building administrator who receives these types of complaints. Mr. Aither advised that SHS probably receives 1 or 2 complaints per year. The majority of complaints involve possible incidents of bullying, not sexual harassment.

The Committee agreed that the First Reading of policy C12 will be presented to the Board for approval on 12/03/20.

5.3.3 Homeless Students (C13) (Required Policy)

Mr. Aither advised that this policy does have an implementation section, and the Committee may wish to discuss whether or not those should be removed from the policy and put into a procedures manual. In response to a query, Mr. Aither advised that students who live with grandparents do not qualify as homeless. 'Homeless students' is defined in the policy. It is believed that some of the definitions in the policy are from the McKinney Vento Act. It was noted that Dawn Poitras is the District's liaison for homeless issues. Currently Stacy Anderson (Director of Special Services) makes the determination if a student qualifies under McKinney Vento. Once a student is defined as homeless, that distinction remains in effect for the remainder of the academic year. The Committee agreed to remove the bulleted section (only) from the Implementation section of the policy, and remove the word "following" from the first sentence of that section. The 'bulleted' procedures will be added to the 'implementation' section of the existing Procedures Manual. It was noted that after the policy is adopted, it should be reviewed with Administrators and Registrars. In the past, there have been times when students have been registered prior to confirmation that all qualifications have been met.

The Committee agreed that the First Reading of policy C13 will be presented to the Board, as amended, for approval on 12/03/20.

5.4 Changed Policies for Review

5.4.1 Notice of Non-Discrimination Policy (A22) (Recommended Policy)

This policy was amended by VSBA on 08/30/2020. Mr. Aither advised that the current BUUSD policy has a section pertaining to grievance procedures, the VSBA policy does not. Mr. Griggs noted that the current policy also refers to providing equal access to the Boy Scouts, but the model policy does not. It was noted that the reference to the Boy Scouts is found in the VSBA policy under the footnotes section. Footnotes have been removed from BUUSD policies. Mr. Aither recommends adopting the VSBA model policy. Mrs. Gilbert will amend the current policy to reflect the wording outlined in the VSBA policy.

The Committee agreed that the First Reading of policy A22 will be presented to the Board, as amended, for approval on 12/03/20.

5.4.2 Employee Unlawful Harassment (B5) (Required Policy)

VSBA updated this policy on 10/20/2020. Mr. Aither advised that the model policy, section D, pertains explicitly to procedures.

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Mr. Aither recommends creating a procedure numbered B5-P, removing the 'procedures' from the VSBA policy, and adopting the amended version of the VSBA policy. The BUUSD version of the policy will be amended to reflect the amended VSBA policy, minus section D. Mr. Aither will 'cut and paste' section D into a new procedure labeled B5-P.

The Committee agreed that the First Reading of policy B5 will be presented to the Board, as amended, for approval on 12/03/20.

5.4.3 Electronic Communications Use and Retention (F22) (Recommended Policy – not previously adopted by the BUUSD)

This policy will be added to the January 2021 Agenda. It will be beneficial to have input from the Director of Technology. Mr. Ajanma will be invited to attend the January meeting.

5.5 Removed Policies

5.5.1 Field Trips (D30) (a To Be Considered Policy)

Mrs. Poulin cautioned that the policy distributed with Committee packet, is an old version. An amended version was adopted on 05/14/2020. The current policy does not contain the requirement for Board approval of out of state and overnight field trips. It was clarified that the intent of VSBA rescinding policy D30, is not to eliminate field trips. Mr. Aither recommends rescinding the policy, but keeping procedures in place. Mr. Aither provided clarification, noting that anytime teachers and students leave campus, it is considered a field trip. Mr. Wells advised that many scenarios that may occur on a field trip are covered under other policies. It was noted that recent concerns relating to field trips pertain to rooming issues, gender identity, etc. Mr. Aither advised that VSBA has recently adopted policies (C29 - District Equity Policy – 07/21/20 and C28 - Transgender and Gender Nonconforming Students Policy - 03/03/20) that have not yet been adopted by the BUUSD. These policies may cover some of the field trip related concerns. Given that under COVID restrictions no field trips are allowed this year, there is no rush to work on this policy.

The Committee agreed to postpone discussion of this policy until the spring 2021.

6. Old Business

None.

7. Other Business

Mr. Aither advised that there is a policy (B6), adopted on 06/15/19 that is on the BUUSD web site, but not on the policy index. Mrs. Poulin will perform research regarding policies D30 and B6 regarding conflicting information on the website, packet and index.

8. Future Agenda Items

Mr. Aither advised that the number of Model policies that haven't been approved by the District is growing. Mr. Aither hopes to complete his review of the VSBA policies by end of week, and will prioritize the list of policies. Mr. Aither believes that HR policies should be given prioritization for review and noted that the policy on substitutes contains items that are not in line with BUUSD operations. HR policies will be on the December Agenda.

- BUUSD Policy Index Review
- VSBA Policy Index Review
- B1 – Substitute Teachers – Required Policy / VSBA updated 10/11/19
- B20 – Personnel Recruitment, Selection, Appointment, and Background Checks – Recommended Policy – VSBA updated 03/03/20
- B22 – Complaints About Personnel & Instructional Materials - Recommended Policy – VSBA updated 03/03/20
- B30 – Staffing and Job Descriptions – Policy to be Considered – VSBA updated 03/29/09
- B31 – Educator Supervision & Evaluation: Probationary Teachers - Policy to be Considered – VSBA updated 03/29/09
- B32 – Personnel Files - Policy to be Considered – VSBA updated 03/29/09
- B33 – Resignations - Policy to be Considered – VSBA updated 03/29/09
- Other Business – include Update on B6 if Mrs. Poulin has located information.

- District Equity Policy (C29) (Recommended Policy) (January 2021)
- Field Trips (D30) – Spring 2021 - TBD

9. Next Meeting Date

The next meeting is Monday, December 21, 2020 at 5:30 p.m. via video conference – Google Meet

DRAFT

10. Adjournment

The Committee agreed by consensus to adjourn at 7:10 p.m.

Respectfully submitted,
Andrea Poulin

	12/10/2020			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
66	Policies								
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read						
SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
A	BOARD OPERATIONS								
	A1	10/11/2019	5/18/2020	Board Member Conflict of Interest	Required	5/9/2019	6/13/2019		B3
	A20	3/3/2020	5/18/2020	Board Meetings, Agenda Preparation & Distribution	Recommend	9/12/2019	10/10/2019		
	A21	3/3/2020	5/18/2020	Public Participation at Board Meetings	Recommend	9/12/2019	10/10/2019		
	A22	8/30/2020	11/12/2020	Non-Discrimination	Recommend	12/17/2020		VSBA Revised - Committee Review 11/16/20 - To Board (VSBA wording) 12/17/20	C6
	A23	3/3/2020	5/18/2020	Community Engagement and Vision	Recommend	9/12/2019	10/10/2019		
	A24	3/3/2020	5/18/2020	Board/Superintendent Relationship	Recommend	9/12/2019	10/10/2019		
	A25	8/5/2020	9/22/2020	Delegation of Authority During State of Emergency Due to COVID	Recommend	10/8/2020	10/22/2020		
	A30	9/18/2013	9/12/2019	Role and Adoption of School Board Policies	Consider	5/9/2019	6/13/2019		A1
	A31	3/25/2009	9/12/2019	Board Member Education	Consider	9/12/2019	10/10/2019		
	A32	3/26/2009	9/12/2019	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019		
	A33	3/25/2009	9/12/2019	School Visits By Board Members	Consider	9/12/2019	10/10/2019		
	A34	3/25/2009	9/12/2019	Board Relationships With School Personnel	Consider	9/12/2019	10/10/2019		
	11								
B	PERSONNEL								
	B1	10/11/2019	12/10/2020	Substitute Teachers	Required	5/9/2019	6/13/2019	VSBA Updated after approval - to policy Committee 12/21/20	D6
	B2	10/11/2019	5/18/2020	Volunteers and Work Study Students	Required	5/9/2019	6/13/2019		D7
	B3	3/3/2020	6/2/2020	Alcohol & Drug-Free Workplace	Required	5/9/2019	6/13/2019	BUUSD version has an "Employer Responsibility" section that VSBA MP doesn't	D8
	B4	10/11/2019	6/2/2020	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019	6/13/2019		D11
	B5	10/20/2020	11/12/2020	Prevention of Employee Harassment	Required	12/17/2020		VSBA Revised - Committee Review 11/16/20 - Remove Section D to Board 12/17/20	D12
	B8	6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	12/17/2020		New - Required - Committee Review 11/16/20 - to Board 12/17/2020	B40
	B7	10/11/2019	6/2/2020	Tobacco Prohibition	Required	5/9/2019	6/13/2019	BUUSD version has some add'l language which can be considered for deletion	E8
	B20	3/3/2020	12/10/2020	Personnel Recuitment, Selection, Appointment, & Background Ch	Recommend			VSBA New - To Committee 12/21/2020	
	B21	3/3/2020	5/18/2020	Professional Development	Recommend	5/9/2019	6/13/2019	BUUSD version is more current than VSBA version, but still references Action Plan	D2
	B22	3/3/20	12/10/2020	Complaints About Personnel & Instructional Materials	Recommend			VSBA New - To Committee 12/21/2020	
	B30	3/29/09	12/10/2020	Staffing and Job Descriptions	Consider			VSBA New - To Committee 12/21/2020	
	B31	3/29/09	12/10/2020	Educator Supervision & Evaluation: Probationary Teachers	Consider			VSBA New - To Committee 12/21/2020	
	B32	3/29/09	12/10/2020	Personnel Files	Consider			VSBA New - To Committee 12/21/2020	
	B33	3/39/09	12/10/2020	Resignations	Consider			VSBA New - To Committee 12/21/2020	
	B40	N/A	N/A	Social/Digital/Online Communications for Staff	Does Not Exist			VSBA is working on a model policy for Electronic Communications Between Employees and Students. When this is issued we will review/adopt it and determine if we need an additional policy for other aspects of online communications.	D14
	6	B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD							
C	STUDENTS								
	C1	10/11/2019	6/2/2020	Student Records	Required	5/9/2019	6/13/2019		F5
	C2	12/3/2015	5/18/2020	Student Drugs & Alchohol	Required	5/9/2019	6/13/2019		F7
	C3	10/11/2019	6/2/2020	Transportation	Required	5/9/2019	6/13/2019	BUUSD version differentiates for no transportation at SHS	F9

	12/10/2020			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
66	Policies								
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read						
SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
	C4	12/9/2020	12/10/2020	English Learners	Required			Board sent back to Policy Committee - VSBA Changed 12/9/2020 per Sonya - to committee 12/21/2020	F19
	C5	12/9/2020	12/11/2020	Firearms	Required			VSBA Changed 12/9/20 - To Committee 12/21/20	F21
	C6	10/11/2019	5/18/2020	Participation of Home Study Students	Required	5/9/2019	6/13/2019		F23
	C7	10/11/2019	6/2/2020	Student Attendance	Required	5/9/2019	6/13/2019		F25
	C8	10/11/2019	6/2/2020	Pupil Privacy Rights	Required	5/9/2019	6/13/2019	VSBA MP has additional language which should be included in #8	F27
	C9	10/11/2019	6/2/2020	Nutrition And Wellness	Required	4/23/2020	5/14/2020	BUUSD version differs from VSBA MP based on recommendation of SHAC	F28
	C10	12/2/2015	5/18/2020	Policy on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20
	C10-P	12/2/2015	5/18/2020	Model Procedures on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20-1
	C11	3/29/2018	5/18/2020	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019	6/13/2019		F34
	C12	9/1/2020	11/12/2020	Prevention of Sexual Harassment As Prohibited by Title IX	Required	12/17/2020		NEW on VSBA - Committee 11/16/2020 - to Board 1st read 12-17-20	C-10; C10P
	C13	10/16/2020	11/12/2020	Homeless Students	Required	12/17/2020		NEW on VSBA - Committee 11/16/2020 - to Board 1st read 12-17-20	
	C20	3/3/2020	6/2/2020	Student Conduct and Discipline	Recommend	5/9/2019	6/13/2019		F1
	C21	8/30/2020	11/2/2020	Search and Seizure of Students by School Personnel	Recommend	11/12/2020	12/3/2020		F4
	C23	11/28/2007	5/18/2020	Student Clubs & Activities	Recommend	5/9/2019	6/13/2019		F33
	C24	9/18/2013	5/18/2020	Interscholastic Sports	Recommend	5/9/2019	6/13/2019		F12
	C25	3/3/2020	6/2/2020	Admission of Non-Resident Tuition Students	Recommend	5/9/2019	6/13/2019		F14
	C27	9/18/2013	5/18/2020	Student Self-Expression and Student Distribution of Literature	Recommend	5/9/2019	6/13/2019		F29
	C28	3/3/2020	12/10/2020	TRANSGENDER AND GENDER NONCONFORMING STUDENTS	Recommend			New on VSBA - to Committee 12/21/20	
	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	10/8/2020		Board Return to Committee - Review; Committee Agenda January	
	C30	6/30/2008	5/18/2020	Student Medication	Consider	5/9/2019	6/13/2019		F6
	C31	2/10/2016	5/18/2020	Admission of Resident Students	Consider	5/9/2019	6/13/2019		F13
	C32	2/10/2016	5/18/2020	Eighteen Year-Old Students	Consider	5/9/2019	6/13/2019		F18
	C33	2/10/2016	5/18/2020	Student Assessment	Consider	5/9/2019	6/13/2019		F22
	C34	3/3/2020	6/2/2020	Restraint and Seclusion	Consider	5/9/2019	6/13/2019		C23
	C40	N/A	N/A	Entrance Age for Admission to Kindergarten	Does Not Exist	5/9/2019	6/13/2019		F35
	C41	N/A	N/A	Intra-District School Transfer	Does Not Exist	4/23/2020	5/14/2020		F36
	C42	N/A	N/A	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Does Not Exist	5/9/2019	6/13/2019		F11
	C43	N/A	N/A	STI and Pregnancy Prevention Policy	Does Not Exist	5/9/2019	6/13/2019		F31
	26	C22 is elementary only; C28 in VSBA MPM but not adopted by BUUSD							
D	INSTRUCTION								
	D1	3/3/2020	6/2/2020	Proficiency Based Learning	Required	5/9/2019	6/13/2019	BUUSD version differs from VSBA MP based on recommendation of admin	G20
	D3	8/1/2019		Acceptable Use of Electronic Resources & the Internet	Required	5/9/2019	6/13/2019	Review when VSBA Model Policy on Electronic Communications is issued	G11
	D4	12/3/2015		Title I Comparability	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	G12
	D5	10/11/2019	6/2/2020	Animal Dissection	Required	5/9/2019	6/13/2019		G13
	D6	10/11/2019	5/18/2020	Class Size	Required	4/23/2020	5/14/2020		G14

12/10/2020		BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX							
66 Policies									
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read						
SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
	D20	9/18/2013	5/18/2020	Curriculum Development and Coordination	Recommend	5/9/2019	6/13/2019		G1
	D21	9/18/2013		Educational Support System	Recommend	5/9/2019	6/13/2019	Awaiting VSBA Revision	G7
	D22	8/5/2020	9/22/2020	Modes of Instruction During State of Emergency Due To COVID-19	Recommend	10/8/2020	10/22/2020		
	D30	July 2020	6/2/2020	Field Trips	Consider	4/23/2020	5/14/2020	Removed by VSBA - Cmt. Review 11/16/2020 - Committee will discuss in the spring 2021. (BUUSD version differs from VSBA MP based on recommendation of admin)	G3
	D31	not indicated	6/2/2020	Selecting Library Materials	Consider	5/9/2019	6/13/2019		G4
	D32	not indicated	6/2/2020	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019	6/13/2019	VSBA MP does not include Sensitive Issues section, consider revising BUUSD	G5
	D40	N/A	N/A	Special Education	Does Not Exist	5/9/2019	6/13/2019		G15
12		D2 removed by VSBA, D33 is outdated							
E SCHOOL-COMMUNITY RELATIONS									
	E1	12/3/2015		Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	H7
	E20	11/26/2007	5/18/2020	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019		H3
	E30	not indicated	6/2/2020	School-Community Relations	Consider	5/9/2019	6/13/2019		H30
	E31	7/2020		Parental Involvement	Removed	none	none	VSBA Removed 7/2020 - BUUSD never adopted.	
3		E21, E31, E32 in VSBA MPM but not adopted by BUUSD							
F NON-INSTRUCTIONAL OPERATIONS									
	F1	3/20/2019	5/18/2020	Travel Reimbursement Policy	Consider	5/9/2019	6/13/2019		E11
	F20	3/25/2009	5/18/2020	Fiscal Management & General Financial Accountability	Recommend	5/9/2019	6/13/2019		E1
	F22	9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend			Change on VSBA - Committee 11/16/2020 - Revisit Januaray Agenda invite Emmanuel - F22 not adopted by BUUSD	
	F23	11/3/2016	5/18/2020	Capitalization of Assetts	Recommend	9/12/2019	10/10/2019		E23
	F24	11/6/2016	5/18/2020	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019	6/13/2019		E24
	F30	3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019		E2
	F31	7/1/2020		Emergency Closings	Removed	None	None	VSAB Removed 7/2020 - Never adopted by BSU	
	F33	3/25/2009	5/18/2020	HIV Policy	Consider	5/9/2019	6/13/2019		F32
	F40	N/A	N/A	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31
	F41	N/A	N/A	Video Surveillance Policy	Does Not Exist	5/9/2019	6/13/2019		E32
8		F21, F22, F25, F26, F31, F33 in VSBA MPM but not adopted by BUUSD							

New Policies

- C13 - Homeless Students [10/16/20] (BUUSD Board (1st Read) – 12/17)
- C12 - Prevention of Sexual Harassment As Prohibited by Title IX [9/1/20] (BUUSD Board (1st Read) – 12/17)
- ~~A25 - Delegation of Authority During State of Emergency Due to COVID-19 Pandemic [8/5/20] (Adopted 10/22/20)~~
- ~~D22 - Modes of Instruction During State of Emergency Due to COVID-19 Pandemic [8/5/20] (Adopted 10/22/20)~~
- C29 - District Equity Policy [7/21/20] (Committee January)
- B8 - Electronic Communication between Employees & Students [6/25/20] (BUUSD Board (1st Read) – 12/17)

Policies REMOVED recently

- D30 - Field Trips [July, 2020] (Committee Spring)
- ~~E31 - Parental Involvement [July, 2020] (Never adopted by BSU)~~
- ~~F31 - Emergency Closings [July, 2020] (Never adopted by BSU)~~

Policies Recently Changed

- C5 - Firearms [12/9/20] (Committee 12/21)
- C4 - English Learners (Was - Limited English Proficiency Students) [12/9/20] (Committee 12/21)
- B5 - Employee Unlawful Harassment [10/20/20] (BUUSD Board (1st Read) – 12/17)
- F22 - Electronic Communications Use & Retention [9/17/20] (Committee January)
- A22 - Notice of Non-Discrimination [8/30/20] (BUUSD Board (1st Read) – 12/17)
- ~~C21 - Search and Seizure of Students by School Personnel [8/30/20] (Adopted 12/3/20)~~

A. BOARD OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
A1	Conflict of Interest	10/11/19	A20	Board Meetings, Agenda Preparation & Distribution	03/03/20	A30	Role and Adoption of School Board Policies	09/18/13
			A21	Public Participation at Board Meetings	03/03/20	A31	Board Member Education	03/25/09
			A22	Notice of Non-Discrimination	08/30/20	A32	Board Goal-Setting & Evaluation	03/26/09
			A23	Community Engagement and Vision	03/03/20	A33	School Visits by Board Members	03/25/09
			A24	Board/Superintendent Relations	03/03/20	A34	Board Relations with School Personnel	03/25/09
			A25	Delegate of Authority During State of Emergency Due to COVID-19 Pandemic	08/05/20			

B. PERSONNEL

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
B1	Substitute Teachers	10/11/19	B20	Personnel Recruitment, Selection, Appointment, and Background Checks	03/03/20	B30	Staffing and Job Descriptions	03/29/09
B2	Volunteers and Work Study Students	10/11/19	B21	Professional Development	03/03/20	B31	Educator Supervision & Evaluation: Probationary Teachers	03/29/09
B3	Alcohol and Drug Free Workplace	03/03/20	B22	Complaints About Personnel & Instructional Materials	03/03/20	B32	Personnel Files	03/29/09
B4	Drug & Alcohol Testing of Transportation Employees	10/11/19				B33	Resignations	03/29/09
B5	Employee Unlawful Harassment	10/20/20						
B6	HIPAA Compliance	Removed						
B7	Tobacco Prohibition	10/11/19						
B8	Electronic Communications between Employees & Students	6/25/20						

C. STUDENTS


Required Policies			Recommended Policies			Policies to Consider		
CODE	Policy	Updated		Policy	Updated		Policy	Updated
C1	Student Records	10/11/19	C20	Student Conduct and Discipline	03/03/20	C30	Student Medication	06/30/08
C2	Student Drugs & Alcohol	12/03/15	C21	Search and Seizure of Students by School Personnel	08/30/20	C31	Admission of Resident Students	02/10/16
C3	Transportation	10/11/19	C22	Student Activities (Elementary)	03/25/09	C32	Eighteen Year-Old Students	02/10/16
C4	English Learners	08/14/20	C23	Student Clubs & Activities (Secondary)	11/28/07	C33	Student Assessment	02/10/16
C5	Firearms	10/11/19	C24	Interscholastic Sports	09/18/13	C34	Restraint and Seclusion	03/03/20
C6	Home Study Students	10/11/19	C25	Admission of Non-Resident Tuition Students	03/03/20			
C7	Student Attendance	10/11/19	C26	Tuition Payment	09/18/13			
C8	Pupil Privacy	10/11/19	C27	Student Self-Expression and Student Distribution of Literature	09/18/13			
C9	Nutrition & Wellness	10/11/19	C28	Transgender and Gender Nonconforming Students	03/03/20			
C10	Prevention of Harassment, Hazing & Bullying Policy	12/02/15	C29	District Equity Policy	07/21/20			
C10-P	Prevention of Harassment, Hazing & Bullying Procedures	12/02/15						
C11	Student Freedom of Expression	08/01/19						
C12	Prevention of Sexual Harassment as Prohibited by Title IX	09/01/20						
C13	Homeless Students	10/16/20						

D. INSTRUCTION								
Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
D1	Proficiency Based Graduation Requirements	03/03/20	D20	Curriculum Development and Coordination (SU)	09/18/13	D30	Field Trips	Removed 07/2020
D2	Grade Advancement	Removed	D21	Educational Support System	09/18/13	D31	Selecting Library Materials	
D3	Responsible Computer Internet & Network Use	08/01/19	D22	Modes of Instruction During State of Emergency Due to COVID-19 Pandemic	08/05/20	D32	Selection of Instructional Materials	
D4	Title One Comparability	12/03/15				D33	Local Action Plan	12/07/05
D5	Animal Dissection	10/11/19						
D6	Class Size Policy	10/11/19						

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	Removed 07/2020
						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
F1	Travel Reimbursement	08/01/19	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	Removed 07/2020
			F22	Electronic Communications Use and Retention	09/17/20	F32	School Crisis Prevention & Response/Procedures for Bomb Threats	03/25/09
			F23	Capitalization of Assets	11/03/16	F33	HIV Policy	03/25/09
			F24	Prevention of Conflict of Interest in Procurement	11/06/16			
			F25	Access Control	10/24/19			
			F26	Security Cameras	10/24/19			

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

CODE: B 1

**1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/19**

SUBSTITUTE TEACHERS

1. Policy

It is the policy of the Barre Unified Union School District (BUUSD) to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

2. Qualifications

No person will be placed on the qualified substitute list unless that person has graduated from high school.

3. Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

4. Licensed Educators

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

5. Administrative Responsibilities

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year, including information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. 563(a). Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

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

CODE: B 20

1ST READING:

2ND READING:

ADOPTED:

**PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT AND BACKGROUND
CHECKS**

Policy

It is the policy of the Barre Unified Union School District (BUUSD) to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of state law regarding the recruitment, selection and employment of school district employees and contractors.

Persons subject to criminal record checks and abuse registry checks under this policy include all those recommended for full-time, part-time or temporary employment in the school district, including student teachers, and those contractors and employees of contractors who may have unsupervised contact with students and are subject by law to criminal record and abuse registry checks prior to or in the course of employment.

The superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject's employment in the capacity for which the original check was required.

The district shall ensure that adults employed in the schools maintained by the district receive orientation, information or instruction on the prevention, identification and reporting of child abuse as required by state law. The district will also provide opportunities for parents, guardians, and other interested persons to receive the same information.

Definitions

1. The term "criminal record" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).
2. The term "unsupervised" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).
3. The term "abuse registry" as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and Families

and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.

4. The terms "employ" or "employment" as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary employment in the school district, including student teachers and those contractors and employees of contractors who may have unsupervised contact with students.

Recruitment

1. The board is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements will be employed.
2. The board seeks minority applicants in accordance with its policy pertaining to non-discrimination. The district will attempt to provide an educational experience enhanced by the professional contributions of representatives of different races, physical conditions, sexes, ethnic backgrounds and age groups.
3. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
4. Written or electronic applications will be required of candidates for employment. The application will include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired.
5. After the initial written or electronic application process is complete, applicants selected for an interview will be required to provide a statement identifying any criminal charges brought against the applicant, including the date of each charge, the court where the charge was filed and the disposition of the charge. The statement shall also include a warning to the applicant in bold print that falsification of information or the omission of information on the statement may constitute grounds for dismissal if the applicant is hired. Any job offer shall be made contingent on the candidate successfully completing the school district's background check process.

Selection

1. It is the policy of the board to select employees solely on the basis of character, professional qualifications, and critical job requirements. Employees will be selected in a manner that does not unlawfully discriminate. The superintendent shall require that all

applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. Applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases and other information necessary to conduct background investigations. The costs of such checks will be borne by the (prospective employee) (the school district). All offers of employment shall be contingent on the candidate's successfully completing the background investigation process and a finding that the information provided by the applicant during the pre-employment process was accurate, complete and truthful.

2. The superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate he or she intends to appoint or is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the superintendent knows the applicant has resided or been employed. The superintendent shall maintain such records in accordance with state law.
3. The superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges or sex offense convictions against an applicant before appointing or nominating a candidate for employment. The superintendent shall maintain such records in accordance with state law.
4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the Superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§ 255(f), (g).
5. Providing a safe learning environment for students is a primary consideration in district employment decisions. The district will base such decisions on all relevant information, qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district or supervisory union.

Appointment

1. The appointment of licensed employees will be made by the board subject to the nomination of candidates by the superintendent of schools.
2. Subject to any pre-employment screening processes approved by the board, the superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.
3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.
4. Upon completion of a criminal records check, the superintendent shall:
 - notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
 - ask the person subject to the check to indicate if his or her record should be maintained or destroyed after the retention period specified in the District's user agreement with VCIC.
5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.
6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete or untruthful.

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

CODE: B 22

1ST READING:

2ND READING:

ADOPTED:

PUBLIC COMPLAINTS ABOUT PERSONNEL

Policy

It is the policy of the Barre Unified Union School District (BUUSD) to see that complaints about school personnel are considered in a timely manner that is fair to all parties. The district places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

Resolving Complaints

The complainant shall be encouraged first to bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the principal for his or her review and decision. In the event the principal's review does not lead to a satisfactory resolution, the compliant may submit the issue to the superintendent for review and decision.

In cases of alleged discrimination, the complainant should follow the procedures accompanying the non-discrimination policy.

Appeal to the Board

If the above steps do not resolve the concern of the complainant, he/she may request a session of the board for the purpose of reviewing the superintendent's decision. If the school board decides to hear the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: B 30****1ST READING:****2ND READING:****ADOPTED:**

STAFFING AND JOB DESCRIPTIONS**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to provide the level of staffing needed to accomplish the school system's goals and objectives. All staff positions will be created by the board and only the board may abolish a position. Positions may remain unfilled.

Implementation

Each time a new position is established by the board, the superintendent will present for approval a job description for the position that specifies the qualifications required for the position, performance responsibilities, evaluation criteria, terms of employment, and supervisor. Employee evaluation will be based substantially on criteria stated in approved job descriptions

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: B 31****1ST READING:****2ND READING:****ADOPTED:**

EDUCATOR SUPERVISION AND EVALUATION: PROBATIONARY TEACHERS**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to provide appropriate supervision and evaluation as a basis for improving the knowledge and skills of the school staff which will advance student achievement. Effective supervision and regular evaluation provide constructive feedback on teaching methods and materials enabling professional educators to improve their abilities to help all students achieve at high levels.

Implementation

The superintendent will ensure that all those engaged in supervision and evaluation are appropriately trained to do so and have appropriate time allocated to carry out those responsibilities.

The superintendent, in collaboration with the principal and teacher representatives, will develop procedures for the supervision and evaluation of educators. The superintendent, in collaboration with the principal, will implement those procedures which will be consistent with the following recommended guidelines:

1. A job description will be developed for each professional educator's position. Job descriptions will specify the required qualifications, performance responsibilities, general evaluation criteria, terms of employment and supervisor.
2. Performance goals set by the educator and his/her supervisor will be clearly articulated.
3. Evaluations will be based substantially on criteria set forth in approved job descriptions, articulated goals, and linked directly to the school's needs to improve student performance as outlined in its action plan;
4. Educator evaluations will be carried out (specify how often).
5. In any case requiring discipline of a professional educator, applicable state law, due process procedures, and contractual requirements will be followed.

Principals will ensure that educator supervision and evaluation priorities are linked closely to the school's current action plan.

Probationary Teachers

Teachers who have been employed for less than two school years in Vermont public schools are probationary teachers. The principal will ensure that probationary teachers have intensive support, including the assignment of a mentor, regular supervision and at least two written evaluations each year during the two year probationary period. When the required evaluations have been carried out, the standard for non-renewal of a probationary teacher's contract is any reason not prohibited by law, and the decision of the School Board is final in the absence of contrary provisions in the teacher's contract. If the probationary teacher has not received at least two written performance evaluations per year of probationary service, the standard for non-renewable of contract is just and sufficient cause.

The principal will ensure that all teachers in their first two years of teaching in a particular school will have intensive support, including a mentoring system, regular supervision and (specify how often) evaluation. Evaluation will be provided (specify how often) for all staff beyond the initial two-year period.

Administrators will use a variety of staff evaluation strategies based on current research which may include:

1. pre and post classroom visitation conferences;
2. announced and unannounced classroom observations;
3. educator performance feedback from students and parents which will not be included in the educator's personnel file;
4. formative and summative evaluation reports.

The principal will collaborate with the superintendent to prepare and deliver, at least annually (specify when) to the school board, a progress report and recommendations about the effectiveness of the supervision and evaluation system and practices.

On the basis of evaluations carried out in accordance with this policy, the principal will collaborate with the Superintendent to identify educators in need of intensive support or other special attention.

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: B 32****1ST READING:****2ND READING:****ADOPTED:**

PERSONNEL FILES**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to develop and maintain complete and secure personnel files that accurately reflect the experience and service of each staff member employed by the district.

Administrative Responsibilities

1. General Information: The superintendent will maintain a personnel file for each employee of the district and, unless otherwise provided by master contract, its contents will be confidential and will be released only as required by law or after written waiver by the employee.

Information which could be detrimental to an employee's job security will not become a part of an employee's file until the employee has examined same and been given an opportunity to append a response.

2. Criminal Record Check Information: At the time of employment, a copy of the Superintendent's request for a criminal records check by the Vermont Criminal Information Center and a copy of the center's response will be placed in each employee's personnel file. Criminal history logs, processed release forms and criminal record information will be maintained for the retention period specified in the district's user agreement with the Vermont Criminal Information Center.
3. After the specified retention period, the record information and logs will be maintained or destroyed as follows:
 - If the person who is the subject of the background check authorizes maintenance of the information, and the information is a notice of no criminal record, the information will be securely maintained by the school district indefinitely;
 - If the person who is the subject of the background check authorizes maintenance, and the information is a criminal record or notice of the existence of a criminal record, the information will be sent by the superintendent to the Vermont Secretary of Education for secure maintenance in the central records repository;

- If the person who is the subject of the background check does not authorize maintenance of the information, the superintendent shall destroy the information in accordance with the user agreement.

Employees Rights And Responsibilities

An employee may examine his or her own personnel file by appointment with an appropriate administrator. Materials obtained prior to the employment of the individual, including confidential placement papers may not be available to employees.

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: B 33****1ST READING:****2ND READING:****ADOPTED:**

RESIGNATIONS**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to consider employee resignations in a manner that is timely and fair to both the employee and the school district.

Implementation

A resignation by a licensed employee who is under contract to the school should be submitted to the superintendent. The resignation of a licensed employee will take effect on a date approved by the school board after receiving the recommendation of the superintendent.

A resignation by an unlicensed employee shall be submitted to the superintendent and shall be effective upon acceptance by the superintendent.

A resignation by a licensed or unlicensed employee may not be withdrawn unilaterally by the employee once it has been submitted to the superintendent.

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

CODE: C 5

1ST READING: 5/9/2019

2ND READING: 6/13/2019

ADOPTED: 6/13/2019

FIREARMS

Policy

It is the policy of the Barre Unified Union School District (BUUSD) to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions

For the purposes of this policy, the terms “firearm” “school” and “expelled” shall be defined consistent with the definitions required by state and federal law.

Sanctions

Any student who brings a firearm to school, or who possesses a firearm at school shall be brought by the superintendent to the school board for an expulsion hearing.

A student found by the school board after a hearing to have brought a firearm to school shall be expelled for at least one calendar year. However, the school board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a firearm to school.
2. The student did not intend to use the firearm to threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

At the discretion of the school board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

Policy Implementation

An expulsion hearing conducted under this policy shall afford due process as required by law and as developed by the superintendent or his or her designee.

The superintendent shall refer to appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the BUUSD. The superintendent may also report any

incident subject to this policy to the Department for Children and Families (DCF). ~~of Social and Rehabilitative Services.~~

The superintendent shall annually provide the ~~Secretary~~ Commissioner of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.

BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY

Code: C 28

1st READING:
2nd READING:
ADOPTED:

TRANSGENDER AND GENDER NONCONFORMING STUDENTS

Policy

This policy is designed to provide direction for administrators, staff, students, and parents to address issues that may arise concerning the needs of transgender and gender nonconforming students. Title IX of the Education Amendments of 1972, and 9 V.S.A. 4502 protect all students from sex discrimination, including transgender students and students who do not conform to traditional gender stereotypes.

It is the policy of the Barre Unified Union School District (BUUSD) to provide a safe, orderly, civil and positive learning environment for all students, regardless of perceived or actual sex, sexual orientation, gender identity, or gender expression.

Definitions

- "Cisgender" means a person whose gender identity corresponds to their assigned sex at birth.
- "Gender identity" means a person's actual or perceived gender identity, or gender-related characteristics that are intrinsically related to a person's gender or gender-identity, regardless of the person's assigned sex at birth.
- "Gender expression" means the way a person externally communicates gender to other people such as through behaviors, clothing, hairstyles, voice, mannerisms, activities, or body characteristics.
- "Gender nonconforming" refers to a person whose gender-related identity and/or gender expression does not conform to the social expectations or norms for a person of that sex assigned at birth. Other terms that have the same or similar meaning include gender creative, gender variant, gender expansive, gender fluid or gender atypical.
- "Transgender" is a term that describes a person whose gender identity or gender expression is different from the person's assigned sex at birth.
- "Sexual orientation" is a person's emotional and sexual attraction to other people based on the gender of the other person. Sexual orientation is not the same as gender identity. Not all transgender students identify as gay, lesbian or bisexual, and not all gay, lesbian and bisexual students display gender nonconforming characteristics.

Privacy

All students have the right to privacy. Consistent with those rights provided under the Family Educational Rights and Privacy Act of 1974 a transgender or gender nonconforming student will be able to discuss and express their gender identity and gender expression openly and to decide when, with whom, and how much of their private information to share with others.

In addition, school staff will respect any requests to use a name and pronoun that corresponds to the student's gender identity that the student asserts or wishes to assert at school. Students will not be required to obtain a court ordered name and/or gender change or to change their pupil personnel records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.

There may be times when disclosure to school staff or employees of a student's transgender status is necessary in order to fulfill a school's obligations to the transgender student with respect to safety and health, education and anti-discrimination efforts. In all cases the school will work closely with students and families in devising an appropriate plan regarding the confidentiality of a student's transgender status that works for both the student and the student's family while meeting competing legal requirements. To the extent possible and consistent with all competing legal requirements, school personnel will endeavor throughout to maintain the confidentiality of the student's transgender status.

Student Records

The superintendent will adopt procedures that ensure that all students' personally identifiable information is maintained in compliance with FERPA and state and federally mandated reporting requirements.

To the extent that the school is not legally required to use a student's legal name or gender on school records and other documents, the school will use the name and gender preferred by the student.

Where a student's record(s) may not be changed absent court order due to state and federal law, efforts will be taken to maintain those records in strictest confidentiality in order to preserve the student's transgender status and, where appropriate, for an amended version to be maintained which preserves the confidentiality of that transgender status where a review of the record is required for educational purposes by either school personnel education the student or personnel who will be evaluating the student (for eligibility purposes for example).

A student (or parent in the case of minor student) who is currently enrolled may request retroactive changes to that student's record including name and gender. Such requests will be handled on a case by case basis with consideration of the need to maintain legally accurate records consistent with state and federal mandated reporting requirements with the school's ongoing efforts to maintain internal student confidentiality regarding a student's transgender status.

Former student permanent pupil records will be changed by request of a parent of a minor student, or former students who have reached the age of majority, upon receipt of documentation that such legal name and/or gender have been changed pursuant to applicable state law.

Use of Gender Segregated Facilities

A transgender student should not be required to use a locker room or restroom that conflicts with the student's gender identity.

Any student who expresses a need or desire for increased privacy will be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom. Any alternative arrangement will be provided in a way that protects a student's ability to keep their transgender status confidential.

In all cases the use of restrooms and locker rooms by transgender students requires schools to consider numerous factors, including, but not limited to: the transgender student's preference; protecting student privacy; maximizing social integration of the transgender student; minimizing stigmatization of the student; ensuring equal opportunity to participate; the student's age; and protecting the safety of the students involved.

School Activities

As a general rule, in any other circumstances where students are separated by gender in school activities (i.e. overnight field trips), students will be permitted to participate in accordance with their gender identity consistently asserted at school. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors listed above.

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

CODE: C 4

1ST READING:

2ND READING:

ADOPTED:

ENGLISH LEARNERS

Policy

It is the policy of the BUUSD school district to ensure that English Learners aged 3-21, including immigrant students, have equitable access to academic and extracurricular school programming as required by law.

Definition:

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

English learner: The term English learner, when used with respect to an individual, means an individual:

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C)
 - (i) who was not born in the United States or whose native language is a language other than English;
 - (ii)
 - (1) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
 - (2) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
 - (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
 - (i) the ability to meet the challenging State academic standards;

- (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
- (iii) the opportunity to participate fully in society.

The superintendent or the superintendent's designee shall be responsible for developing and implementing procedures to comply with federal and state laws, which define standards for serving students who are English learners.