

Barre Unified Union School District

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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
Chris Parker - Chair, Abby Smith - V. Chair, Tim Boltin

DATE: April 20, 2021

RE: BUUSD Policy Committee Meeting
April 26, 2021 @ 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 March 15, 2021
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Index Review
 - 5.3. Policies to Discuss
 - 5.3.1. Security Cameras (F26) (Recommended)
 - 5.3.2. Student Activities - Elementary (C22) (Recommended)
 - 5.3.3. Student Clubs and Activities - Secondary School (C23) (Recommended)
6. Old Business
 - 6.1. Public Complaints About Personnel (B22) (Recommended)
 - 6.2. Policy Review Priority
7. Other Business

8. Items for Future Agenda:
9. Next Meeting Date: May 17, 2021, 5:30 pm via Google Meet
10. Adjournment

Parking Lot of Items:

- Field Trips (D30) (Spring 2021)
- Tuition Payment (C26) (Under Review by VSBA)
- District Equity Policy (Recommended) (C29) (May 17)
- Anti-Racism Policy (C40 or C44 per Luke) (May 17)

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
March 15, 2021 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)
Abigayle Smith, Vice-Chair (BC)
Andrew McMichael (BC Community Member)
Jon Valsangiacomo – (BT Community Member)

COMMITTEE MEMBERS ABSENT:

Tim Boltin (BC)

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS AND STAFF PRESENT:

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

GUESTS:

1. Call to Order

Ms. Simmons called the Monday, March 15, 2021, meeting to order at 5:39 p.m., which was held via video conference.
Meeting participants introduced themselves.

2. Organize (Chair and Vice Chair)

The Committee Agreed by consensus to appoint Chris Parker as Policy Committee Chair.
The Committee agreed by consensus to appoint Abigayle Smith as Policy Committee Vice-Chair.

3. Additions and/or Deletions to the Agenda

Add 7.2 Update on Tuition Policy (C26)
Add 8.1 Discussion of a Summary Report/Statement to the Board for Each Policy Being Presented for Action

4. Public Comment

None.

5. Approval of Minutes

5.1 Approval of Minutes – February 15, 2021 Policy Committee Meeting

The Committee agreed by consensus to approve the Minutes of the February 15, 2021 Policy Committee Meeting.

It was noted that the Committee is not comprised of seasoned Board Members, as suggested under Agenda Item #7 of the 02/15/21 Minutes.

6. New Business

6.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 03/11/21) was distributed.
A document titled ‘Current VSBA Work – BUUSD Status – Updated 3/11/2021’ was distributed.
Mr. Aither provided a brief overview of the process for reviewing the Policy Manual Index. Review of this document is a standing Agenda item and usually does not require much action.

6.2 Priority Version of Policy Index – Feedback other Schools

An untitled document, similar to the BUUSD Policy Manual Index, dated 02/11/21 was distributed. Mr. Aither advised regarding his review and prioritization (based on the high school perspective), and advised that he also requested input from BCEMS and BTMES administrators.

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Mr. Aither displayed a copy of the prioritization list and agreed to send a copy to Mrs. Gilbert, for posting as an addendum item. Mr. Aither provided an overview of the document and advised regarding prioritization. Mr. LaFlamme advised that he believes identifying common themes is beneficial. It was noted that the Committee recommended not adopting several policies. Recommendations ‘not to adopt’ are also presented to the Board for approval. A verbal overview of the policy categories was provided (Categories A – F). See Attachment A (at the end of Minutes) for a written description.

6.3 VSBA Model Policies

A copy of the VSBA Model Policies Index was distributed. Mr. Aither provided a brief overview of the VSBA document. The review of the VSBA Model Policy Index is also a standing Agenda item. The Committee utilizes this document to identify new and/or modified VSBA policies. All VSBA policies have been legally vetted prior to being posted to their web site. The Committee was advised regarding VSBA’s labeling of policies as Required, Recommended, or Policies to Consider.

6.4 Policies to Discuss

6.4.1 Security Cameras (F26) - Recommended Policy / Compare with Video Surveillance Policy (BUUSD - F41)

A copy of the VSBA Security Cameras Policy (F26) was distributed.

A copy of the BUUSD Video Surveillance Policy (F41) was distributed.

Mr. Aither provided an overview, advising that this policy is a bit complex. SHS was the first school in the district to install security cameras, and did adopt a Video Surveillance Policy (F41). VSBA Security Policy (F26) is fairly recent. Mr. Aither is more comfortable with the BUUSD ‘local’ policy, as he believes it fits in well with BUUSD philosophy. It was noted that an amended version of the BUUSD local policy (amendments by Mr. Cecchinelli and Mr. Aither) is not in tonight’s packet. As discussion of this policy may be a bit complex, Mr. Aither suggested that discussion of this policy be tabled until a future meeting where the amended version will be presented for review. A brief overview was provided regarding labeling of changes to policies (for presentation purposes). Verbiage being added is underlined, verbiage slated for deletion is ‘struck’ out. Mr. Aither advised that sometimes proposed policy changes involve moving wording around (without changing it). Shifting/moving of verbiage will be identified with double underlines. Mr. Valsangiacomo suggested that the amended policy be legally vetted prior to review by the Committee. Mr. Aither will see that the amended policy is reviewed by Peitro Lynn prior to its presentation to the Committee. Mr. LaFlamme advised that the current use of video goes beyond the 3 ‘goals’ listed in the BUUSD policy, and suggested that the policy be updated to include more specifics (e.g. investigating possible misconduct).

The Committee Agree by consensus to table discussion of this policy until the next meeting.

6.4.2 Student Activities - Elementary Policy (C22) - Recommended Policy

Two policies were distributed:

VSBA Student Activities (Elementary) Policy (C22)

BUUSD Student Activities (Elementary) Policy (C22)

Mr. LaFlamme and Mr. Griggs believe the policy as written, does follow what is currently done at the middle/elementary schools.

Ms. Parker queried regarding definitions for academic requirements and the definitions of ‘wholesome’ and ‘worthwhile’ as written in the policy and questioned if lack of definition could pose issues. It was noted that the wording in the policy was legally vetted, and the Board has requested that any changes to policies be legally vetted prior to being presented to the Board for approval.

Brief discussion was held regarding separating procedures from policy, and an initiative to link policies and procedures on-line so that they are easily accessible. New policies and amendments to policies require Board approval. Creation of, or changes to procedures, do not require Board approval.

The Committee agreed by consensus that policies (C22 and C23) will be amended and legally vetted, and will be re-presented to the Policy Committee in April.

Brief discussion was held regarding the protocol for updating draft policies. Mrs. Poulin advised that protocols were discussed at a previous meeting (10/19/2020) and the Superintendent agreed to take responsibility for ongoing review and updates to policies. The Superintendent may update draft policies during the meetings, or ask that changes be submitted to him by members of the Committee.

6.4.3 Student Clubs and Activities – Secondary School Policy (C23) – Recommended Policy

Two policies were distributed:

VSBA Student Clubs & Activities (Secondary) Policy (C23)

BUUSD Student Clubs & Activities Policy (C23)

See discussion under Agenda Item 6.4.2.

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7. Old Business

7.1 Public Complaints About Personnel Policy (B22) - Recommended Policy

Three policies were distributed:

VSBA Public Complaints About Personnel Policy (B22)

BUUSD Public Complaints About Personnel Policy (B22) – Edited version sent to Board and returned to Committee

BUUSD Public Complaints About Personnel Policy (B22) – Draft version per VSBA version.

It was noted that this policy was sent to the Board for approval. The Board returned the policy back to the Policy Committee without approval of the First Reading. Mr. Aither provided a brief overview of the changes that were previously made. Mr. Aither will see that the amended policy is legally vetted prior to review by the Committee.

Brief discussion was held regarding policy F22 that was approved by the Board in an attempt to move policy approval forward, but that the Board required that the policy be legally vetted and that a report be brought back to the Board. Mr. Aither cautioned that once a policy is adopted, it is 'etched in stone'. It was clarified that after a policy has been adopted, the Board may rescind the policy or request that it be amended.

Mrs. Poulin advised regarding the Board's comments/concerns, and read the following from the 02/25/2021 Board Meeting Minutes:

In response to questions from the Board, Mr. Cecchinelli provided a brief overview of changes made by Mr. Aither relating to the Appeals to the Board section and removal of legal references. Concern was raised regarding changes/rewording made to the policy written by the VSBA, and why the VSBA language is being changed. Concern was raised that the VSBA policies have been vetted by legal counsel prior to publication. In response to a query, it was noted that the BUUSD did not have the policy reviewed by legal counsel after making changes. Mrs. Spaulding advised that the VSBA has advised her that if the BUUSD makes changes to VSBA policies, those changes should be vetted by BUUSD legal counsel. Concern was raised that the policy may not provide an avenue for individuals to pursue complaints in sensitive situations and when retaliation is a concern. It was requested that the Policy Committee also address this concern. A parent addressed the Board advising that the policy appears to indicate a move towards restorative language, and she would like the Committee to also review that aspect during the policy's upcoming review.

On a motion by Mrs. Spaulding, seconded by Ms. Cambel, the Board unanimously voted to table discussion of the Public Complaints About Personnel Policy (B22), to send the policy back to the Policy Committee for review, and to have a First Reading presented at a future Board meeting.

This policy; Public Complaints About Personnel Policy (B22) – (Recommended Policy) will be added to a future agenda to discuss as directed by the Board.

7.2 Update on Tuition Policy (C26)

Mr. Aither advised that the BUUSD has conferred with VSBA regarding this policy. VSBA has advised that the BUUSD should 'pause' working on this policy, and that they will be providing additional information in the future.

8. Other Business

8.1 Discussion of a Summary Report to the Board For Each Policy Being Presented for Action

Mr. Aither advised regarding the process for policy approval, advising that a number of policies have been returned to Committee due to questions from the Board. Mr. Aither proposes that each policy sent to the Board, have a brief statement attached. The statement will advise Board Members of discussion held at the Committee level. This 'statement' will assist the Board in better understanding the rationale behind the decisions made by the Committee. It is hoped that this process can speed up the policy approval process. It was agreed that the statement will be an unbiased, Committee written statement that will include various opinions that were voiced at the Committee level.

9. Future Agenda Items

- F26 - Security Cameras - Recommended Policy / Compare with Video Surveillance Policy (BUUSD - F41) (April)
- C22 - Student Activities - Elementary Policy - Recommended Policy (April)
- C23 - Student Clubs and Activities – Secondary School Policy – Recommended Policy (April)
- B22 - Public Complaints About Personnel Policy - Recommended Policy (April)
- C29 – District Equity Policy (April)
- D30 – Field Trips (spring 2021)
- C26 – Tuition Payment (under review by VSBA)
- High Priority Policies as Identified by Administrators (these will be separate Agenda Items by policy)

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10. Next Meeting Date

The April 19, 2021 meeting has been cancelled (due to April Break)

The next Meeting is Monday, April 26, 2021 at 5:30 p.m. via Google Meet

11. Adjournment

The Committee agreed by consensus to adjourn at 6:58 p.m.

Respectfully submitted,

Andrea Poulin

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ATTACHMENT A

POLICY NUMBERING SYSTEM

Categories:

A: Board Operations

B: Personnel

C: Students

D: Instruction

E: School-Community Relations

F: Non-Instructional Operations

Numbering Scheme:

1 – 19 VSBA Required Policies

20 – 29 VSBA Recommended Policies

30 – 39 VSBA Policies to Consider

40 – 49 BUUSD Local Policies (not from VSBA)

Example: A1 is a VSBA Required Policy

EDITING PROTOCOL

~~Verbiage being deleted will use the strike out feature.~~

Verbiage being added will be underlined.

Verbiage that has only been moved within the policy will have double underlines.

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

	4/19/2021									
75	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	
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	1/14/2021		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-19 Pandemic	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	12									
B	PERSONNEL									
	B1	10/11/2019	12/10/2020	Substitute Teachers	Required	1/28/2021	2/11/2021		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		D12	
	B6	10/1/2019	Removed	Health Insurance Portability and Accountability Act Compliance	Required	-	-	This policy was deleted in October 2019. The VSBA reasoning for deletion of the policy is that the policy is covered under statute.		
	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	
	B8	6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	1/14/2021	1/28/2021		B40	
	B20	3/3/2020	12/10/2020	Personnel Recruitment, Selection, Appointment, & Background Check	Recommend	1/28/2021	2/11/2021	2/11/21 Adopted - Mr. Wells needs to have it reviewed by Legal Counsel & report back to Board for March meeting.		
	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	3/11/2021	Complaints About Personnel	Recommend	2/25/2021		VSBA New - To Committee 01/18; Bd 1st Read 2/25; return to Cmt. 3/15 & 4/26		
	B30	3/29/09	12/10/2020	Staffing and Job Descriptions	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider		
	B31	3/29/09	12/10/2020	Educator Supervision & Evaluation: Probationary Teachers	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider		
	B32	3/29/09	12/10/2020	Personnel Files	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider		
	B33	3/39/09	12/10/2020	Resignations	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider		
	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	9							B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD		

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

	4/19/2021		
75	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	1/28/2021		F19
	C5	12/9/2020	12/11/2020	Firearms	Required	1/14/2021	1/28/2021		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	1/28/2021		C-10; C10P
	C13	10/16/2020	11/12/2020	Homeless Students	Required	12/17/2020	1/14/2021		
	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
	C22	3/25/2009	3/11/2021	Student Activities (Elementary)	Recommend			To Cmt 3/15/21, not current BUUSD Policy; Cmt 4/26/21	
	C23	11/28/2007	3/11/2021	Student Clubs & Activities	Recommend	5/9/2019	6/13/2019	To Cmt 3/15/21; Cmt 4/26/21	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
Future	C26	9/18/2013	3/1/2021	Tuition Payment	Recommend			Under Review by VSBA - No Policy available yet.	
	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	1/28/2021	2/11/2021		
5/17/21	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	10/8/2020		Board Return to Committee - Review; Committee 1/18; Cmt 5/17/21	
	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

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

	4/19/2021		
75	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
Adopted	30							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
	D2	10/1/2019	Removed	Grade Advancement, Promotion, Acceleration, and Retention of Students	Required	-	-	Deleted in October 2019. This policy, which used to be required by statute, is no longer applicable because of Proficiency Based Grading/Graduation Requirements.	
	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-19 Pandemic	Recommend	10/8/2020	10/22/2020		
Spring 2021	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	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	12/21/2020	1/12/2021	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019	Cmt 2/15/21 - No changes; website updated w/o Legal Notices/Footnotes. Mr. Wells meet w/Admin team to develop uniform and consistent fee schedule and rental application form.	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	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	1/28/2021	2/11/2021	Needs to be vetted by lawyer	
	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
	F26	10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend			To Cmt 4/26/21	F41
	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	VSBA Removed 7/2020 - Never adopted by BSU	
	F33	3/25/2009	5/18/2020	HIV Policy	Consider	5/9/2019	6/13/2019		F32

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

	4/19/2021		
75	Adopted Policies		

Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read
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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
	F40	N/A	N/A	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31
	F41	F26	3/11/2021	Video Surveillance Policy	F26	5/9/2019	6/13/2019	Committee 4/26/21	E32

Adopted 9

F21, F22, F25, F26, F31, F33 in VSBA MPM but not adopted by BUUSD

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: F26

**1ST READING:
2ND READING:
ADOPTED:**

ELECTRONIC SURVEILLANCE

Policy

The BUUSD recognizes the value of electronic surveillance for monitoring activity on school property. It is the policy of the Barre Unified Union School District (BUUSD) to ensure that students, staff and all property owned by the District are protected at all times from possible damage, outside intrusion or disturbances occurring on school grounds or in school buildings. It is understood that no system is foolproof or able to cover all areas equally. Passive electronic surveillance is intended to supplement the actions of staff to ensure safety and security.

A video recording is subject to the provisions of the Family Education Rights and Privacy Act (FERPA).

Use

Electronic surveillance is used to deter crime and enforce violations of the District's rules and policies, as well as state and federal law. Security devices and measures such as, but not limited to, video cameras, motion detectors and alarms may be installed in any or all school buildings, or in school transportation vehicles to protect school property. Outside lighting and/or video surveillance devices may be installed and maintained at each school building to provide illumination and observation of the immediate grounds. The District shall cooperate with all law enforcement agencies to support its passive surveillance measures.

Camera Placement

The security camera system will be installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, stairwells, corridors, cafeterias, and lobbies. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy, such as restrooms, locker rooms, private offices, and nurse's offices.

Security

Only a designated employee or agent of the BUUSD will install surveillance cameras. Only designated school officials shall have access to the camera equipment and software. Only these school officials shall handle the software or copies of video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant legislation.

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school administrators, school officials, or school staff members with a direct involvement with the recorded contents of the specific video recording. This also includes employees or agents responsible for the technical operations of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue. The viewing may be approved only if it does not violate the privacy of other students. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student disciplinary action.

Retention of Video Recordings

A copy of a video recording shall be made when an incident results in a long-term suspension, student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

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

CODE: C 22

1ST READING:

2ND READING:

ADOPTED:

STUDENT ACTIVITIES (ELEMENTARY)

Policy

The school will maintain a student activity program appropriate to the maturity of students and as varied as staff and facilities permit. The program will be designed to offer for the greatest number of students ~~worthwhile~~ leisure time interests, ~~wholesome~~ recreational and social activity, and opportunities to develop skills in democratic and cooperative management for these activities.

Implementation

~~The following criteria for eligibility for participation in school sponsored activities are intended to set standards for academic eligibility.~~

- ~~1. Students should have passing grades in ___ courses taken during the previous marking period. (This is an important policy issue which the Board will want to discuss thoroughly)~~
- ~~2. Students should be in good disciplinary standing as determined by the principal.~~
- ~~3. Students should be in regular attendance and should be in attendance on the day of the activity unless excused by the principal.~~
- ~~4. The rules and regulations of the Vermont Principals' Association will be followed for the activities of seventh and eighth grade students.~~

~~The board will approve new requests for co-curricular activity sponsorship based on the following considerations:~~

- ~~1. The level of student interest in the activity;~~
- ~~2. The fiscal ramifications of sponsorship;~~
- ~~3. The availability of qualified personnel to supervise the activity;~~
- ~~4. The impact of adding or eliminating the activity on the balance of types of activities available in the total activity program;~~
- ~~5. The potential of the activity to help participating students meet the goals of the school's curriculum; and~~
- ~~6. The recommendation of the superintendent.~~

~~All school sponsored activities will be under the ultimate control of the school district and will comply with all policies and procedures of the school.~~

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

CODE C 23

1st READING: 5/9/2019

2nd READING: 6/13/2019

ADOPTED: 6/13/2019

STUDENT CLUBS & ACTIVITIES

Policy

The school will maintain a student activity program appropriate to the maturity of students and as varied as staff and facilities permit. The program will be designed to offer for the greatest number of students ~~worthwhile~~ leisure time interests, ~~wholesome~~ recreational and social activity, and opportunities to develop skills in democratic and cooperative management for these activities.

Clubs and activities may be (1) school-sponsored and related to the curriculum, (2) student-run and not related to the curriculum, or (3) community-sponsored and not related to the curriculum. This policy addresses the first two categories. The third is addressed in the school district policy on Community Use of School Facilities

- I. School-Sponsored Curriculum-Related Groups
 - A. Curriculum-related groups are the only type entitled to school sponsorship. The controlling factor in deciding whether an activity will be sponsored by the school will be whether that activity is directly related to the school's curriculum. No activity that is not directly related to the curriculum or educational mission of the school will receive sponsorship, regardless of whether it meets the other criteria for sponsorship.
 - B. Activities or clubs which meet at least one of the following criteria will be considered curriculum-related.
 1. The subject matter of the student group or club is actually taught or will be taught in a regularly scheduled course.
 2. The subject matter of the group or club is such that it concerns the body of courses as a whole.
 3. Participation in the group is required for a particular course.
 4. Participation in the group results in academic credit.
 - C. The Principal will approve new requests for activity sponsorship based on the following considerations.
 1. The potential of the activity to help participating students meet the goals of the school's curriculum.
 2. The level of student interest in the activity;
 3. The fiscal ramifications of sponsorship;
 4. The availability of qualified personnel to supervise the activity; and
 5. The impact of adding or eliminating the activity on the balance of types of activities available in the total activity program.

- D. All school-sponsored activities will be under the ultimate control of the Barre Unified Union School District (BUUSD) and will comply with all policies and procedures of the school. The Principal may set standards for academic eligibility for participation in these activities.

II. Student-Run Non-curriculum-Related Groups

- A. A student-run non-curriculum-related group, or “student group” is one that is created by students, run by students, and provides activities for students. If a group or club is organized or run by adults, even if students attend its meetings, then it is a community-sponsored group and must comply with Policy E20.
- B. Student groups, clubs or activities may use school facilities and have access to such things as the public address system, bulletin boards, and publications provided that an equal opportunity is given to all student groups. If the BUUSD opens its facilities to any student group, then it must provide the same opportunities to all other student groups. A fair opportunity will be provided to non-sponsored student groups wishing to conduct meetings on school premises during non-instructional time provided that:
1. any such meeting is voluntary and student initiated;
 2. there is no sponsorship of the meeting by the school, the government, or its agents or employees;
 3. employees or agents of the school or any governmental entity are present at religious meetings only in non-participatory capacities;
 4. the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
 5. non-school persons do not direct, conduct, control or regularly attend activities of student groups.
- C. Listings and notices referring to non-sponsored clubs or activities will include a disclaimer of school sponsorship or endorsement. BUUSD faculty and staff may only be present at activities of student groups as monitors for keeping order.
- D. The Principal may do the following with respect to student groups, as long as the same rules are applied to all student groups:
1. adopt rules to prohibit lewd and obscene speech
 2. prohibit student groups from using school facilities if they are likely to cause material or substantial disruption of school operations
 3. impose time, place, and manner restrictions, and
 4. require parental permission for student participation.

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

CODE: B 22

**1ST READING:
2ND READING:
ADOPTED:**

COMPLAINTS ABOUT PERSONNEL & INSTRUCTIONAL MATERIALS

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 they are free from unnecessary, spiteful, or unjustified criticism or complaint. Further, it is the obligation of the board to ensure that the rights of the employee under the collective bargaining agreement and Vermont Law be protected through the administration of this policy.

In cases where the complaint is specifically addressed by another policy, the complainant should follow the procedures accompanying that policy. Examples include: Notice of Non-Discrimination (A22), Prevention of Employee Harassment (B5), Electronic Communications Between Employees and Students (B8), Policy on the Prevention of Harassment, Hazing, and Bullying of Students (C10 & C10-P), and Prevention of Sexual Harassment as Prohibited by Title IX (C12).

Resolving Complaints

It is the expectation of the BUUSD that concerns and conflicts be respectfully addressed and resolved directly between the complainant and the staff member. If the issue cannot be resolved directly with the individual, the complainant should communicate with the building Principal/Director by providing a summary of the concerns in writing, and including any examples or evidence supporting the complaint. In accordance with best practices and due process, the Principal/Director will afford the staff member with an opportunity for explanation, comment, and presentation of their perspective of the situation. The Principal/Director may use a variety of conflict resolution strategies to rectify the situation.

If the issue is not resolved to the satisfaction of the complainant, they may provide the written statement and evidence, including the Principal's/Director's actions, to the Superintendent, for their consideration and decision.

Appeal to the Board

If the complainant is not satisfied with the decision of the Superintendent, they may request the school board hear their case to review the Superintendent's decision. If the board decides to honor the request of the complainant, a date will be set and appropriate administration invited to

participate by presenting facts, providing context, and clarifying the issue. The board shall conduct such meetings in a fair and just manner, and shall render a decision.

Policy Review Priority

Policy Code	Policy Title	High Priority votes
A22	Non-Discrimination	1
A31	Board Member Education	3
A34	Board Relationships With School Personnel	2
B21	Professional Development	5
C7	Student Attendance	4
C9	Nutrition And Wellness	1
C29	District Equity Policy	4
C40	Entrance Age for Admission to Kindergarten	1
C41	Intra-District School Transfer	1
C42	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	4
D3	Acceptable Use of Electronic Resources & the Internet	4
D6	Class Size	1
D20	Curriculum Development and Coordination	3
D30	Field Trips	4
D32	Selection of Instructional Materials and Sensitive Issues	3
D33	Local Action Plan	3
E21	Distribution of Non-School Sponsored Literature in Schools	3
E32	Visits by Parents, Community Members or Media	4
F21	Financial Reports and Statements	2
F25	Access Control	3
F26	Security Cameras	4
F32	School Crisis Prevention and Response	4
F41	Video Surveillance Policy	4

(N-5 building Principals)

Highlighted rows indicate 4+ votes