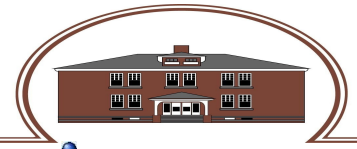


# Barre Unified Union School District

120 Ayers Street, Barre, VT 05641 • [www.buUSD.org](http://www.buUSD.org) • Phone: 802-476-5011 • Fax: 802-476-4944 or 802-477-1132



**Barre City Elementary & Middle School • Barre Town Middle & Elementary School • Spaulding High School • Central Vermont Career Center**  
*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:** January 12, 2021

**RE:** BUUSD Policy Committee Meeting  
January 18, 2021 @ 5:30 p.m. via Google Meet  
Meeting Link: [meet.google.com/grx-dgpq-bny](https://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 December 21, 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. Public Complaints About Personnel (B22) (Recommended)
    - 5.3.3. Personnel Files (B32) (Consider)
    - 5.3.4. District Equity Policy (C29) (Recommended)
    - 5.3.5. Electronic Communications Use and Retention (F22) (Recommended)
    - 5.3.6. Community Use of School Facilities (E20) (Recommended)
  - 5.4. Website - Policy to Procedure Link Discussion
6. Old Business
7. Other Business
8. Items for Future Agenda: D30 Field Trips (Spring)

9. Next Meeting Date: February 15, 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

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING Via Video Conference – Google Meet December 21, 2020 – 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, Chair - (BC)  
J. Guy Isabelle, Vice-Chair - (At-Large)  
Emel Cambel (BC)  
Andrew McMichael (BC Community Member)  
Jon Valsangiacomo – (BT Community Member) – departed the meeting at 6:45 p.m.

#### COMMITTEE MEMBERS ABSENT:

#### OTHER BOARD MEMBERS PRESENT:

#### ADMINISTRATORS AND STAFF PRESENT:

David Wells, Superintendent  
Mary Ellen Simmons, Assistant Superintendent of Instruction  
Luke Aither, SHS Assistant Principal  
Scott Griggs, CVCC Assistant Director  
Pierre Laflamme, BCEMS Assistant Principal

#### GUESTS:

Jameson Davis                      Arielle King

#### **1. Call to Order**

The Chair, Mr. Cecchinelli, called the Monday, December 21, 2020, meeting to order at 5:30 p.m., which was held via video conference.

#### **2. Additions and/or Deletions to the Agenda**

Add 5.3.10 Racial Equity Policy. This item will be the first item for discussion at tonight's meeting.

Brief discussion was held regarding the Title IX Policy. Due to time constraints, the Board tabled the First Reading of the policy, but did not refer the policy back to the Policy Committee.

#### **3. Public Comment**

None.

#### **4. Approval of Minutes**

##### **4.1 Approval of Minutes – November 16, 2020 Policy Committee Meeting**

The Committee agreed by consensus to approve the Minutes of the November 16, 2020 Policy Committee Meeting.

#### **5. New Business**

##### **5.1 Review of BSU Policy Manual Index**

A copy of the BUUSD Policy Manual Index (dated 12/10/20) was distributed.

Mr. Wells advised that all of the highlighted policies are on this evening's agenda. No additional discussion was held.

##### **5.2 VSBA Model Policies**

A document titled VSBA Current Policies Work – 12/13/20 was distributed.

A copy of the VSBA Policy Index was distributed.

Mr. Wells advised there was no new information to report. No additional discussion was held.

##### **5.3 Policies to Discuss**

Copies of policies referenced in Agenda Items 6.3.1 through 5.3.9 were distributed.

# DRAFT

## **5.3.1 Substitute Teachers Policy (B1) – Required Policy / VSBA updated 10/11/19**

This policy was adopted by the Board on 06/13/19. Mr. Aither proposes removing section 5 (Administrative Responsibilities), as he believes those responsibilities are procedures. The VSBA and BUUSD policies advised that wages are to be paid per diem. The BUUSD pays hourly. Mrs. Poulin queried the removal of this section as it advises regarding matters that she perceives to be part of policy, not procedure, e.g. the policy requirement to conduct annual substitute orientation sessions, required training, pay determination by the Superintendent, payment methods, etc. If these items are procedural, they can no longer be required as they are no longer part of the policy and become optional. Clarification was requested as to why VSBA believes substitutes should be paid per diem, but the BUUSD has opted to pay hourly. It was noted that the VSBA policy was last reviewed 2 years after the BUUSD adopted its current policy, and VSBA did keep the per diem portion in the model policy. The BUUSD policy does state that wages are paid per diem, though wages are being paid hourly. It was noted that Mrs. Marold is not in attendance at tonight's meeting, which is primarily for the discussion of HR policies. It was clarified that the substitute orientations referred to in the policy are not for 'new substitutes', they are for all substitutes, and differ from new employee orientation meetings. Mrs. Poulin believes these are important meetings. Mr. Wells suggested that this policy be discussed at the next meeting with Mrs. Marold in attendance.

**The Committee agreed to table discussion until the January meeting.**

## **5.3.2 B20 – Personnel Recruitment, Selection, Appointment, and Background Checks Policy (B20)**

Recommended Policy – VSBA updated 03/03/20

Mr. Aither suggests removing the Recruitment, Selection, and Appointment sections, as he believes them to be procedures.

**The Committee agreed by consensus to remove the sections indicated and to present a First Reading of policy B20 to the Board.**

## **5.3.3 Complaints About Personnel & Instructional Materials Policy (B22)**

Recommended Policy – VSBA updated 03/03/20

Brief discussion was held regarding sections of the VSBA policy that should be removed, and one 'typo' was identified. Mr. Aither would like sections of the policy removed. Mr. Wells believes some of these items are important and should be kept in the policy. Mr. Wells will work with Mr. Aither to revise the policy.

**This policy will be added to the January Policy Committee Agenda.**

## **5.3.4 Staffing and Job Descriptions Policy (B30)**

Policy to be considered – VSBA updated 03/29/09

After brief discussion, the Committee agreed that they do not wish to have the Board adopt this policy. Concern was voiced that the Board should be aware of policies that are not being presented to them for adoption. It was suggested that the policy be added to the BUUSD Policy Index with a notation that the policy was reviewed by the Committee and the Committee opted not to present the policy for adoption.

**The Committee agreed by consensus that the policy be placed on the January Board Agenda, with a notation that Policy B30 has been reviewed by the Committee, and the Committee recommends that the policy not be adopted.**

## **5.3.5 Educator Supervision & Evaluation: Probationary Teachers Policy (B31)**

Policy to be considered – VSBA updated 03/29/09

Mr. Aither advised that the items listed in the policy are covered under sections 4.6 and 4.7 of the Master Agreement. The Committee agreed not to present this policy for adoption by the BUUSD.

**The Committee agreed by consensus that the policy be placed on the January Board Agenda, with a notation that Policy B31 has been reviewed by the Committee, and the Committee recommends that the policy not be adopted.**

## **5.3.6 Personnel Files Policy (B32)**

Policy to be considered - VSBA updated 03/29/09

Mr. Aither/Mr. Wells advised that information contained in this policy is covered under the Master Agreement (Article 20.3). It was noted that not all employees impacted by this policy are covered under the Master Agreement. Mr. Isabelle queried regarding HR's opinion on whether or not this policy and other HR related policies should be adopted.

**Mr. Wells will consult with Mrs. Marold regarding HR's opinion and this policy will be placed on the January Agenda.**



# DRAFT

## 5.3.7 Resignations Policy (B33)

Policy to be considered – VSBA updated 03/29/09

Mr. Wells advised that legal counsel has advised that there is not much the BUUSD can do if a teacher decides to resign. There is statute in place that if a teacher resigns from a teaching contract during the academic year, they are now allowed to teach within Vermont for a year. Mr. Wells advised that legal counsel has also advised that the Board does not need to approve resignations. Additionally, Mr. Wells advised that other than during this year, which is much different because of COVID, it is rare that a teacher resigns during the academic year.

**The Committee agreed by consensus that the policy be placed on the January Board Agenda, with a notation that Policy B33 has been reviewed by the Committee, and the Committee recommends that the policy not be adopted.**

## 5.3.8 Firearms Policy (C5)

Required Policy– amended policy

Mr. Aither advised that under the Implementation section, the words “of Social and Rehabilitative Services” and the word “Commissioner” be removed. Mr. Aither would prefer to remove the Implementation section in its entirety. If only two words are being struck from the policy, it would be considered a non-substantive change and does not require Board approval. If the Implementation section is to be removed, it will require Board approval. Discussion was held regarding removal of Implementation sections, and the impact it has for parents. Parents will need to find both policies and associated procedures when they need to find information. Discussion was held regarding changing on-line access so that links to procedures are linked to policies for ease of access by community members. Discussion of linking policies and procedures will be added to next month’s agenda. Mr. Isabelle voiced concern that by removing some portions of implementation sections, procedures may not be written and there is no individual who is named as being responsible for seeing that procedures are written. If a policy names who is responsible, there is accountability.

**The Committee agreed by consensus to remove the Implementation section of the policy and to present a First Reading of policy C5 to the Board.**

## 5.3.9 Transgender and Gender Nonconforming Students Policy (C28)

Recommended Policy.

Mr. Isabelle voiced concern regarding how this policy may tie into the Field Trips policy. Mr. Aither reported that there is a Committee of students, staff, and administrators who are working on developing procedures related to overnight requests, rooming requests, etc. Mr. Wells believes rooming for transgender and gender non-conforming students is important and there should be a policy in place. Discussion also included procedures related to student records, including name preferences, and procedures would apply to all students, not just for transgender and gender nonconforming students. Ms. Cambel queried regarding implementation of this policy without procedures first being in place.

**The Committee agreed by consensus to present a First Reading of policy C28 to the Board.**

## 5.3.10 Racial Equity Policy

A document titled ‘VLS Students Draft Anti-Racism Policy’ was distributed. Ms. Simmons introduced Arielle King. It was noted that Jameson Davis will be joining the meeting later. Ms. King provided an overview of her background, advising that she is a third year student at Vermont Law School, and is half owner of Righting Wrongs, LLC. This organization is a consulting group that provides school districts and organizations with Anti-Racism Policies. The consulting group started last summer and included creation of a Teacher’s Guide. A policy is necessary to help assure that there are protections in place for students. The process for creating a policy for the District involves meeting with the Board, holding discussions with faculty members, alumni, and others, in order to determine the current climate within the district. A questionnaire has been developed for the purposes of gathering information. After discussions and review of the questionnaires, a first draft of a policy would be written. The draft policy would be updated based on feedback from the Committee and the Board. In response to a query, Ms. King advised that Righting Wrongs is not working on a model policy for the VSBA. This option was explored, but it was deemed that it would be more beneficial to write policies for districts based on their specific needs. The proposed policy would provide a process by which issues can be resolved. Mr. Wells advised that in discussions with VSBA, it was noted that an anti-racism policy should come from the School Board, as that sends the strongest message. Mr. Wells believes that starting with the Policy Committee is the first step in creation of an anti-racism policy. Mr. Wells believes this policy should be in place prior to starting on other initiatives, e.g. an equity audit, review of library collections, and review of curriculum. Ms. King advised that the timeframe to create a policy would be determined based on the needs of the Board, but that generally, a policy is written within two weeks of receiving input from all areas (including questionnaires). Policies also address accountability and enforcement. Policies for other districts included required posting of anti-racism statements and generation of annual reports. If the District wishes to move forward, Ms. King would like the BUUSD to offer up some dates when they would like to have some district/community conversations regarding race/racism within the district. Additionally, Ms. King advised that they also ask that school districts consider and start working towards diversifying curriculum to be reflective of the Ethnic Studies Bill (which goes into effect in 2023). Ms. King clarified that the business created by she and Mr. Davis is not

# DRAFT

affiliated with Vermont Law School and will continue after they graduate. In response to a query, Ms. King advised that there is a fee associated with creation of a policy. The fee includes all work and meetings involved in creating the policy. The fee is \$900. In response to a query regarding an example of a policy that has been written, Ms. King advised that she believes the policy written for the Town of Hartford School District is available for viewing on the school district's web site. Ms. Cambel advised that she supports this initiative and queried regarding any necessary steps to moving forward, including whether or not it requires Board approval. Mr. Cecchinelli advised that the Committee does not have authority to approve projects. The Committee makes recommendations to the Board. Mr. Cecchinelli queried regarding the role of the Policy Committee with development of this policy. Ms. Simmons advised regarding a similar project she was involved in with the White River Valley district. It is Ms. Simmons understanding that she would be coordinating this project for the BUUSD in her capacity as Assistant Superintendent of Instruction, and that the policy would be drafted after community group discussions and input, and would then be presented to the Policy Committee for review and adjustments prior to presentation to the Board. Mr. Davis joined the meeting and provided an overview of his education and experience. In response to a query, it was noted that a policy adopted by a municipality, would not apply to a school. School districts require their own policies. It would be possible to collaborate with a municipality on creation of a policy. It was suggested that utilization of a consultant for creation of an anti-racism policy be presented to the Board and that Ms. King and or Mr. Davis be present at the meeting. Mr. Valsangiacomo queried regarding the general process of policy development, and consequences relating to groups approaching the Policy Committee regarding creation of other policies. Mr. Valsangiacomo suggested having a conversation relating to this topic at a future meeting. It was noted the BUUSD contacted the consultants regarding this project (vs. the consultants approaching the BUUSD). Ms. Simmons advised that as part of her being hired for the position of Assistant Superintendent of Instructions, she was asked to follow through on the 'equity work', and approaching Ms. King and Mr. Davis was the first step on that project. Mr. Isabelle queried regarding the norm of working with VSBA in policy creation. Mr. Davis advised that it is important to follow the standard procedures/protocols relating to approval of policies, including the number of readings required by a district. Mr. Aither stressed that once a policy is developed, work be performed to assure that the policy is followed through on and includes professional development for staff to assure that all staff are continually educated regarding creating and maintaining a racially equitable culture. This training will be necessary to assure that the anti-racism policy is successful. Ms. Simmons advised that creation of the policy is the first step, and that creation of procedures and professional development are critical, and that sometimes grant monies are available to assist with these portions of the initiative. Mr. Wells agrees with having a multi-faceted approach, and would like to present this project to the Board. Mr. Valsangiacomo queried regarding whether or not the BUUSD's legal counsel has been contacted regarding their involvement in development of an anti-racism policy. Mr. Wells advised that he has not been in contact with legal counsel. Mr. Aither suggested that prior to moving forward, additional discussion be held and that other district's policies be reviewed as part of that process. Mr. Aither believes much needs to be invested in the follow-through of administering a new policy. Ms. Cambel supports the creation of a policy, but believes that due to budget constraints, more research and discussion is necessary prior to making a decision on how to proceed. This item is critical to work on, but as it was not on this evening's agenda, it was suggested that it be added to the January agenda so that additional time and thought can be put into preparing for discussion. It was clarified that BUUSD committees make recommendations to the Board, but do not, as Committees, authorize actions. It was also noted that the cost (\$900) for utilizing consultants falls well below the cost of items that need/require Board approval. The cost for use of consultants would most likely fall within the Superintendent's operating budget. Mr. Wells suggested that after the Committee has concluded discussion relating to how to move forward, the topic could be discussed with the Board. Ms. Simmons advised that a large part of the Vision, Mission, and Strategic Planning initiative pertains to equity, and she believes the lack of a policy relating to racial justice would slow that process down. Ms. Cambel believes this is a crucial item and would like for the Board to be aware of this policy development prior to it being started. It was agreed that all are in favor of moving forward with development of a policy, but are concerned that this policy requires payment to an entity not previously utilized by the BUUSD for policy development. The BUUSD normally works with BUUSD counsel or VSBA.

**The Committee agreed by consensus to bring this topic to the BUUSD Board at its next Regular meeting (01/14/2021).**

Ms. King and Mr. Davis were thanked for attending the meeting and departed the meeting at 6:46 p.m.

## **6. Old Business**

### **6.1 English Learners Policy (C4)**

**Required – changed by VSBA** – A copy of the policy was distributed.  
This policy was amended by VSBA.

**The Committee agreed by consensus to present a First Reading of policy C4 to the Board.**

## **7. Other Business**

Mrs. Poulin has completed research on policies B6 and D2 and reported the following:

### **B6 – Health Insurance Portability and Accountability Act Compliance**

This policy was deleted in October 2019. The VSBA reasoning for deletion of the policy is that the policy is covered under statute.

# DRAFT

## **D2 – Grade Advancement, Promotion, Acceleration, and Retention of Students**

This policy was also deleted in October 2019. This policy, which used to be required by statute, is no longer applicable because of Proficiency Based Grading/Graduation Requirements.

## **8. Future Agenda Items**

- BUUSD Policy Index Review
  - VSBA Policy Index Review
  - Policy C29 - District Equity Policy (Recommended Policy) (January 2021)
  - Policy F22 - Electronic Communications Use and Retention Policy (Recommended – not previously adopted by BUUSD (January – with Mr. Ajanma in attendance)
  - Policy B1- Substitute Teachers Policy – Required Policy / VSBA updated 10/11/19
  - Policy B22 - Complaints About Personnel & Instructional Materials Policy -Recommended Policy – VSBA updated 03/03/20
  - Policy B32 - Personnel Files Policy - Policy to be considered - VSBA updated 03/29/09
  - Discussion of Updates to the Web Site to Link Policies and Procedures
- 
- Field Trips (D30) – Spring 2021 – TBD

## **9. Next Meeting Date**

The next meeting is Monday, January 18, 2021 at 5:30 p.m. via video conference.  
Mr. Wells will invite Mr. Ajanma and Mrs. Marold to attend.

## **10. Adjournment**

**The Committee agreed by consensus to adjourn at 8:01 p.m.**

Respectfully submitted,  
*Andrea Poulin*

	1/12/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
65	Adopted Policies								
<b>Color Code Key:</b>	<b>To Committee</b>	<b>To Board - 1st Read</b>	<b>To Board - 2nd Read</b>						
<b>SECTION</b>	<b>BUUSD CODE</b>	<b>LAST VSBA MP UPDATE</b>	<b>CHECKED WITH VSBA UPDATE...</b>	<b>TITLE</b>	<b>VSBA REQUIRE/RECOMMEND/CONSIDER</b>	<b>BUUSD 1st READ DATE</b>	<b>BUUSD APPROVAL DATE</b>	<b>COMMENTS/ACTION</b>	<b>BSU CODE</b>
<b>A</b>	<b>BOARD OPERATIONS</b>								
	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	1/14/2021	VSBA Revised - Committee Review 11/16/20 - To Board (VSBA wording) 12/17/20; 2nd final 1/14	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		
Adopted <b>B</b>	11	<b>PERSONNEL</b>							
	B1	10/11/2019	12/10/2020	Substitute Teachers	Required	5/9/2019	6/13/2019	VSBA Updated after approval - to policy Committee 01/18	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	1/14/2021	VSBA Revised - Committee Review 11/16/20 - Remove Section D to Board 12/17/20; 2nd final 1/14	D12
	B8	6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	1/14/2021		New - Required - Committee Review 11/16/20 - to Board 1st Read 1/7 tabled; 1st Read 1/14	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 Recruitment, Selection, Appointment, & Background Cl	Recommend	1/14/2021		VSBA New - To Committee 12/21/2020; To Board 1st Read 1/14	
	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 01/18	
	B30	3/29/09	12/10/2020	Staffing and Job Descriptions	Consider	Not Adopting		VSBA New - To Committee 12/21/2020; Committee Opted to Not Present to Board for Adoption 12/21/20	
	B31	3/29/09	12/10/2020	Educator Supervision & Evaluation: Probationary Teachers	Consider	Not Adopting		VSBA New - To Committee 12/21/2020; Committee Opted to Not Present to Board for Adoption 12/21/20	
	B32	3/29/09	12/10/2020	Personnel Files	Consider			VSBA New - To Committee 01/18	
	B33	3/39/09	12/10/2020	Resignations	Consider	Not Adopting		VSBA New - To Committee 12/21/2020; Committee Opted to Not Present to Board for Adoption 12/21/20	
	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
Adopted	6	B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD							

	1/12/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
65	Adopted 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
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 & Alcohol	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
	C4	12/9/2020	12/10/2020	English Learners	Required	1/14/2021		Board sent back to Policy Committee - VSBA Changed 12/9/2020 per Sonya - to committee 12/21/2020; To Board 1st Read 1/14	F19
	C5	12/9/2020	12/11/2020	Firearms	Required	1/14/2021		VSBA Changed 12/9/20 - To Committee 12/21/20; To Board 1st Read 1/14	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	1/14/2021		NEW on VSBA - Committee 11/16/2020 - to Board 1st read 1/7 tabled; 1st Read 1/14	C-10; C10P
	C13	10/16/2020	11/12/2020	Homeless Students	Required	12/17/2020	1/14/2021	NEW on VSBA - Committee 11/16/2020 - to Board 1st read 12/17; 2nd final 1/14	
	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	1/14/2021		New on VSBA - to Committee 12/21/20; To Board First Read 1/14	
	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	10/8/2020		Board Return to Committee - Review; Committee 1/18	
	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
Adopted	25	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

	1/12/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
65	Adopted 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
	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
	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-1	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
Adopted E	12	SCHOOL-COMMUNITY RELATIONS							D2 removed by VSBA, D33 is outdated
	E1	12/3/2015		Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	H7
	E20	12/21/2020	1/12/2021	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019	VSBA Changed 12/21/20; To Committee 1/18	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.	
Adopted F	3	NON-INSTRUCTIONAL OPERATIONS							E21, E31, E32 in VSBA MPM but not adopted by BUUSD
	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 January Agenda invite Emmanuel - F22 not adopted by BUUSD; Committee 1/18	
	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
Adopted	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 (2<sup>nd</sup> Read) – 01/14)
- C12 - Prevention of Sexual Harassment As Prohibited by Title IX [9/1/20] (BUUSD Board (1<sup>st</sup> Read 01/07 Tabled) (1st Read 01/14)
- ~~A25 – Delegation of Authority During State of Emergency Due to COVID-19 Pandemic [8/5/20] (BUUSD Board Adopted 10/22/20)~~
- ~~D22 – Modes of Instruction During State of Emergency Due to COVID-19 Pandemic [8/5/20] (BUUSD Board Adopted 10/22/20)~~
- C29 - District Equity Policy [7/21/20] (Committee 01/18)
- B8 - Electronic Communication between Employees & Students [6/25/20] (BUUSD Board (1<sup>st</sup> Read 01/07 Tabled) (1st Read 01/14)

## **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**

- **E20 - Community Use of School Facilities [12/21/2020] (Committee 01/18)**
- C4 - English Learners ( Was - Limited English Proficiency Students) [12/9/20] (BUUSD Board (1<sup>st</sup> Read) – 01/14)
- C5 - Firearms [12/9/20] (BUUSD Board (1<sup>st</sup> Read) – 01/14)
- B5 - Employee Unlawful Harassment [10/20/20] (BUUSD Board (2<sup>nd</sup> Read) – 01/14)
- F22 - Electronic Communications Use & Retention [9/17/20] (Committee 01/18)
- A22 - Notice of Non-Discrimination [8/30/20] (BUUSD Board (2<sup>nd</sup> Read) – 01/14)
- ~~C21 – Search and Seizure of Students by School Personnel [8/30/20] (BUUSD Board Adopted 12/3/20)~~

## **Miscellaneous Policies Committee is Working on...**

- B20 - Personnel Recruitment, Selection, Appointment and Background Checks (Recommended) (BUUSD Board (1<sup>st</sup> Read) – 01/14)
- C28 - Transgender and Gender Nonconforming Students (Recommended) (BUUSD Board (1<sup>st</sup> Read) – 01/28)
- B1 – Substitutes Teachers (Required) (Committee 01/28)
- B22 – Public Complaints About Personnel (Recommended) (Luke and David work on - Committee 01/18)
- B32 – Personnel Files (Consider) (David talk w/Carol work on - Committee 01/18)

## 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	12/21/2020	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****1<sup>ST</sup> READING: 5/9/2019  
2<sup>ND</sup> READING: 6/13/2019  
ADOPTED: 6/13/19**

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**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 22**

**1<sup>ST</sup> READING:**

**2<sup>ND</sup> READING:**

**ADOPTED:**

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**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 complaint 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 32****1<sup>ST</sup> READING:****2<sup>ND</sup> READING:****ADOPTED:**

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**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: C 29**

**1<sup>ST</sup> READING:**

**2<sup>ND</sup> READING:**

**ADOPTED:**

**District Equity Policy**

**Policy**

The Barre Unified Union School District (District) is committed to the success of every student, regardless of race, ethnicity, religion, family economics, class, geography, ability, language, gender, sexual orientation, gender identity or initial proficiencies. The Barre Unified Union School District Board (Board) holds itself and all District and school-site decision-makers, faculty, and support staff accountable for building a District-wide commitment to equity. The District will incorporate principles of equity within all policies, programs, operations, practices, and resource allocations.

**Definitions**

**Equity:** Each student receives the resources and educational opportunities they need to learn and thrive.

- Equity means that a student's success is not predicted nor predetermined by characteristics such as race, ethnicity, religion, family economics, class, geography, ability, language, gender, sexual orientation, gender identity or initial proficiencies.
- Equity means that every school provides and every student has access to high quality culturally responsive curriculum, programs, teachers and administrators, extracurricular activities and support services to meet the needs of each and every student.
- Equity goes beyond formal equality where all students are treated the same. Achieving equity may require an unequal distribution of resources and services.
- Equity involves acknowledging and disrupting inequitable practices, acknowledging biases, employing practices that reflect the reality that all students will learn, and creating inclusive multicultural school environments for adults and children.

**Culturally Responsive Practices:** The beliefs, methods, and practices that support and empower all students socially, emotionally, intellectually, and civically by leveraging students' lived experiences to ensure learning.



## **Implementation**

To realize this commitment to equity, the District will:

- Systematically use District-wide and individual school-level data, disaggregated by race, ethnicity, language, ability, gender, and socioeconomic background to inform District decision-making;
- Provide every student with equitable access to high-quality and culturally relevant instruction, curriculum, support, facilities, technology and other educational resources that respect their individual identities, cultures, backgrounds, abilities and experiences;
- Monitor and evaluate the individual needs of schools and distribute resources and effective personnel based on those needs;
- Incorporate the voice, culture and perspectives of students, staff, families, and communities that reflect student demographics and support and enhance student success;
- Identify and counteract biased practices that perpetuate achievement disparities and opportunity gaps;
- Provide ongoing and continuous professional development at all organizational levels to support employees to engage in culturally responsive practices and delivery of quality culturally relevant instruction;
- Incorporate the principle of equity into the District's strategic plan and identify measurable outcomes to prepare all students for college, career, and life.

The superintendent shall identify outcome indicators as necessary to monitor this policy and shall provide a monthly status report to the Board.

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

**CODE: F 22**

**1<sup>ST</sup> READING:  
2<sup>ND</sup> READING:  
ADOPTED:**

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## **ELECTRONIC COMMUNICATIONS USE & RETENTION**

### **I. Policy Purpose**

The Barre Unified Union School District (BUUSD) intends to comply with state and federal requirements regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative procedures concerning the retention, storage, and destruction of electronic information.

### **II. Use of E-Mail and Electronic Communications**

The school board and administration will not use email as a substitute for discussion at board meetings, or for any business properly conducted at board meetings subject to the Vermont Open Meeting Law.<sup>1</sup>

E-mail messages produced or acquired by school officials, board members and employees in the course of school district business are subject to disclosure under the Vermont Access to Public Records law whether or not the messages originate from, or are stored on, personal or school district computer systems.<sup>2</sup> The school district may monitor the use of its computer systems regardless of whether individuals have been assigned passwords for system security. Password systems utilized by the school district are for the purpose of providing system security from unauthorized users, not to provide privacy to individual system users. The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. This provision applies to any and all uses of the school district's computer systems, including any incidental personal use permitted in accordance with board policy or administrative regulations regarding computer use by employees or school board members.

Any retained messages may be retrieved as part of routine monitoring, an employee investigation or a formal discovery process as part of litigation. E-mail messages may be retained at different locations within the computer network and are subject to retrieval at any retention location.

### **III. Retention of Electronically Stored Information**

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<sup>1</sup> 1 V.S.A. §310 et seq. The Open Meeting Law, defines a "meeting" as "a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action."

<sup>2</sup> 1 V.S.A. §315 et seq. "As used in this subchapter, 'public record' or 'public document' means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business. Individual salaries and benefits of and salary schedules relating to elected or appointed officials and employees of public agencies shall not be exempt from public inspection and copying." 1 V.S.A. §317(b).

Record retention protocols that apply to paper records also apply to electronically stored information, including e-mail communications. The content and function of an electronic record, including an e-mail communication, shall determine the retention period for that record. The school district will comply with any record retention requirements established by the Vermont State Archives and Records Administration that apply to school districts.<sup>3</sup>

In addition to the retention protocols established by the Superintendent and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.<sup>4</sup>

<i>VSBA Updated:</i>	9/17/20
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	Vermont Open Meeting Law, 1 V.S.A. § 310 et seq.
	Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.
	Electronic Messages Best Practice for All Public Agencies (Effective April 1, 2009) Vermont State Archives and Records Administration.
	<a href="http://vermont-archives.org/records/standards/vermont.htm">http://vermont-archives.org/records/standards/vermont.htm</a> .
	Rules 34 and 45 of the Federal Rules of Civil Procedure
<i>Cross Reference:</i>	

<sup>3</sup> 1 V.S.A. § 317a(b) states that a “custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule, as defined in **3 V.S.A. § 117(a)(6)**, that has been approved by the State Archivist.”

<sup>4</sup> Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments) require that electronic information be retained so that it can be provided to a party in a federal lawsuit if the (school district) was either: 1) engaged in federal litigation as a party to a lawsuit, 2) anticipating being engaged in federal litigation, or 3) issued a subpoena by a party to a federal lawsuit in a matter in which the (school district) is not a party.

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

**CODE: E 20**

**1<sup>ST</sup> READING: 5/9/2019**

**2<sup>ND</sup> READING: 6/13/2019**

**ADOPTED: 6/13/2019**

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**COMMUNITY USE OF SCHOOL FACILITIES**

While the primary purpose of the school facilities is to educate students within this district, the school board recognizes that the facilities are a valuable community resource. Accordingly, the Superintendent may make school facilities available to individuals and community groups<sup>1</sup> without discrimination in accordance with this policy, provided the facilities are preserved for regular school activities.<sup>2</sup>

Individuals and groups may use school facilities for the following purposes:<sup>3</sup>

- A. Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the schools and the school district;

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<sup>1</sup> This policy does not govern school-sponsored activities that are related to the curriculum, or student-run activities that are not related to the curriculum. The use of school facilities for those two purposes is governed by Policy F33.

<sup>2</sup> A district has the legal right to preserve its facilities exclusively for the purpose of conducting its educational programs. It could do that by prohibiting all community use of its facilities. However, once a district allows any community use of its facilities, then it has created either a public forum or a limited public forum. A totally public forum is one where all uses are permitted on a first come first serve basis. A limited public forum is one where certain categories of use are allowed. *Travis v. Owego-Apalachin School Dist.*, 927 F.2d 688 (2d Cir. 1991) (good overview of differences between types of public forums). This is the most common approach for school districts.

In a limited public forum, once the district allows a community group to use its facility for one purpose then it and must open the facilities to all other community groups wishing to use the facilities for the same genre of activity. Access to facilities may not be restricted based on the group's viewpoint. *Lamb's Chapel v. Center Moriches Union Free School Dist.*, 508 U.S. 384 (1993); *Good News Club v. Milford Central Schools*, 533 U.S. 98 (2001). In these cases, the Supreme Court specifically held that religious groups' use of school facilities must be permitted when other groups seeking to teach morals have been permitted to use facilities. Furthermore, religious groups must be permitted to use school facilities for worship services that involve teaching morality if the district allows other groups who teach morals and character to use the facilities. *Bronx Household of Faith v. Board of Education*, 331 F.3d 342 (2d Cir. 2003). However, it is unclear at this writing whether schools may adopt a rule that prohibits use of facilities for religious worship services. See *Bronx Household of Faith v. Board of Education*, \_\_\_ F.3d \_\_\_ (2d Cir. July 2, 2007). A cautious approach, based on recent Supreme Court decisions, would suggest that even purely religious worship services must be permitted in school facilities.

<sup>3</sup> This list is merely an example. An individual school district could decide to make this list broader or narrower. However, when designating categories of permissible uses, a district must remain viewpoint neutral. For example, if the district allows groups to meet to discuss anti-war activities, it must also allow groups to meet in support of the military.

- B. Meetings by employees' professional organizations comprised of school district employees;<sup>4</sup>
- C. Instruction in any branch of education, learning, and the arts;
- D. Social, civic and recreational meetings, and entertainment, provided the events are open to the public;<sup>5</sup>
- E. Civic forums and community centers, provided the events are open to the public;
- F. Recreation, physical training and athletics, including competitive athletic contests for children and adults;
- G. Private academic tutoring or music lessons;<sup>6</sup>
- H. Child care programs;
- I. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.<sup>7</sup>

The superintendent may deny an application for use of facilities or terminate an individual or group's use for:

- A. Uses that are likely to cause a material and substantial disruption to school operations;
- B. Events and meetings promoting or sponsored by a political party;<sup>8</sup>
- C. Political campaign events by someone running for office;
- D. Uses that interfere with school district maintenance and repair of facilities;
- E. Uses that could damage special equipment in the facilities;
- F. Uses that could reasonably be expected to or actually do give rise to a riot or public disturbance;
- G. Events or meetings of private for-profit entities;
- H. Events at which fees are charged for profit;

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<sup>4</sup> As illustrated by the first two entries on this list, a district may allow certain types of groups, such as parent-teacher organizations or employee organizations to use school facilities. Such designations are constitutionally permissible because they do not specify the group by viewpoint. Similarly, a school district may adopt a policy that limits community use to groups whose members are mostly children or young adults, or that limits use of facilities to groups that are comprised predominantly of residents of the school district.

<sup>5</sup> There is no constitutional requirement that events be open to the public. However, many school districts have this requirement in order to prevent the use of school facilities for exclusive, private functions.

<sup>6</sup> This is an example of a viewpoint neutral exception to the prohibition on for-profit activities.

<sup>7</sup> Again, the requirement that the proceeds from admission-charging events be used for educational or charitable purposes is not a constitutional one. Rather it is a preference that many school districts might wish to make.

<sup>8</sup> In *Hickock v. Orange County Comm. College*, 472 F. Supp. 2d 469 (S.D.N.Y. 2006), the court permitted school with a limited public forum to adopt a policy of excluding events that promote the activities of political parties, since this is viewpoint neutral. If a school district adopts a policy that permits political events, then it must permit all political groups to hold events regardless of their viewpoint.

- I. Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed; and
- J. Uses prohibited by law.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school facilities upon payment of suitable fees and costs according to the district fee schedule.<sup>9</sup>

The superintendent may place reasonable time, place, and manner restrictions on the use of facilities.<sup>10</sup>

The superintendent shall set a fee schedule and shall administer it in a manner that does not discriminate based on viewpoint.<sup>11</sup> All users shall be required to demonstrate adequate insurance coverage and shall agree to hold the district harmless from any and all liability resulting from their use of the facilities. All users shall be required to make clear in all announcements and publicity that their events and activities are not sponsored by the school district.

The superintendent may allow individuals and groups to use special equipment, such as audiovisual equipment, provided that the group uses an operator of the equipment who is approved by the superintendent.<sup>12</sup>

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<sup>9</sup> Boy Scouts of America Equal Access Act, 20 U.S.C. 7905 allows youth groups of certain designated patriotic societies access to schools.

<sup>10</sup> Examples of a “time” restriction are that all groups conclude their meetings by 9 p.m. or that they limit the frequency with which they use facilities. A “place” restriction might be that the new gym not be used. A “manner” restriction might require all groups to leave the facility in the condition in which it was when they arrived. Such restrictions must be applied evenly to all groups and must not be designed to preclude particular groups from access.

<sup>11</sup> As a matter of fiscal responsibility, fee schedules should take into account the actual cost to the district of the use of the facilities. Fees for different facilities may be tailored to the unique size or quality of the facility. Fees for one category of use may not be set differently depending on the type of group using the facility. It is permissible, however, for a district to set a schedule that charges no fees for parent-teacher organizations and employee professional organizations.

*Child Evangelism Fellowship of South Carolina v. Anderson*, 47 F.3d 1062 (4<sup>th</sup> Cir. 2006) held that it was unlawful to give school administrators discretion to waive fees for community groups’ use of school facilities. The court left open the possibility that a set of narrow, objective, and definite standards that ensure viewpoint neutrality for fee waivers might be permissible. The district’s policy of allowing free use for three types of school organizations and when in the best interest of the district, without defining the groups, was improper. While it is unclear to what extent this decision will be followed by other courts, districts should proceed cautiously when waiving fees.

<sup>12</sup> As with the use of facilities themselves, if any groups are allowed to use special equipment, then all groups who meet the same objective criteria regarding skilled operators of the equipment must be allowed to use it, regardless

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of their viewpoint. Requiring a skilled approved operator is reasonable in order to preserve the equipment for its primary purpose of aiding the education of the district's children.