



**Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

Chris Hennessey, M.Ed.
Superintendent of Schools

A rock solid education for a lifetime of discovery

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MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Chris Parker - Chair, Abby Smith - V. Chair, Tim Boltin

DATE: September 17, 2021

RE: BUUSD Policy Committee Meeting
September 20, 2021 @ 5:30 p.m.
In-Person Option: BUUSD Central Office, 120 Ayers Street, Barre
Remote Options: 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 August 16, 2021
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Index Review
 - 5.3. Tuition Payment (C26) (Recommended) (VSBA Changed; not BUUSD Policy)
 - 5.4. Acceptable Use of Electronic Resources & the Internet (D3) (Required) (reconcile with VSBA Policy)
 - 5.5. Selection of Instructional Materials and Sensitive Issues (D32) (Consider) (Vetted?)
 - 5.6. Complaints About Personnel (B22) (Recommended) (Vetted?)
 - 5.7. Firearms (C5) (Required) (Comply w/statute?)
 - 5.8. Budgeting (F30) (Consider)
6. Old Business
 - 6.1. Security Cameras (F26) (Recommended)
 - 6.2. Summary Report to the Board
 - 6.3. Review Priority List

7. Other Business
8. Items for Future Agenda
9. Next Meeting Date: October 18, 2021, 5:30 pm
10. Adjournment

Parking Lot of Items:

- Anti-Racism Policy (C44)
- Field Trips (D30)

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

BUUSD Central Office and Via Video Conference – Google Meet
August 16, 2021 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Abigayle Smith, Vice-Chair (BC)
Tim Boltin (BC)
Andrew McMichael (BC Community Member)

COMMITTEE MEMBERS ABSENT:

Chris Parker, Chair (BT)
Jon Valsangiacomo – (BT Community Member)

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Assistant Principal
Pierre Laflamme, BCEMS Principal
Mary Ellen Simmons, Director of Curriculum, Instruction, and Assessment

GUESTS:

Sharon Toborg

1. Call to Order

The Vice-Chair, Ms. Smith, called the Monday, August 16, 2021, meeting to order at 5:40 p.m., which was held at the Barre Supervisory Union Central Office in the First Floor Conference Area, and via video conference.

It was noted that none of the participants has the ability to record the meeting.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – June 21, 2021 Policy Committee Meeting

On a motion by Mr. McMichael, seconded by Mr. Boltin, the Committee voted 2 to 0 to approve as amended, the Minutes of the June 21, 2021 Policy Committee Meeting. Mr. McMichael abstained.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 08/13/21) was distributed.

Mr. Aither provided an overview of how policies are organized, including the numbering protocol. Policy numbers include a letter that denotes the ‘category’, and a numbering schematic which indicates if policies are required, recommended, “to be considered”, or local. VSBA is the ‘guiding light for policies, and all VSBA policies are legally vetted. There are no notable policy changes to announce at this point.

5.2 VSBA Model Policies

A document titled ‘Current VSBA Work – BUUSD Status – pated 08/11/21’ was distributed.

The document presented this evening is a summary of VSBA policies that have been changed fairly recently, and includes the status of each policy within the BUUSD. It was noted that policies A25 (Delegation of Authority During State of Emergency Due to COVID-19 Pandemic) and D22 (Modes of Instruction During State of Emergency Due to COVID-19 Pandemic) were automatically terminated at the end of the State of Emergency.

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Brief discussion was held regarding keeping historical data on policies. Historical records were previously cataloged by Pam Wark. When Ms. Wark retired, no one was hired to perform her specific job responsibilities. It is believed that the Superintendent's Executive Assistant may be performing this responsibility. Mr. Hennessey will confirm this with Tina Gilbert.

5.3 Review Prioritized List

An undated copy of the Policy Review Priority list was distributed.

Mr. Aither provided an overview of the prioritization results based on meetings with administrators from the District schools. Three of the highest prioritized policies are;

D3 Acceptable Use of Electronic Resources & the Internet Policy- needs to be reconciled with VSBA Policy

B21- Professional Development Policy

D30 – Field Trips

5.4 Committee Summary Report to the Board

Brief discussion was held and it was agreed that Summary Reports are probably not necessary at this time. Mrs. Poulin will research to determine if this item was voted on. A decision will be finalized at the next meeting (when more Committee Members are present).

5.5 Budgeting Policy (F30) (Consider)

A copy of the policy was distributed.

This policy works hand in hand with Policy F20 (Fiscal Management & General Financial Accountability Policy).

Mr. Aither is unsure why this policy is on the agenda. No action taken.

5.6 Fiscal Management and General Financial Accountability Policy (F20) (Recommended)

A copy of the policy was distributed.

Mr. Aither advised that this policy is presented for an amendment due to a change in the law which changes bidding requirements from \$15,000 to \$40,000. After discussion it was clarified that the dollar amount reflected in the policy is the expenditure amount requiring Board approval, not the amount requiring bids. The policy will require an amendment only if the Committee recommends changing the expenditure dollar amount that requires Board approval. Brief discussion was held regarding whether or not the Board approval amount should be changed. Given the current climate relative to spending, it was recommended that the amount requiring Board approval remain at \$15,000. The Committee will present their recommendation to the Board.

On a motion by Ms. Smith, seconded by Mr. McMichael, the Committee unanimously agreed to convey to the Board, their recommendation that the policy not be amended, and continue to require Board approval for expenditure amounts in excess of \$15,000.

5.7 Student Attendance Policy (C7) (Required)

A copy of the policy was distributed.

It was recommended that the sections titled 'Administrative Rules and Procedures', and 'Administrative Responsibilities', be removed from the policy. Brief discussion was held, including a brief historical overview of a decision not to remove 'Implementation' sections from policies, and the difference between policy and procedures, whereas policies (approved by the Board) dictate the policy, and procedures (written by administrators / not reviewed or approved by the Board) define the step by step actions to be taken (including who is responsible for the actions). Concern was raised regarding the Firearms policy (C5) which was amended (by removing the implementation section) in January 2021. After brief discussion, Committee Members agreed to leave the Administrative Rules and Procedures and Administrative Responsibilities in the policy, but to remove 'H' and 'I' from the Administrative Rules and Procedures Section.

On a motion by Mr. Boltin, seconded by Mr. McMichael, the Committee unanimously voted to amend the policy as discussed and to present a First Reading of the amended policy to the Board.

It was noted that the policies being presented to the Committee this evening, do not include the standard editing which identifies verbiage suggested for addition, deletion, or being moved. Future presentations should include the editing. The copy being presented to the Board will include the standard editing.

6. Old Business

6.1 Security Cameras (Electronic Surveillance Policy) (F26) (Recommended)

A draft copy of a non-VSBA policy was distributed.

It was noted that the BUUSD has a local policy (F41) that was created/adopted to address this topic. At the time F41 was created, the VSBA did not have a model policy on this topic. The VSBA has now created a model policy (F26) to address this topic. Mr. Aither presented a draft policy and provided an overview of the draft. Mr. Aither advised that the draft policy has been legally vetted.

Mr. Aither advised that he can have this draft edited to be aligned with current editing protocols, and can then bring the policy back to the Committee for review.

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The Committee agreed that this legally vetted policy should be amended with the agreed upon changes, and that the edited version, following editing protocols, will be presented back to the Policy Committee.

7. Other Business

Mr. Aither inquired regarding the status of 2 policies;

D32 – Selection of Instructional Materials and Sensitive Issues Policy

B22 - Complaints About Personnel Policy

Mrs. Poulin will perform research and report back with information she is able to locate.

8. Future Agenda Items

F26 Security Cameras Policy

D3 Acceptable Use of Electronic Resources & the Internet Policy- reconcile with VSBA Policy

B21- Professional Development Policy

D30 – Field Trips

C44 – Anti-Racism Policy - TBD

9. Next Meeting Date

The next meeting is Monday, September 20, 2021 at 5:30 p.m. at the BUUSD Central Office and via video conference.

10. Adjournment

On a motion by Mr. Boltin, seconded by Ms. Smith the Committee unanimously agreed to adjourn at 7:06 p.m.

Respectfully submitted,

Andrea Poulin

	9/16/2021			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	7/22/2021	8/12/2021		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

	9/16/2021		BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX						
75	Adopted Policies								
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read						

	9/16/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
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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
	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	6/24/2021		F31
	C44	N/A	N/A	Anti-Racism Policy	Does Not Exist			New Local Policy; has been vetted - Parking lot TBD	
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	Cmt Review 8/16; To Board w/Recommendation no first read needed.	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

	9/16/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
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	F26	10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend			legal counsel reviewed, Luke edit aligned w/editing Protocols; return to Cmt 9/20	F41
	F30	3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	Cmt review 8/16	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 to Board for 2nd read and approval	E32
Adopted	9							F21, F22, F25, F26, F31, F33 in VSBA MPM but not adopted by BUUSD	

Current VSBA Work – BUUSD Status – Updated 9/16/2021

Pending Policies

	<u>NEW Policies (VSBA)</u>	STATUS
C13	Homeless Students [10/16/20]	(BUUSD Board Adopted – 01/14)
C12	Prevention of Sexual Harassment As Prohibited by Title IX [9/1/20]	(BUUSD Board Adopted – 01/28)
C29	District Equity Policy [7/21/20]	(BUUSD Board Adopted 06/24/2021)
B8	Electronic Communication between Employees & Students [6/25/20]	(BUUSD Board Adopted – 01/28)
	<u>Policies Recently Changed</u>	
C26	Tuition Payment (Recommended) [08/31/2021] (not a policy in the BUUSD)	Cmt Review 9/20/2021
E20	Community Use of School Facilities [12/21/2020]	No Change - Updated Website copy Removed Legal
C4	English Learners (Was - Limited English Proficiency Students) [12/9/20]	(BUUSD Board Adopted – 01/28)
C5	Firearms [12/9/20]	(BUUSD Board Adopted – 01/28)
B5	Employee Unlawful Harassment [10/20/20]	(BUUSD Board Adopted – 01/14)
F22	Electronic Communications Use & Retention [9/17/20]	(BUUSD Board Adopted 2/11/21)
A22	Notice of Non-Discrimination [8/30/20]	(BUUSD Board Adopted – 01/14)
C21	Search and Seizure of Students by School Personnel [8/30/20]	(BUUSD Board Adopted 12/3/20)
	<u>Policies REMOVED recently</u>	
D30	Field Trips [July, 2020]	(Committee TBD)
E31	Parental Involvement [July, 2020]	(Never adopted by BSU)
F31	Emergency Closings [July, 2020]	(Never adopted by BSU)
A25	Delegation of Authority During State of Emergency Due to COVID-19 Pandemic [8/5/20]	(Auto removal State of Emerg. Lifted)
D22	Modes of Instruction During State of Emergency Due to COVID-19 Pandemic [8/5/20]	(Auto removal State of Emerg. Lifted)

Miscellaneous Policies Discussed....

- B22 – Public Complaints About Personnel (Recommended) (6/21/21 Committee approved edits discussed)

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			

CODE C26
(Recommended)

TUITION PAYMENT

The [School District] School District will provide tuition for students attending grades [grades] in accordance with state law and the criteria outlined below.

1. Tuition will be paid to schools attended by legal pupils who are residents of the [School District] School District as defined by 16 V.S.A. §1075. Tuition payments will be made according to a schedule developed by the superintendent or his or her designee, taking into consideration any payment schedules established by receiving schools.
2. Tuition will be paid only to schools approved by the State Board of Education. Payment of tuition is made subject to the condition that the approved independent school cannot expend funds for religious worship.
3. Tuition payments will be made as follows:
 - A. Tuition payments will be made to approved receiving schools when preceded by a written application from the student and/or his or her parent or guardian. The application must be made prior to a date determined by the board/superintendent of the school year for which such payment is requested. Requests for retroactive tuition payments will not be granted unless received by a date determined by the Board/Superintendent of the school year for which retroactive payment is sought.
 - B. If an eligible pupil becomes a resident after September 1, an application for tuition will be considered by the board at its first special or regular meeting following receipt of the application and, if approved, payments will be prorated from the date of the pupil's enrollment to the end of the then current school year.
4. All tuition payments will be made directly to approved schools attended by qualified pupils.
5. The superintendent shall make recommendations to the board prior to board action on applications for tuition assistance made in compliance this policy. If the board denies tuition assistance for a student, written notification of the denial shall be sent to the student if over the age of majority, or the parent or legal guardian of a minor student, by the superintendent or designee within seven days of the decision. Unless otherwise provided by law, the Board's decision shall be final.¹
6. The superintendent shall develop procedures to ensure that a copy of the School District's tuition payment policy is provided with every tuition payment and that the check includes the following language:

"Payment made subject to the terms and conditions of the School District's Tuition Payment policy."

VSBA Version:	August 31, 2021
Date Warned:	
Date Adopted:	
Legal Reference(s):	16 V.S.A. §§821 et seq. (Tuition requirements)
	16 V.S.A. §1075 (Legal residence)
	Campbell v. Manchester Board, 161 VT 441, 641 A.2d 352 (1994)
	Chittenden Town School District v. Department of Education, 169 VT 710, 738 A.2d 539 (1999)
Cross Reference:	Admission of Resident Students (C31)

¹ See 16 V.S.A. § 828 providing for appeals of school board tuition payment decisions to the State Board of Education.

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

CODE: D 3

1ST READING: 5/9/2019

2ND READING: 6/13/2019

ADOPTED: 6/13/2019

**ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE
INTERNET POLICY**

Statement of Purpose

This policy outlines the proper and acceptable use of all aspects of electronic resources in the Barre Unified Union School District (BUUSD) . Electronic resources enhance school curriculum and improve teaching and learning. It is important to remember that use of those resources is a privilege and carries with it responsibilities for all involved.

Responsibilities

All users will assume full liability – legal, financial or otherwise- for their use of electronic resources on school grounds or while engaged in school-approved activities.

Privacy

Authorized BUUSD IT staff may inspect any materials created on, transmitted by, or stored on BUUSD electronic resources for any reason at any time without prior notice. BUUSD staff has the right to remove inappropriate materials and make referrals to school administration for disciplinary action. There should be no expectation of privacy.

Acceptable Uses

The BUUSD provides information technology for educational purposes only. Information technology extends the classroom, and all school rules and policies apply.

- a) All users must abide by rules of network etiquette. They should be polite and considerate and use appropriate behavior, language and graphics at all times.
- b) Teachers may allow individuals to use email and web tools for strictly educational purposes. The use of blogs, podcasts, other web tools and social networking sites is considered an extension of the classroom. Any speech or graphics that are considered inappropriate in the classroom are also inappropriate in all online uses. If the teacher wants to use resources normally blocked by the BUUSD, that teacher may apply to the BUUSD Director of Technology for temporary or extended access.
- c) Personal electronic devices will not be connected directly or via BUUSD wireless access point to the BUUSD network, without the permission of the BUUSD Director of Technology. Such requests will be granted only under special circumstances.
- d) No personal addresses, phone numbers, or last names of students will be given out. No identifiable photographs of students may be published electronically without prior written parental consent.

Copyright and Fair Use

All users will respect copyright laws for print, media, and software licensing agreements and will adhere to accepted standards for academic integrity.

Acceptable Use Policy Violations

Involvement in the following or similar activities will result in disciplinary action.

- a) Intentional circumvention of the firewall or other protection measures. This includes internet access by students through any means other than the BUUSD firewall while on BUUSD grounds.
- b) Hacking, including accessing, storing, transferring, altering, deleting, installing or downloading files without authorization.
- c) Use that causes harm to others or damage to property.
- d) Use that does not respect the rights of others, including threatening, obscene, harassing, bullying, hate-speech, or abusive language or images.
- e) Use for commercial ventures.
- f) Use that invades or violates the privacy of another user.
- g) Misrepresenting oneself as another user.
- h) Involvement in any activity prohibited by law. Such activity is considered a crime under state and/or federal law and may be referred to the appropriate legal authorities.

Disciplinary Action May Include

- a) Cancellation or restriction of access privileges.
- b) Additional disciplinary action, as determined by school administration.
- c) Legal action.
- d) In the case of staff, termination of employment.

Internet Safety

As required by statute, the BUUSD filters Internet content. The BUUSD monitors users' online activities through direct observation and technological means. The BUUSD or its member schools are not liable for online content.

1. IMPLEMENTATION

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

RESPONSIBLE COMPUTER, NETWORK & INTERNET USE

Purpose

The _____ School District recognizes that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
2. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

Policy

It is the policy of the _____ School District to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise responsible use of these resources. The use by students, staff or others of district IT resources is a privilege, not a right.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district's harassment and bullying policies.

The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files and electronic communications.

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
 - A. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
 - B. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.
 - C. **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.

- D. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
 - E. **Protects Intellectual Property.** Users request to use the software and media others produce.
2. Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
 3. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
 4. Methods to address the following:
 - A. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
 - i. Lewd, vulgar, or profane
 - ii. Threatening
 - iii. Harassing or discriminatory
 - iv. Bullying
 - v. Terroristic
 - vi. Obscene or pornographic
 - B. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
 - C. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
 - D. Unauthorized disclosure, use, dissemination of personal information regarding minors.
 - E. Restriction of minors’ access to materials harmful to them.
 5. A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

Policy Application

This policy applies to anyone who accesses the district’s network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the district’s IT devices either on or off-site.

Limitation/Disclaimer of Liability

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District’s electronic resources network including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

Enforcement

The district reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the school district will handle the allegation consistent with the student disciplinary policy.

Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

VSBA Version:	August 1, 2019
Date Warned:	
Date Adopted:	
Legal Reference(s):	17 U.S.C. §§101-120 (Federal Copyright Act of 1976 as amended)
	20 U.S.C. §6777 et seq. (Enhancing Education Through Technology Act)
	18 U.S.C. §2251 (Federal Child Pornography Law—Sexual Exploitation and Other Abuse of Children)
	47 U.S.C. §254 (Children’s Internet Protection Act)
	47 CFR §54.520 (CIPA Certifications)
	13 V.S.A. §§2802 et seq. (Obscenity, minors)
	13 V.S.A. § 1027 (Disturbing Peace by Use of...Electronic Means)
	13 V.S.A. §2605(Voyeurism)
Cross Reference(s):	Student Conduct and Discipline (C20)
	Selection of Instructional Materials(D32)
	Complaints About Instructional Materials(B22)

BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY MANUAL

CODE: D 32

1ST READING: 5/9/2019

2ND 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 Materials

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 Instruction

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~~ a students² and their 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. Teachers need to remain unbiased.
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 or administration.

**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 complaints. **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) 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.

Retaliation is any adverse action taken against an individual who makes a report or participates in an investigation under this policy. The district will take reasonable steps to prevent retaliation. Reports of retaliation should be made to the Principal/Director of the accused staff.

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 5****1ST READING: 01/14/2021****2ND READING: 01/28/2021****ADOPTED: 01/28/2021**

FIREARMS

Policy

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

Definitions

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

Sanctions

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

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

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

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

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

CODE: C 5

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

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

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

Policy Implementation

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

~~The superintendent shall refer to appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the BUUSD. The superintendent may also report any incident subject to this policy to the Department of Social and Rehabilitative Services.~~

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

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

CODE: F 30

1ST READING: 5/9/2019

2ND READING: 6/13/2019

ADOPTED: 6/13/2019

BUDGETING

1. POLICY

It is the policy of the Barre Unified Union School District (BUUSD) and its member ~~districts~~ schools (Barre Town Middle and Elementary School, Barre City Elementary and Middle School, and Spaulding High School ~~Union Districts~~, and Central Vermont Career Center) to develop school budget(s) that reflect the BUUSDs' goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

Administrative Responsibilities

The Superintendent will develop an annual calendar for budget development. The calendar will provide sufficient time for:

- Establishing a budget which aligns with priorities of the recommendations of the school administration and staff, parents, students, and other citizens.
- Holding public hearings and informational meetings prior to the formal adoption of the budget proposal by the board.
- Aligning the budget according to the goals of the board.

Approval

The Board will, after public hearings and/or informational meetings adopt a budget for consideration by the electorate. The budget and special articles will be presented by the Board for approval by the electorate at the annual meeting of the BUUSD. Preparation of the Board's budget presentation and other Board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the Board prior to the annual district meeting.

**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. 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.

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

Bd Adopted

(N-5 building Principals)

Highlighted rows indicate 4+ votes