

# 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:** June 18, 2021

**RE:** BUUSD Policy Committee Meeting  
June 21, 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 May 17, 2021
5. New Business
  - 5.1. BUUSD Policy Index Review
  - 5.2. VSBA Policy Index Review
  - 5.3. Policy Edits Discussion
  - 5.4. Policies to Discuss
    - 5.4.1. Professional Development (B21) (Recommended)
    - 5.4.2. Selection of Instructional Materials (D32) (Consider)
6. Old Business
  - 6.1. Complaints about Personnel & Instructional Materials (B22) (Recommended)
  - 6.2. Anti-Racism Policy (C44)
  - 6.3. Security Cameras (Electronic Surveillance Policy) (F26) (Recommended)
  - 6.4. Review Prioritization List
7. Other Business

8. Items for Future Agenda:
9. Next Meeting Date: July 19, 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)

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 May 17, 2021 – 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

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

#### 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  
Pierre Laflamme, BCEMS Assistant Principal  
Erica Pearson, BTMES Principal

#### GUESTS:

Norman Carter	Colin Crawford-Stemple	Mary Gaudreau	Stefanie Kingzett
Yoko Kishishita	Milo Loranger		

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

The Chair, Ms. Parker, called the Monday, May 17, 2021, meeting to order at 5:34 p.m., which was held via video conference – Google Meet.

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

The Committee agreed to discuss Agenda Item 5.4.3 Policy (C43) out of order (after Agenda Item 5.3).

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

Student Milo Loranger, addressed the Board, requesting permission to raise a Black Lives Matter flag on school property. Mr. Loranger advised regarding why he believes it is important to raise a Black Lives Matter flag, advising of his experience when he participated in the Equity Webinars, noting that some of the discussion was hard to watch/listen to. Mr. Loranger believes there should be no racism in the schools and that students should feel safe. Ms. Parker advised that because raising a BLM flag is not related to policy, she will bring this matter to the Board.

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

##### **4.1 Approval of Minutes – March 15, 2021 Policy Committee Meeting**

Mrs. Poulin has reviewed the video of the March 15, 2021 meeting, and advised that she will amend the minutes to include more information relating to policies which were to be forwarded to the Superintendent for legal vetting. Additionally, Mrs. Poulin advised regarding misinformation (that not all policies adopted in 06/2019 had necessarily reviewed) that was on the video, and which has been shared at multiple meetings. It was clarified that the large batch of policies that were adopted by the Board in June 2019, was the result of a planned, well thought out, thorough and meticulous review process of all policies. Mrs. Poulin read an excerpt from the 05/09/2019 Board Meeting Minutes, where it was noted that the BSU was in a good position (policy-wise) for the upcoming consolidation of the District, and Mr. Pandolfo was lauded for spearheading this effort.

On a motion by Mr. McMichael, seconded by Mr. Boltin, the Committee unanimously voted to approve as amended, the Minutes of the March 15, 2021 Policy Committee Meeting, and to approve as presented, the Minutes of the April 26, 2021 Policy Committee Meeting.

##### **4.2 Approval of Minutes – April 26, 2021 Policy Committee Meeting**

Approved under Agenda Item 4.1.

# DRAFT

## 5. New Business

### 5.1 Policy Edits

No discussion.

### 5.2 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 05/12/21) was distributed.

The Superintendent advised that other than what is noted on the Index, there is nothing new to discuss.

### 5.3 VSBA Model Policies

A copy of the VSBA Model Policy Index was distributed.

The Superintendent noted there was nothing new to discuss.

### 5.4 Policies to Discuss

#### 5.4.1 District Equity Policy (C29) (Recommended)

A copy of the draft policy was distributed.

Mr. Aither advised that this policy is recommended for adoption by the VSBA. Mr. Aither would like to discuss the implementation section, (advising that it is general enough that it can be left in), and the 'monthly status report'. After brief discussion, the Committee agreed that 'monthly' should be changed to 'quarterly'. Mr. Carter advised that he believes this policy is critical, and that he is aware of many instances that have occurred that have negatively impacted students and staff. Ms. Kishishita echoed Mr. Carter's sentiment advising that she is very happy to see that this policy will be put in place. Mr. Crawford-Stemple echoed sentiments expressed by Mr. Carter and Ms. Kishishita, and he thanked those involved in implementing this policy.

**On a motion by Ms. Smith, seconded by Mr. Boltin, the Committee unanimously voted to amend policy C29 as discussed and to present the amended policy (C29) to the Board for approval of a First Reading. Mr. McMichael was not present for the vote.**

#### 5.4.2 Anti-Racism Policy (C44) (New Local Policy)

A copy of Draft 2 of the Anti-Racism Policy was distributed.

A copy of Draft Anti-Racism Procedures was distributed.

Ms. Simmons provided an overview of the process involved in bringing this draft policy to the Policy Committee. The process involved holding three community forums which included a very diverse group of individuals. Approximately 50 individuals were involved, with the majority believing this draft policy was appropriate. The draft presented tonight is draft 2, and includes amendments based on feedback. Mr. Wells stressed the great amount of community involvement in the crafting of this policy. Members of the SHS Equity Team are very pleased that this policy has been created and will be presented to the Board. Ms. Simmons provided a historical accounting of the meetings held as part of this initiative. Ms. Pearson queried regarding whether or not the defined procedures override the State mandate for HHB (Hazing, Harassment, and Bullying), and asked if the draft policy has been vetted by legal counsel. Mr. Wells noted that this draft has not been vetted by legal counsel. Vetting of the policy is slated for after the Committee has reviewed the policy and provided feedback. Additionally, Mr. Wells advised that it would be beneficial to cross-walk this policy with other policies, e.g. the HHB Policy. It was confirmed that a digital community forum was held (for the review of drafts 1 and 2). Ms. Simmons advised that she is in possession of the feedback submitted digitally. Some of the feedback could be considered sensitive and/or confidential. Ms. Simmons will redact personally identifiable information prior to sharing feedback. Mr. Valsangiacomo noted that the policy contains many footnotes, which is contrary to a previous decision to remove footnotes from policies. Additionally, Mr. Valsangiacomo noted that this policy is being drafted utilizing a non-standard process (involving outside consultants and a separate committee), and questioned the timing on having the draft vetted by legal counsel. Mr. Valsangiacomo recommends that the BUUSD attorney review the draft as soon as possible, prior to lengthy discussion. Ms. Parker advised that Mrs. Spaulding has contacted her with questions related to this policy draft. Mr. Aither advised that there are some overlaps between this policy and the Equity Policy. Ms. Smith suggested that someone review this policy against existing policies to assure that this policy can be adopted/implemented smoothly, without overlap or being contradictory to other existing policies. Ms. Simmons volunteered to complete this comparison work. Mr. Wells will ask legal counsel to compare this policy to other existing policies. Mr. Wells advised that the Board should be provided ample time to review the 'final' draft policy, prior to discussion at a Board meeting. Mr. Aither suggested that the policy include references to other policies when appropriate (e.g. a complaint about perceived racist instructional materials, may need to be addressed under the Complaints Against Instructional Materials Policy). Ms. Parker advised that Mrs. Spaulding wants the training portion of the policy/procedures to include Board training. Mrs. Spaulding has also requested that the policy/procedures be modified such that the Superintendent reports-out annually rather than every two years. Mr. Aither suggested reporting be quarterly to align with the Equity Policy.

**On a motion by Ms. Smith, seconded by Mr. Boltin, the Committee unanimously voted to direct the Superintendent to have the draft policy legally vetted prior to being returned to the Committee.**

# DRAFT

## **5.4.3 Sexually Transmitted Infection (STI) and Pregnancy Prevention Equity Policy (C43)**

A copy of the policy was distributed. Mr. Aither advised that a law going into effect on 07/01/21 (Title 16, Section 132) will require that a minor change be made to the second paragraph of the policy. Mr. Aither read a portion of the law, which is in conflict with the policy. Mr. Aither suggested that three words be added (to specify that parents of middle school students can elect to withdraw permission for their children to receive condoms). The policy pertains to middle and high school only. The proposed change will put the policy in compliance with the law. This policy was written/adopted in 2017 based on a letter received from Harry Chen, MD (Commissioner, Department of Health) and Rebecca Holcombe (Secretary of Education). Mr. Valsangiacomo recalls when the policy was written, the BSU was advised that there was a high number of STIs in the state. Ms. Pearson advised that the BUUSD identifies middle school as grades 5 – 8, and she believes the policy pertains to grades 7 – 12. Mr. Wells advised that results from the most recent Youth Risk Behavior Survey indicate that the BUUSD has a statistically higher number of students who are sexually active.

**On a motion Mr. Boltin, seconded by Ms. Smith, the Committee unanimously voted to approve the language changes as presented and agreed to present the amended policy (C43) to the Board for approval of a First Reading.**

## **6. Old Business**

Ms. Parker advised of discussion that occurred at the 04/26/21 meeting, and queried regarding the status of the policies that were amended and forwarded to Mr. Wells for legal vetting. Mr. Wells advised that he has no update at this time, but he will have the policies (F26, C23, and B22) vetted by legal counsel prior to the next Policy Committee Meeting. It was also noted that the Policy Committee has not addressed ‘retaliation’ in Policy B22 (as requested by the Board). Policy B22 – Complaints About Personnel, will be added to the June agenda, for discussion of the possibility of adding a section relating to retaliation. Legal vetting of this policy will be postponed until after that discussion is held.

## **7. Other Business**

None.

## **8. Future Agenda Items**

- B5 – Employee Unlawful Harassment (Required)
- B21 – Professional Development (Recommended)
- B22 – Complaints About Personnel (Recommended) – discuss retaliation, then send to legal
- D32 – Selection of Instruction Materials and Sensitive Issues (Consider)
- F26 – Security Cameras (Recommended)
- Review of Prioritization List

## **9. Next Meeting Date**

The next meeting is Monday, June 21, 2021 at 5:30 p.m. via video conference.

## **10. Adjournment**

**On a motion by Mr. McMichael, seconded by Mr. Boltin the Committee unanimously agreed to adjourn at 6:43 p.m.**

Respectfully submitted,

*Andrea Poulin*

	6/15/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
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 Recuitment, 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; To Cmt 6/21	D2
	B22	3/3/20	3/11/2021	Complaints About Personnel	Recommend			VSBA New - returned to Cmt 6/21 - Board request - possibly add section related to retaliation. Have vetted after discussion.	
	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

	6/15/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
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 C	9			STUDENTS				B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD	
	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	Not Adopting	Not Adopting	To Cmt 3/15/21, not current BUUSD Policy; Cmt 4/26/21; To Bd 5/27 recommend not adopt. Board agreed to not adopt 5/27/21	
	C23	11/28/2007	3/11/2021	Student Clubs & Activities	Recommend	5/27/2021	6/10/2021		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
	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		
	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	6/10/2021		Bd Approved 1st read 6/10/21; 2nd read 6/24/21	
	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

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	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	6/10/2021		Bd Approved 1st read 6/10/21; 2nd read 6/24/21	F31
	C44	N/A	N/A	Anti-Racism Policy	Does Not Exist			New Local Policy; has been vetted for 6/21 Cmt meeting	
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		
	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; To Cmt 6/21	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



	6/15/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
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
	F26	10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend			legal counsel reviewed, return to Cmt 6/21	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
	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; Recommend rescind when F26 is presented for 1st Read	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: B 21**

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

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## **PROFESSIONAL DEVELOPMENT**

### **1. POLICY**

It is the policy of the Barre Unified Union School District (BUUSD) and its member districts to support the important connection between educator professional development and improved student achievement and assure that professional and para-professional staff members acquire and maintain the knowledge and skills needed to contribute effectively to the achievement of the goals and strategies articulated by the school action plans.

### **2. PRINCIPLES TO GUIDE PROFESSIONAL DEVELOPMENT**

The BUUSD shall provide, or arrange for the provision of professional development programs, or both, for teachers, administrators, and staff within the School District. Professional development programs provided by the BUUSD will be directly linked to student performance goals identified in the annual action plans.

The Superintendent will oversee a professional development system that is characterized by the following:

- a. Its primary focus is on improved student learning and achievement
- b. It is based on current, documented research findings
- c. It provides structure and substance that allow continuity
- d. It focuses on content and curricular needs as well as teaching methodology
- e. It includes the needs of all who contribute to the education system
- f. It is developed and directed by professional educators

### **3. IMPLEMENTATION**

Implementation of this policy shall follow State Board Rule 2000, Vermont State Board of Education, Educational Quality Standards (EQS), Section 2121.3, Needs-Based Professional Learning:

#### 2121.3 Needs-Based Professional Learning

Each supervisory union shall develop and implement a system of appropriate needs-based professional learning for all professional staff, including administrators and other staff involved in student instruction, as required in 16 V.S.A. §261a(a)(5). Time for professional learning should be embedded into the school day.

The school's professional learning system shall be aligned with its staff evaluation and supervision policies, Continuous Improvement Plan, supervisory union and district goals, and shall provide new staff members with appropriate opportunities for professional learning.

Mentoring shall be a component of each supervisory union's needs-based professional learning system. The superintendent or their designee shall determine the specifics of each mentoring program in their school(s) in accordance with the guidelines approved by the State Board of Education, Vermont Standards Board for Professional Educators, and state law addressing mentoring for educators.

The Superintendent will at least annually report to the school boards the effectiveness of staff professional development and the relationship to the student achievement goals identified within the annual action plan.

The BUUSD professional development system will be reviewed annually.

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097      CODE: D 32**  
**POLICY MANUAL**

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

**SELECTION OF INSTRUCTIONAL MATERIALS AND SENSITIVE ISSUES**

**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to provide students with a broad variety of instructional materials to support student learning.

**Implementation**

Instructional materials will be selected by professional staff in accordance with the following criteria and procedures:

1. Instructional materials should enrich and support the current curriculum, taking into consideration the varied interests, abilities, and maturity levels of students served.
2. Instructional materials should stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Instructional materials should provide a background of information which will enable students to make intelligent judgments in daily life.
4. Instructional materials should present opposing sides of controversial issues so that, with guidance, young citizens may develop the practice of critical thinking.
5. Instructional materials should be representative of different racial, religious, ethnic, and cultural groups, emphasizing their valuable contributions to American heritage and should be free from sex-role stereotyping to the extent possible.
6. Books and instructional materials should be chosen for values of interest and enlightenment of all the students of a community and to encourage students to read regularly. A book will not be excluded because of the race, nationality, or the political or religious views of the author.
7. Since books and instructional materials are selected to provide for the interest and needs of the school community and the school program, they may be selected cooperatively by teachers, principals/directors, and librarians, sometimes with the assistance of students and parents.
8. In the selection of books and other instructional materials, consideration should be given to factual accuracy, authoritativeness, balance, and integrity. Aesthetic values also must be considered in selection of materials.
9. Books and instructional materials will be viewed by members of the staff to assure their timeliness and continued appropriateness.
10. The superintendent has ultimate authority under 16 V.S.A. §563 (14) to preview and approve instructional materials.

**Teaching About Controversial/Sensitive Issues**

Controversial and sensitive issues are defined as those problems, subjects, or questions about which there are significant differences of opinion, for which there are no easy resolutions, and discussions of which generally create strong feelings among people. Although there may be disagreement over what the facts are and what they mean, subjects usually become controversial and sensitive because of the different values people use in applying the facts as known.



1. Controversial and sensitive issues shall be handled as they arise in the classroom and shall not be avoided in order to restrict or restrain the academic freedom, as defined in the master agreement, between the teachers and board of school directors, of either the teacher or the student.
2. Teacher initiation of controversial and sensitive issues should have direct relevance to the topic being discussed.
3. In handling a controversial or sensitive issue, the teacher shall not suppress a student's view, value and/or belief on that issue as long as the expression of that view, value, or belief is not derogatory, malicious, or abusive toward other students' views.
4. Instructional materials should present differing sides of controversial and sensitive issues.
5. The purpose of classroom teaching methodologies shall be to present differing sides of controversial and sensitive issues so that teachers guide young citizens in the practices of critical discussion, thinking, and reading.
6. In the course of a student's education in the BUUSD, topics may be presented which could cause discomfort in light of a student's or families' personal beliefs. If this occurs, students and/or their parents/guardians may request an alternative experience. This request should be made to the student's teacher.

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

**CODE: B 22**

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

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**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), Prevention of Sexual Harassment as Prohibited by Title IX (C12), and Selection of Instructional Materials and Sensitive Issues (D32).

**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.

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

**CODE: C 44**

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

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## **Anti-Racism Policy**

### **I. Purpose of Policy**

The purpose of this policy is to acknowledge and eliminate all forms of racism in the Barre Unified Union School District. In order to address individual and systemic racism, the BUUSD commits to:

1. Informed curriculum - BUUSD will incorporate classroom content and strategies that enable students to safely explore questions of identity and membership in diverse ethnic and social groups, race equality, and racism; and in so long as not in conflict with other policies
2. Professional Development - BUUSD will Require annual professional development addressing diversity, bias, and inclusionary practices.
3. Accountability - BUUSD will establish protocols to identify and ensure accountability when addressing issues and instances of racism and inequality occurring within the school district as outlined in mandatory policies.
4. Community Engagement - BUUSD will create engagement opportunities that provide families with a transparent, accessible means of raising any concern about their child's experience as it relates to racial, ethnic, or social identity at school.

### **II. Policy Scope**

This policy applies to all schools, facilities and programs in the Barre Unified Union School District and to all members of the District including, but not limited to, students, staff, volunteers, visitors, and teachers.

### **III. Policy Statement**

It is the policy of the Barre Unified Union School District to:

1. Affirm the need to provide Brave Spaces of learning for all students.
2. Promote teachings that examine the legacy of white supremacy, superiority and/or privilege by acknowledging the violence, disenfranchisement, and bigotry these topics depict before a lesson begins because doing otherwise would be equivalent to claiming these prejudices never existed and individuals are not harmed by them every day.
3. Evaluate inequitable practices and implement educational practices to minimize those prejudicial or disparate outcomes for students based on social or cultural factors, such as race, class, ethnicity, religion, gender, or gender identity.

4. Establish and implement procedures to effectively deal with racially-motivated conflicts, specifically those that go beyond the current anti-harassment/bullying procedures.
5. Create an anti-racist, equity-centered culture by understanding the impacts institutional, systemic, and individual racism have on the District and the broader world, and acknowledging that racism is often compounded by other forms of discrimination.
6. Perform Land Acknowledgment prior to all school functions within the District.

#### IV. Definitions

**Anti-racism:** the practice of identifying, challenging, and changing the values, structures and behaviors that perpetuate systemic racism.

**BIPOC:** Black, Indigenous, People of Color. The term intentionally separates Black and Indigenous communities from the term “people of color” to acknowledge the heightened layers of systemic oppression these communities face in this country.

**Brave Spaces:** a non-physical space within a school or organization designed to help create an environment that allows individuals to engage with one another over controversial issues like race, diversity, and social justice with honesty, sensitivity, respect. The intention is to help reassure those who feel anxious about sharing their thoughts and feelings regarding these sensitive and controversial issues.

**Explicit Bias:** Biases we are aware of on a conscious level. Explicit bias is the traditional conceptualization of bias. Overt racism and racist comments are examples of explicit biases (for example, feeling threatened by another group and delivering hate speech as a result).

**Family Group Conferencing:** a form of voluntary mediation with the community of people most closely involved in an incident — likely including the offender, the victim, and their families— to discuss levels of harm and how that harm might get repaired.

**Implicit (Or Unconscious) Bias:** An unconscious association, belief, or attitude based on content in protected characteristics groups.

**Individual Racism:** pre-judgment, bias, or discrimination by an individual based on race. Individual racism includes both privately held beliefs, conscious and unconscious, and external behaviors and actions towards others.

**Land Acknowledgement:** a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous peoples and their traditional territories

**Racism:** Discrimination and adverse actions based on race.

**White Privilege:** a web of institutional and cultural treatment and exemption from racial and national oppression that results in preferential treatment for white people.

**White Supremacy:** the political, economic, and cultural systems in which white individuals overwhelmingly control power over material resources—a form of dominance and control, and not just the overt hate of one group towards another.

**Systemic or Structural Racism:** The way in which public policies, institutional practices, cultural representations, and other norms work in various ways to reinforce and perpetuate racial group inequity. It is not something we as individual members of society actively choose to practice, instead it is a feature of the social, economic, and political systems in which we all exist. It refers to the history, culture, ideology, and interactions of institutions and policies that perpetuate a system of inequity that is detrimental to communities of color.

<b>Responsible Owner:</b>	[Barre Unified Union School District]	<b>Contact(s): email</b>	
<b>Approved By:</b>		<b>Revision History:</b>	
<b>Approval History:</b>			
<b>Current Approval Date:</b>			
<b>Related Policies &amp; Procedures:</b>			
<b>Related Job Aids:</b>			

**BARRE UNIFIED UNION SCHOOL DISTRICT #097  
POLICY****CODE: F26****1ST READING:****2ND READING:****ADOPTED:**

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**ELECTRONIC SURVEILLANCE****Policy**

The BUUSD recognizes the value of electronic surveillance for monitoring activity on school property. Passive electronic surveillance is intended to supplement the actions of staff to ensure safety and security for all members of the school community. While it is understood that no system is foolproof or able to cover all areas equally, 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.

All 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 Live Video**

Video monitors used to view live video should not be located in a position that enables public viewing. Live video may only be viewed by school administrators, school officials, or school staff members with a legitimate need, as required by their position and role. This also includes employees or agents responsible for the technical operations of the system (for technical purposes only).

### **Video Recordings**

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).

Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct:

1. which occurred on or around campus
2. if the school is presented with a court assigned warrant
3. or at the request of administration

Guardians may view video recording(s) at the discretion of administration, provided they submit a written request and that said recording(s):

1. pertain only to their student
2. do not violate the privacy of other students, or if privacy is waived by the guardian of all other identifiable students
3. is relevant to an ongoing complaint, concern, or investigation

### **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 and maintained until resolution of an incident which 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 creation, retention, and destruction.

1ST READING:  
2ND READING:  
ADOPTED:

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## ELECTRONIC SURVEILLANCE

### Policy

The BUUSD recognizes the value of electronic surveillance for monitoring activity on school property. Passive electronic surveillance is intended to supplement the actions of staff to ensure safety and security for all members of the school community. While it is understood that no system is foolproof or able to cover all areas equally, 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.

All video recording is subject to [District policies and state and federal law, including](#) 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

**Comment [SMT1]:** You should delete or significantly change this language. You do not want to ensure anything as you are creating potential liability for things that you cannot control through a video system. An alternative would be: "It is the policy of the Barre Unified Union School District to use passive electronic surveillance to assist with the safety and security of the school community."

**Comment [SMT2]:** You cover this below, and there are limits on providing video to the police.

**Comment [SMT3]:** Are you going to post signs or provide any other notice?



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 ~~for relevant legislation~~ state and federal law.

**Comment [SMT4]:** How long? 30 days unless retained under this policy?

### **Viewing of Live Video**

Video monitors used to view live video should not be located in a position that enables public viewing. Live video may only be viewed by school administrators, school officials, or school staff members with a legitimate need, as required by their position and role. This also includes employees or agents responsible for the technical operations of the system (for technical purposes only).

### **Video Recordings**

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). Law enforcement personnel and parents and guardians may be permitted to view video recordings on a case-by-case basis, consistent with the requirements of state and federal law.

~~Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct:~~

- ~~1. which occurred on or around campus~~
- ~~2. if the school is presented with a court assigned warrant~~
- ~~3. or at the request of administration~~

~~Guardians may view video recording(s) at the discretion of administration, provided they submit a written request and that said recording(s):~~

- ~~1. pertain only to their student~~
- ~~2. do not violate the privacy of other students, or if privacy is waived by the guardian of all other identifiable students~~
- ~~3. is relevant to an ongoing complaint, concern, or investigation~~

**Comment [SMT5]:** This area of the law is not well-settled. I recommend that you simply agree to comply with the law rather than setting a policy that may be inconsistent as things develop. You do not want to over or under promise.

### **Use of Video Recordings for Disciplinary Action**

Video recordings may be used as a basis for ~~student~~ disciplinary action consistent with District policies and state and federal law.

**Comment [SMT6]:** Do you want to be able to use it for employee discipline as well? You could delete "student" or add "and employee."

### **Retention of Video Recordings**

A copy of a video recording shall be made and maintained until resolution of an incident which 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 creation, retention, and destruction.

## 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