



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: November 8, 2021

RE: BUUSD Policy Committee Meeting
November 15, 2021 @ 5:30 p.m.
In-Person Option: BUUSD Central Office, 120 Ayers Street, Barre
Remote Options: Meeting Link: meet.google.com/dmf-dowp-dyg
Phone: (US)+1 929-266-2537 PIN: 179 047 596#

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 October 18, 2021
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Index Review
 - 5.3. Special Education (D7) (Required)
 - 5.4. Special Education (D40)
 - 5.5. Visits by Parents, Community Members or Media (E32) (Consider)
 - 5.6. School Crisis Prevention and Response (F32) (Consider)
 - 5.7. Access Control (F25) (Recommended)
 - 5.8. Searches, Seizures, and Interrogation of Students By Law Enforcement Personnel or Other Non-School Personnel (C42)
6. Old Business
 - 6.1. Electronic Surveillance (F26) (Recommended)
7. Other Business

8. Items for Future Agenda
9. Next Meeting Date: December 20, 2021, 5:30 pm
10. Adjournment

Parking Lot of Items:

- Role and Adoption of School Board Policies (A30) (Consider) (VSBA Change 10/16/21)
- Board Member Education (A31) (Consider) (VSBA Change 11/6/21)
- Board Goal-Setting and Evaluation (A32) (Consider) (VSBA Removed 10/21/21)
- Title 1, Part A: Parent and Family Engagement (E1) (Required) (VSBA Change 9/24/21)
- Budgeting (F30) (Rescind after F20 gets adopted)
- Anti-Racism Policy (C44) (New, Vetted, TBD)
- Field Trips (D30) (VSBA Removed 7/2020)

Sent to Lawyer for Vetting

- Selection of Instructional Materials and Sensitive Issues (D32) (Lawyer for vetting 11/8/21)
- Complaints About Personnel (B22) (Lawyer for vetting 11/8/21)
- Personnel Recruitment, Selection, Appointment, and Background Checks (B20) (Lawyer for vetting 11/8/21 already adopted)

Under Review by VSBA

- Student Drugs and Alcohol (C2)
- Student Attendance (C7)
- Pupil Privacy (C8)
- Homeless Students (C13)
- Student Conduct and Discipline (C20)
- Transgender and Gender Nonconforming Students (C28)

BOARD/COMMITTEE MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

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BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

BUUSD Central Office and Via Video Conference – Google Meet
October 18, 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:

Sonya Spaulding

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Assistant Principal
Emmanuel Ajanma, Director of Technology
Pierre Laflamme, BCEMS Principal

GUESTS:

Josh Howard Sharon Toborg

1. Call to Order

The Chair, Ms. Parker, called the Monday, October 18, 2021, meeting to order at 5:33 p.m., which was held at the BUUSD Central Office in the First Floor Conference Area, and via video conference - Google Meet.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – September 20, 2021 Policy Committee Meeting

On a motion by Mr. Boltin, seconded by Ms. Smith the Committee unanimously voted to approve the Minutes of the September 20, 2021 Policy Committee Meeting.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 10/11/21) was distributed.

Ms. Parker queried regarding the status of Policy B20 – Personnel Recruitment, Selection, Appointment, & Background Check Policy, which has a notation that the policy requires legal vetting and would be sent to the Board again in March of 2021. Mr. Aither advised that though the policy was adopted, it had not been legally vetted (as required) prior to adoption. It was agreed that this policy will be legally vetted and re-presented to the Board. Mr. Hennessey will have this policy legally vetted.

5.2 VSBA Model Policies

A copy of the VSBA Model Policy Index was distributed.

A document titled ‘Current VSBA Work – BUUSD Status – Updated 10/8/21 – Pending Policies’ was distributed.

The Current VSBA Work document has been updated (in house) to identify policies currently under review by VSBA. VSBA has added notations to their records advising of review status, though there is not a separate column on their Policy Index.

In response to a query regarding the status of policies B22 (Public Complaints About Personnel), and D32 (Selection of Instructional Materials and Sensitive Issues), Mr. Aither advised that he believes these policies require legal review and were supposed to be vetted by legal counsel prior to being discussed again by the Policy Committee. Ms. Parker noted that B22 is listed in the Parking Lot, but D32 is not. D32 will be added to the Parking Lot. Mr. Hennessey will be asked to have these policies vetted.

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5.3 Tuition Payment Policy (C26) – Recommended Policy

A copy of the VSBA Policy was distributed.

Mr. Aither has conducted some research on this policy and advised that VSBA has recently updated this policy. This policy is intended for districts that have school choice, or have students who live in close proximity to another district. This policy does not really pertain to the BUUSD.

On a motion by Mr. Boltin, seconded by Mr. Valsangiacomo, the Committee voted 4 to 0 to make a recommendation to the Board that this policy not be adopted by the BUUSD. Mr. Boltin, Ms. Parker, Ms. Smith, and Mr. Valsangiacomo voted for the motion. Mr. McMichael abstained.

5.4 Acceptable Use of Electronic Resources & the Internet Policy (D3) – Required Policy

Copies of the current BUUSD and VSBA Policies were distributed

Mr. Ajanma advised that he supports using the VSBA version of the policy, and supports adopting the VSBA version to replace the current version. Mr. Aither also supports using the VSBA version. Mr. Aither advised that the Committee needs to take action to have the Board approve first and second readings, adopt the policy, and then rescind the current version of the policy.

On a motion by Mr. Valsangiacomo, seconded by Mr. Boltin, the Committee unanimously voted to recommend that the Board adopt the VSBA version of the Acceptable Use of Electronic Resources & the Internet Policy (D3).

5.5 Firearms Policy (C5) – Required Policy

A copy of the policy was distributed.

Mr. Aither advised that it was reported that when the VSBA Implementation section was removed from the policy, the policy was no longer in compliance with the law. Mr. Aither recommends that the Sanctions section be amended to include information that brings the policy into compliance with the law. The policy must contain verbiage that requires any student who brings a firearm to school or possess a firearm at school, be referred to local law enforcement. Ms. Parker queried regarding her concerns on other items included in the VSBA policy that are not included in the BUUSD version of the policy. These items pertain to reporting to DCF and annual reporting by the Superintendent (to the Secretary of Education). It is believed that the two items of concern are reported under different reporting requirements and do not need to be included in the Firearms Policy.

On a motion by Mr. Boltin, seconded by Mr. Valsangiacomo the Committee unanimously voted to accept the policy as presented to the Committee.

5.6 Selection of Instructional Materials and Sensitive Issues Policy (D32) – a To Be Considered Policy)

A copy of the policy was distributed.

It was noted that this policy is one of the policies discussed under Agenda Item 5.2 and it is believed that it requires legal vetting. Mr. Aither advised that he has made some edits to the policy. The edits are documented in the draft presented this evening (utilizing the editing protocols). Mr. Aither provided a brief overview of the amendments included in the draft. Ms. Parker queried regarding 'Materials' #6 (should this be more expansive?). This item will be reviewed by legal counsel (for possible expansion). Ms. Parker queried regarding 'Materials' #8, pertaining to aesthetic values. Brief discussion was held regarding the need to include 'aesthetic values' in the policy.

On a motion by Mr. Boltin, seconded by Mr. Valsangiacomo, the Committee unanimously voted to send the amended policy to legal counsel for vetting as part of the process of preparing the policy for presentation to the Board.

6. Old Business

6.1 Security Cameras Policy (F26) – Recommended Policy

A copy of the BUUSD Electronic Surveillance Policy (F26) was distributed.

The BUUSD has a 'local' policy (F41 – Video Surveillance Policy) on this subject (most recently amended/adopted 03/11/21). The VSBA model policy does not align with the District's system. The draft presented this evening is a combination of the local and VSBA's policies, and does not contain the editing protocols. The draft has been legally vetted. If the draft presented to the Committee this evening is adopted by the Board, the local policy (F41) can then be rescinded. Mrs. Spaulding queried regarding who can view video recordings, specifically law enforcement. Viewing by law enforcement is documented under the section titled 'Video Recordings', rather than under 'Viewing of Live Video'. Mr. Aither advised that the version of the policy presented this evening, was not updated with the most recent information provided by legal counsel. Mr. Aither recommends having a fully updated version presented at next month's meeting. **This item will be added to 'Old Business' on the November agenda.** Mrs. Spaulding requested that a copy of the VSBA policy also be included in next month's packet (for comparison purposes). Mr. Valsangiacomo queried regarding different language that may be necessary relating to when law enforcement can view recordings. Mr. Aither advised regarding the changes recommended by legal counsel. Brief discussion was held regarding whether or not school resource officers are considered law enforcement or district employees, and which part of the policy pertains to SROs. There are situations where SROs

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need to view video for incidents that do not reach the level of criminal conduct. Mr. Aither advised that the SRO can review video without a warrant.

6.2 Summary Report to the Board

Ms. Parker would like the Committee to reach a final decision regarding whether or not a Summary Report needs to be written (monthly), or if a verbal summary of meetings will suffice. Brief discussion was held regarding this topic, including historical information regarding questions posed at Board meetings that were not able to be addressed during Board meetings. The Committee agreed that at the present time, a Summary Report is not necessary.

6.3 Review Priority List

A document titled 'Policy Review Priority' (dated 10/11/21) was distributed.

Mr. Aither advised that the document has been updated. The policy priority levels are determined by building principals. Highlighted policies were ranked the highest by principals (4 or 5 votes). Mr. Aither advised that the high priority policies continue to be worked on. Mr. Aither noted that the BUUSD currently has no adopted policy for 'School Crisis Prevention and Response'. VSBA does have a policy on this topic (F32 – School Crisis Prevention & Response/Procedures for Bomb Threats – a policy to 'consider') that was created in 2009. Mr. Aither believes it is important to implement a policy relating to threat mitigation/response. Administrators also feel strongly that the District have a policy on 'Visits by Parents, Community Members or Media' (VSBA policy E32 – a policy to 'consider'). VSBA last reviewed their policy in 2007. Additionally, it was noted that the Access Control Policy (F25) a VSBA Recommended policy also be included on a future agenda. It will be beneficial to have these three policies discussed at the same meeting (F32, E32, and F25).

7. Other Business

None.

8. Future Agenda Items

Ms. Parker advised that a recent VSBA weekly update included a new Required Policy (D7 – Special Education). The weekly update advises that this policy 'per the AOE, satisfies the monitoring requirement for policy - due by 01/15/22'. Mr. Aither provided some historical information relating to this policy subject matter. It was noted that the AOE is beginning Progress Monitoring, including monitoring of policies and practices within districts, in an effort to assure compliance with the law.

- F26 - Electronic Surveillance – Recommended
- D7 – Special Education - Required – Must be adopted by 01/15/2022

- D32 - Selection of Instructional Materials and Sensitive Issues Policy – Parking Lot (waiting for legal vetting)
- F32 – School Crisis Prevention & Response/Procedures for Bomb Threats (VSBA policy to 'consider') – Parking Lot
- E32 - Visits by Parents, Community Members or Media (VSBA policy to 'consider') – Parking Lot
- F25 – Access Control (VSBA Recommended Policy) – Parking Lot

9. Next Meeting Date

The next meeting is Monday, November 15, 2021 at 5:30 p.m. at the BUUSD Central Office and via video conference.

10. Adjournment

The Committee adjourned at 6:33 p.m.

Respectfully submitted,
Andrea Poulin

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

	11/8/2021		
75	Adopted Policies		
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read

SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
A	BOARD OPERATIONS								
	A1	10/11/2019	5/18/2020	Board Member Conflict of Interest	Required	5/9/2019	6/13/2019		B3
	A20	3/3/2020	5/18/2020	Board Meetings, Agenda Preparation & Distribution	Recommend	9/12/2019	10/10/2019		
	A21	3/3/2020	5/18/2020	Public Participation at Board Meetings	Recommend	9/12/2019	10/10/2019		
	A22	8/30/2020	11/12/2020	Non-Discrimination	Recommend	12/17/2020	1/14/2021		C6
	A23	3/3/2020	5/18/2020	Community Engagement and Vision	Recommend	9/12/2019	10/10/2019		
	A24	3/3/2020	5/18/2020	Board/Superintendent Relationship	Recommend	9/12/2019	10/10/2019		
	A25	8/5/2020	9/22/2020	Delegation of Authority During State of Emergency Due to COVID-19 Pandemic	Recommend	10/8/2020	10/22/2020		
	A30	9/18/2013	9/12/2019	Role and Adoption of School Board Policies	Consider	5/9/2019	6/13/2019	VSBA Changes 10/16/21. In Cmt Agenda Parking Lot	A1
	A31	3/25/2009	9/12/2019	Board Member Education	Consider	9/12/2019	10/10/2019	VSBA Changes 11/06/21. In Cmt Agenda Parking Lot	
	A32	3/26/2009	9/12/2019	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019	VSBA Removed 10/21/21. In Cmt Agenda Parking Lot	
	A33	3/25/2009	9/12/2019	School Visits By Board Members	Consider	9/12/2019	10/10/2019		
	A34	3/25/2009	9/12/2019	Board Relationships With School Personnel	Consider	9/12/2019	10/10/2019		
Adopted	12								
B	PERSONNEL								
	B1	10/11/2019	12/10/2020	Substitute Teachers	Required	1/28/2021	2/11/2021		D6
	B2	10/11/2019	5/18/2020	Volunteers and Work Study Students	Required	5/9/2019	6/13/2019		D7
	B3	3/3/2020	6/2/2020	Alcohol & Drug-Free Workplace	Required	5/9/2019	6/13/2019	BUUSD version has an "Employer Responsibility" section that VSBA MP doesn't	D8
	B4	10/11/2019	6/2/2020	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019	6/13/2019		D11
	B5	10/20/2020	11/12/2020	Prevention of Employee Harassment	Required	12/17/2020	1/14/2021		D12
	B6	10/1/2019	Removed	Health Insurance Portability and Accountability Act Compliance	Required	-	-	This policy was deleted in October 2019. The VSBA reasoning for deletion of the policy is that the policy is covered under statute.	
	B7	10/11/2019	6/2/2020	Tobacco Prohibition	Required	5/9/2019	6/13/2019	BUUSD version has some add'l language which can be considered for deletion	E8
	B8	6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	1/14/2021	1/28/2021		B40
	B20	3/3/2020	12/10/2020	Personnel Recruitment, Selection, Appointment, & Background Check	Recommend	1/28/2021	2/11/2021	2/11/21 Adopted - Mr. Wells needs to have it reviewed by Legal Counsel & report back to Board for March meeting. November 8 Emailed to lawyer for vetting.	
	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. November 8 Emailed to lawyer for vetting.	
	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

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

	11/8/2021		
75	Adopted Policies		
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read

SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
Adopted 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	VSBA Under Review. In Cmt Agenda Parking Lot	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	Edit to comply with statute; To Cmt 10/11. 6 words added post to website.	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			Cmt review 8/16; To board 1st read - 9/23/21; Returned to Cmt per Chris P. VSBA Under Review. In Cmt Agenda Parking Lot	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 VSBA Under Review. In Cmt Agenda Parking Lot	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	VSBA Under Review. In Cmt Agenda Parking Lot	
	C20	3/3/2020	6/2/2020	Student Conduct and Discipline	Recommend	5/9/2019	6/13/2019	VSBA Under Review. In Cmt Agenda Parking Lot	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	8/31/2021	Tuition Payment	Recommend			Under VSBA Changed Policy (not a policy currently under BUUSD) To Cmt: 10/11 - Recommendation to Board to not adopt to Board 11/11.	
	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	VSBA Under Review. In Cmt Agenda Parking Lot	
	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	6/10/2021	6/24/2021		
	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

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

11/8/2021
Adopted
75 Policies

Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read
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SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
	C34	3/3/2020	6/2/2020	Restraint and Seclusion	Consider	5/9/2019	6/13/2019		C23
	C40	N/A	N/A	Entrance Age for Admission to Kindergarten	Does Not Exist	5/9/2019	6/13/2019		F35
	C41	N/A	N/A	Intra-District School Transfer	Does Not Exist	4/23/2020	5/14/2020		F36
	C42	N/A	N/A	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Does Not Exist	5/9/2019	6/13/2019	To Cmt - 11/15	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; To Cmt 10/11. To Board 1st Read 11/11. After adopted rescind BSU old version.	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
	D7	10/11/2021	11/8/2021	Special Education	Required			To Cmt: 11/15 Must be adopted by 01/15/2022 for AOE Compliance.	D40
	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 10/11. November 8 Emailed to lawyer for vetting.	G5
	D40	N/A	N/A	Special Education	Does Not Exist	5/9/2019	6/13/2019	To Cmt: 11/15 See new VSBA policy D7	G15

Adopted 12 D2 removed by VSBA, D33 is outdated

E SCHOOL-COMMUNITY RELATIONS									
	E1	9/24/2021	11/8/2021	Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	VSBA Changes 9/24/21. In Cmt Agenda Parking Lot	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.	
	E32	8/2009	11/8/21	Visits by Parents, Community Members or Media	Consider			To Cmt: 11/15	

Adopted 3 E21, E31, E32 in VSBA MPM but not adopted by BUUSD

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

11/8/2021
 Adopted
 75 Policies

Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read
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SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
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/Recommend. no first read needed; Bd Table to 10/28. Back to Board 11/11 for 1st Read.	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
	F25	10/24/2019	11/8/2021	Access Control	Recommend			To Cmt: 11/15	
	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 10/11. Edited version back to Cmt 11/15.	F41
	F30	3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	Cmt review 8/16 works hand in hand with F20. Rescind after F20 gets adopted.	E2
	F31	7/1/2020		Emergency Closings	Removed	None	None	VSBA Removed 7/2020 - Never adopted by BSU	
	F32	3/25/2009	11/8/2021	School Crisis Prevention and Response	Consider			To Cmt: 11/15	
	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

Pending Policies

	<u>NEW Policies (VSBA)</u>	STATUS
D7	Special Education	To Cmt: 11/15
	<u>Policies Recently Changed</u>	
E1	Title 1, Part A: Parent and Family Engagement (Required) [9/24/21]	(Committee TBD) in Parking lot
A30	Role and Adoption of School Board Policies (Consider)	(Committee TBD) in Parking lot
A31	Board Member Education (Consider)	(Committee TBD) in Parking lot
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)
	<u>Policies REMOVED recently</u>	
D30	Field Trips [July, 2020]	(Committee TBD) in Parking Lot
C26	Tuition Payment (Recommended) [08/31/2021] (not a policy in the BUUSD)	Cmt Recom not adopt to Board 11/11
A32	Board Goal-Setting and Evaluation (Consider) [10/21/2021]	(Committee TBD) in Parking Lot
	<u>Policies “UNDER REVIEW”</u>	
C2	Student Drugs and Alcohol (Required)	Pending review by VSBA
C7	Student Attendance (Required)	Pending review by VSBA
C8	Pupil Privacy (Required)	Pending review by VSBA
C13	Homeless Students (Required)	Pending review by VSBA
C20	Student Conduct and Discipline (Recommended)	Pending review by VSBA
C28	Transgender and Gender Nonconforming Students (Recommended)	Pending review by VSBA

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	10/16/21
			A21	Public Participation at Board Meetings	03/03/20	A31	Board Member Education	11/06/21
			A22	Notice of Non-Discrimination	08/30/20	A32	Board Goal-Setting & Evaluation	Removed
			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

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	Under Review	C30	Student Medication	06/30/08
C2	Student Drugs & Alcohol	Under Review	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	12/09/20	C23	Student Clubs & Activities (Secondary)	11/28/07	C33	Student Assessment	02/10/16
C5	Firearms	12/09/20	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	Under Review	C26	Tuition Payment	Removed			
C8	Pupil Privacy	Under Review	C27	Student Self-Expression and Student Distribution of Literature	09/18/13			
C9	Nutrition & Wellness	10/11/19	C28	Transgender and Gender Nonconforming Students	Under Review			
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	Under Review						

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	08/01/09
D3	Responsible Computer Internet & Network Use	08/01/19				D32	Selection of Instructional Materials	08/01/09
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						
D7	Special Education	10/11/21						

E. SCHOOL-COMMUNITY RELATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
E1	Title 1, Part A Parent and Family Engagement	09/24/21	E20	Community Use of School Facilities	12/21/20	E30	School-Community Relations	08/01/09
			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	08/01/09

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: D 7****1ST READING:****2ND READING:****ADOPTED:**

SPECIAL EDUCATION**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) ~~Supervisory Union/Supervisory District (SU/SD)~~ to meet the needs of students with disabilities, as defined in federal and state law and regulations, and to provide a free and appropriate public education (FAPE) to these students in the least restrictive environment that will allow all students to benefit educationally.

The Agency of Education (AOE), as the State Education Agency (SEA), is responsible for the overall provision of a Free Appropriate Public Education (FAPE) to eligible Vermont students with disabilities and does this through the implementation of the Individuals with Disabilities Education Act (IDEA).

The BUUSD ~~SU/SD~~ will use the guidelines developed by the Vermont Agency of Education in its most current edition of the *Vermont Special Education Procedures and Practices Manual (Manual)* regarding special education issues. The Manual is designed to assist Vermont school districts in understanding the provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and meeting its requirements.

The Manual can be found on the Vermont Agency of Education's website.

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

CODE: D 40

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

Special Education

1. POLICY

It is the policy of the Barre Unified Union School District (BUUSD) to meet the needs of students with disabilities as defined in federal and state law and regulations and to provide a free and appropriate public education (FAPE) to these students in the least restrictive environment that will allow all students to benefit educationally.

Link to the State Special Education Guide:

http://education.vermont.gov/documents/educ_sped_guide.pdf

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

**VISITS BY PARENTS, COMMUNITY MEMBERS OR MEDIA
(INTERVIEWING, FILMING, VIDEOTAPING OR RECORDING)****Policy**

It is the policy of the board to balance the need of the public and media to be informed about school programs and activities with the privacy interests of students and the responsibility of the school to operate with a minimum of disruption.

Implementation

The principal or his or her designee may regulate visits to the school by parents, community members or news media subject to the following guidelines:

1. **Parental visits.** In the absence of a court order denying unsupervised visitation rights to a parent, both custodial and non-custodial parents may schedule visits to their children's classes. Arrangements for classroom visits shall be made by contacting the principal. The principal will consult with the teacher involved, and may grant the request or suggest a more convenient time for a visit. Requests by parents to visit classes may be denied by the principal when the visit would result in disruption to the learning process in the classroom.
2. **Visits by community members.** Persons who are not parents of school children may obtain permission to visit the school while it is in session from the principal or his or her designee. Requests to visit specific classrooms will be granted or denied after consultation with the teacher or teachers involved, and will be based on a consideration of the informational needs of the person making the request and the potential for disruption or invasion of the privacy of students.
3. **Visits by news media.** Visits to the school by representatives of the news media or other persons seeking to interview, photograph, record, videotape or film students, staff members or school activities must be arranged after consultation with the principal or his or her designee. Affected teachers will be consulted before permission for such activities in classrooms is granted. At the discretion of the administration, parents may be asked to sign general or specific permission slips to authorize interviewing, photographing, filming or videotaping of their children while at school or while participating in school activities. Written parental permission will be obtained before the release, photography or recording of any student record. Photographing, filming or recording of special education students will be allowed only after specific parental permission is obtained in writing.

All visitors to the school will be required to check in at the office when they enter the school building. The principal or his or her designee will keep a log showing the names of visitors and the date, time and purpose of each visit.

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

SCHOOL CRISIS PREVENTION & RESPONSE**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to maintain a safe, orderly, civil and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations.

Definition

Examples of crises include criminal acts, disease epidemic, physical injury or death, presence of intruders on school premises, hazardous materials spills, weather related emergencies, natural disasters or bomb threats.

Administrative Responsibilities

To help prevent the occurrence of some individually caused crises, the superintendent shall research and share information about educational programs and practices designed to create and sustain a safe learning environment.

The superintendent is directed to create a school crisis prevention and response plan and administrative procedures that identify how the students, staff should respond to emergency situations, and the role that local emergency service providers will play in crisis preparedness and crisis management. This will include appropriate and effective training; establishment of crisis response teams, both within each building and throughout the supervisory union/district; consultation and cooperation with community agencies, such as police, fire, emergency medical, youth and health authorities; and publication of emergency procedures for such situations as can be imagined.

Generally, the principal or his/her designee will organize and oversee the planning and operation of the crisis response team and will serve as the incident response team leader, according to the crisis response procedures. The plan will be reviewed annually and routinely practiced during regular drills.

Following a major incident, the crisis response team shall debrief and review the effectiveness of the crisis response and present a report and any recommendations for the future to the superintendent.

Staff Responsibilities

The staff shall follow all guidelines outlined in the crisis response procedures and staff handbook when practicing routine drills and when responding to actually emergency situations.

Student Responsibilities

Students shall follow all guidelines outlined in the crisis response procedures and student handbook when practicing routine drills and when responding to actually emergency situations.

Students suspected of involvement in causing school crises will be held accountable and shall be dealt with in accordance with the school's discipline policy and state/federal law. An incident may also be referred to law enforcement for possible criminal charges or for the school to pursue civil litigation.

Any lost time learning time resulting from response to a school crisis or emergency shall be made up.

CODE E7-R PROCEDURES FOR BOMB THREATS

Anticipating a Bomb Threat

1. **Line of authority.** The Principal of the _____ School is designated as the person in charge of administering this policy. If the principal so decides, he/she may designate a named administrator to serve in his/her stead or absence. Wherever “principal” appears in this policy, it refers either to the principal or the designated administrator.
2. **Coordination of school and public safety agencies.** The principal shall establish and maintain ongoing communication and coordination among school staff and public safety authorities for purposes of planning for, training for, and responding to any bomb threat. For this purpose, the principal shall establish a bomb threat response team to consist of the principal, the superintendent, and persons representing teachers, custodians, office staff, transportation providers, and parents. The principal shall request participation on this team by persons representing local law enforcement and fire/rescue agencies. The principal shall convene this group to:
 - A. review this policy and any associated protocols prior to the first student attendance day each school year;
 - B. coordinate and oversee response efforts whenever a bomb threat has been made;
 - C. review implementation of this policy after any bomb threat is resolved.
3. **Training**
 - A. Telephone answerers. The principal shall see that all staff whose regular duties include answering incoming telephone calls are trained in the protocol to be used when confronted by a telephone bomb threat.
 - B. All staff. The principal shall see that all staff are trained regarding their duties in the event of a bomb threat, including proper evacuation procedures, assuring the safety of students and staff, noting the absence of any students, conducting quick but complete visual scans of their workplace, and attendant reporting responsibilities.
 - C. Any staff participating in a search. The principal shall see that any staff volunteering to participate in a search for explosive devices are first trained by appropriate public safety personnel regarding the voluntary nature of their participation, the potential danger, and the proper sequence and technique involved.
 - D. Students. The principal shall see that all students are instructed about proper conduct during a bomb threat, the potential criminal and civil penalties as well as school discipline associated with making a bomb threat, and the disruption and costs to the educational process stemming from a bomb threat.
4. **Drills.** The principal shall conduct no fewer than _____ bomb threat drills for the bomb threat response team and staff during the course of the school year, to consist of a review of the procedures to be followed in the event of a bomb threat.
5. **Pre-arranged signal.** The principal shall establish a signal for announcing a bomb threat and inform staff what it is.
6. **Precautions:**

- A. Telephone service options. The principal shall see that at least main office telephone service includes caller ID or other call-tracing capacity and that each phone station is supplied with a Crisis Response Guide.
 - B. Locked areas. School personnel with access to lockable work spaces shall lock them when not in use.
 - C. Trash. The principal shall direct school personnel not to permit the accumulation of trash, boxes, and other articles inside or next to the school building.
 - D. Parking. The principal shall, to the extent possible, ensure that parking spaces are not located close to the school building. There shall be stringent enforcement of parking restrictions relative to fire lanes, loading docks and handicapped parking spaces.
 - E. Labeling building areas. The principal shall ensure that different areas of the building are assigned specific labels, to be posted in plain sight and to be communicated to school and public safety authorities.
 - F. Evacuation gathering places. The principal shall designate specific locations to which all students and staff shall go away from heavily traveled roadways if an evacuation of the school is ordered.
7. **Substitutes.** The principal shall see that substitute personnel are aware of this policy and the obligations of staff during a bomb threat.

Reacting to a Bomb Threat

1. **Upon receiving threat.** All personnel who answer telephone calls from outside sources shall be provided a Crisis Response Guide, to be placed within easy reach of their telephone, on which is printed information to ask for and information to listen for in the event a caller makes a bomb threat. Whoever receives the call shall attempt to transfer it to the Principal, or failing that, ask the caller as many of the questions on the Guide as he/she can, carefully noting all wording and other information.
2. **Notification**
 - A. To the principal. A person receiving a bomb threat by telephone or other means or who finds a suspicious device on school property shall inform the principal immediately.
 - B. By the principal. Upon learning of the bomb threat, the principal shall alert local public safety agencies, utility companies and the superintendent.
3. **Assessment.** Upon learning of the bomb threat, the principal, in consultation with public safety officials and the superintendent if time permits, shall:
 - A. Evaluate the credibility of the threat;
 - B. Decide whether to direct a search of the building; and
 - C. If so, decide whether the search should be conducted while the building is occupied or after it has been evacuated. In so doing, the Principal shall resolve all doubts in favor of finding the threat credible, a search necessary, and prior evacuation necessary.
4. **Activating the team.** After deciding which course of action to follow, the Principal shall activate the bomb threat response team.
5. **Evacuation**

- A. To what extent. The principal, in consultation with the bomb threat response team, shall decide on the extent to which the building will be evacuated. The decision shall be either:
 - i. To assemble all building occupants in one location, such as the gymnasium;
 - ii. To evacuate just a portion of the building;
 - iii. To evacuate the entire building to a particular site or sites no less than 300' from the building; or
 - iv. To dismiss students and/or staff for the balance of the day.
- B. Signaling. If the principal decides the building should be evacuated, he/she shall inform the staff immediately.
 - i. Adjusting evacuation route. The principal shall direct personnel to adjust their usual evacuation route to avoid any suspected location of an explosive device.
 - ii. Staff obligations. In the event of an evacuation, staff shall:
 - iii. Visually scan their workplace and any other common areas they have been assigned for any thing or person out of the ordinary. If there is such an object, staff should not touch it but should report its presence to the principal.
 - iv. Make sure upon leaving that windows and doors are open.
 - v. Make sure any students in their charge are guided to safety, making arrangements that students with disabilities are followed, and remain with students in their charge; and
 - vi. Take an attendance book with them, taking attendance once the evacuation is accomplished and noting the absence of any students normally in their charge and report their names to the principal.
- C. Student conduct. All students shall assist staff by obeying all directions and maintaining an orderly and quiet demeanor.
- D. Utilities
- E. Fuel. The principal shall direct appropriate personnel to turn off gas and other fuel lines at intake.
- F. Electricity. The principal shall decide whether electric power to the building should be turned off.
- G. Telephones. [Insert here standard response decided by school board – to leave service intact, to shut down service, or to decide during the threat.]
- H. Transportation and traffic. The Principal shall make sure a safe and efficient traffic pattern is in place to enable students to depart without impeding access and parking for public safety vehicles.

6. Search

- A. To what extent. The principal, in consultation with the bomb threat response team, shall decide on the extent to which the building will be searched. The decision shall be either:
- B. Not to conduct a search;
- C. To search specific portions of the building; or
- D. To search the entire building and grounds.
- E. Nature of search. The principal, in consultation with the bomb threat response team, shall decide whether a search will be conducted overtly, covertly, or by means of a special team.

- F. **Method.** A search shall be conducted in accordance with techniques and training provided by public safety personnel. Toward that end, the Principal shall arrange with public safety officials for the periodic training of search personnel.
- G. **Participants**
- H. **STAFF.** Each staff member shall, upon request, conduct a visual scan of his/her workplace, noting any thing or person out of the ordinary, and shall report any findings to the principal.
- I. **STUDENTS.** Under no circumstances will a student be permitted to participate in a search.
- J. **VOLUNTEERS.** No school personnel may be required, beyond what is provided in this policy, to participate in a search for an explosive device. Any school personnel volunteering to participate in a search for an explosive device shall first be trained with respect to the dangers involved, precautions to observe, and the techniques to follow.
- K. **Object found.** If any suspicious object is actually discovered, no school personnel should touch it. Instead, the individual discovering the object should report it immediately to the principal, who shall immediately report it to the public safety official in charge.
- L. **Explosion.** If there is an explosion, the principal shall yield to the authority and protocols of public safety authorities.

After a Bomb Threat

1. **Investigation.** The principal, and all other school personnel, shall cooperate with law enforcement personnel involved in investigating a bomb threat. School personnel shall not conduct any investigation independently but rather in conjunction with law enforcement.
2. **Discipline.** Any student involved in the making of a bomb threat, in addition to any penalty imposed by law, shall be subject to disciplinary action by the school, up to and including expulsion subject to the school's student discipline policy.
3. **Civil liability.** The _____ School District reserves the right to bring suit against anyone responsible for a bomb threat and to seek restitution and other damages permitted by law.
4. **Lost time.** Any school time lost as a result of a bomb threat shall be made up on days and at times determined by the school board.
5. **Counseling.** The principal, in consultation with appropriate guidance and other personnel, shall assess the effect of the bomb threat on students as a whole and on any individual students who come to his/her attention, to determine if and what type of counseling would be appropriate.
6. **Evaluation.** Within one week following the conclusion of the school's response to a bomb threat, the principal shall convene the bomb threat response team to evaluate how well the school responded, how consistent its response was with policy, how consistent its response was with its implementation procedures, and whether any changes to the provisions of this policy or implementation procedures are recommended as a result.

Communicating with the Public

1. **About the policy.** All school handbooks, those for faculty, staff, parents and students, shall contain the following provision:

The _____ School District has adopted a comprehensive policy on what to do in the event of a bomb threat. You may obtain a copy of the complete policy by requesting one from the principal's office.

While we intend to respect the legitimate privacy interests of all persons, it is lawful for school authorities within constitutional boundaries to conduct reasonable examination of personal property on school grounds, including but not limited to lockers, desks, backpacks, book bags, and automobiles. In the event of a bomb threat, we may have to search such items in order to assure the safety and protection of people and property.

We also want all members of the school community to know that any academic time lost as a result of a bomb threat will be rescheduled, either on a weekend, vacation day or following what would otherwise be the end of the school year.

In addition, under state law, the making of a bomb threat is a very serious criminal offense, punishable for even a first offense by as much as 2 years in prison and a \$5,000 fine. The making of such a threat may also lead to civil liability.

2. **About a bomb threat.**

- A. **Parents.** In the event of a bomb threat, the principal shall make sure that notice is provided all parents of students within _____ (hours/days). If school is dismissed as a result of a bomb threat, the Principal shall implement general school procedures for notification of parents.
- B. **Media.** Any school personnel approached about a bomb threat by a representative of the media shall refer that representative to the Superintendent, Principal or their designee. that official shall provide the representative with a formal statement regarding the status of the threat. If approached during the threat, the official shall ask the representative to wait for a time when circumstances legitimately permit the official to take a few moments to speak with him/her. Any statement given shall be calm and informative without divulging personally identifiable information about students and shall emphasize the efforts made or under way to protect the safety of students and staff.
- C. **Community generally.** Depending upon the circumstances the district may want to communicate with the general community either in writing or by convening a meeting.

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

CODE: F 25

1ST READING:

2ND READING:

ADOPTED:

ACCESS CONTROL

Policy

It is the policy of the Barre Unified Union School District (BUUSD) to provide a safe environment for students and employees while facilitating access to school buildings, premises and equipment by authorized users. The safety and security of the district's physical space and assets is a shared responsibility of all members of the BUUSD School District. This policy addresses the design and management of access-control systems and measures to ensure consistency in implementation.

The District shall establish access control procedures to address the design, administration and management of access control systems and measures. Access-control privileges shall be determined and assigned by the Superintendent or designee based on the specific needs and requirements of the District and the electronic identification/access badge.

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

Code: C 42

1st READING: 5/9/2019

2nd READING: 6/13/2019

ADOPTED: 6/13/2019

**SEARCHES, SEIZURES, AND INTERROGATION OF
STUDENTS BY LAW ENFORCEMENT PERSONNEL OR
OTHER NON-SCHOOL PERSONNEL**

Policy

It is the policy of the Barre Unified Union School District (BUUSD) to protect the rights and safety of its students. The school districts will work with law enforcement officers and other non-school personnel as necessary to provide a safe school environment and a safe community. School district administrators may invite law enforcement officers to assist them in an emergency. Unless law enforcement officers have a warrant or court order authorizing them to conduct certain activity on school property, school administration may ask them to leave. School administrators will not assist law enforcement officers (including school resource officers) in a search, seizure, or interrogation where the primary purpose is to enforce a criminal law

If a law enforcement official wishes to search or seize school or student property, or interrogate a student, school administration has discretion to grant or withhold consent under certain circumstances as described below:

Warrant

If a law enforcement officer presents a proper warrant for the search, seizure, or arrest of a person or property, school administration must comply with the warrant and the officer's requests. However, school administration shall review the scope of the warrant before it is executed.

School Property

If a law enforcement officer who does not present a warrant requests permission to search or seize school property, the principal has authority to decide whether to grant or withhold permission. School property includes student lockers, desks, textbooks and materials loaned to students, and data stored on school computers.

Student Property

A law enforcement officer who does not present a search warrant may be given permission by school administration to search or seize student property if the school administrators request the assistance of law enforcement to deal with an emergency affecting the safety of the school population.

If there is no emergency affecting the safety of the school population, a law enforcement officer who does not present a search warrant must obtain permission from a parent or guardian of any student under eighteen years of age before searching that student's property on school grounds. School officials do not have authority to grant officers permission for such searches in the absence of an emergency. Notwithstanding this paragraph, if the officer directs that a parent or guardian is not to be contacted because the search is related to criminal activity of a parent or guardian or to a child abuse or neglect investigation, then the school administrator shall allow the officer to ask the student for permission to conduct the search.

Interrogation

Prior to the start of any interrogation by non-school personnel, school administrators shall ask for proper identification.

School administrators may request the assistance of law enforcement officers to deal with a situation potentially affecting the safety of the school population, and may give law enforcement officers permission to interview students as necessary, however, the school administration will not be present where the officer's interrogation is related to a criminal investigation. Further, a minor student must be given the opportunity to consult with a genuinely interested adult independent from the state (e.g. a parent, guardian, or attorney) before being subject to custodial interrogation. If a student is placed under arrest or removed from the school by a law enforcement officer, the student's parent(s) or guardian(s) should be notified of this action by the school administration as soon as possible, as described below.

Non-school personnel may also question students under the age of eighteen without notification of parents if such questioning (1) is part of a child abuse or neglect investigation conducted by the Department of Children and Families in accordance with Chapter 49 of Title 33 of the Vermont Statutes Annotated or (2) concerns possible criminal activity by the parent or guardian where the student is a victim. School administrators will not be present as a part of any criminal investigation by police.

Arrest

If a law enforcement officer presents a warrant for the arrest of a student or a subpoena for the student's appearance, school administrators shall cooperate in locating the student within the school. Before releasing a student to law enforcement authorities under these circumstances, school administrators shall ask for proper identification and require the officer to sign a form indicating the reason for the removal of the student from school.

If a student is placed under arrest or removed from the school by a law enforcement officer, the student's parent(s) or guardian(s) should be notified of this action by school administrators as soon as possible.

Law enforcement officers must have probable cause that a crime has been or is being committed in order to justify a search or seizure. However, school officials concerned with a violation of school rules need only have a reasonable suspicion that a rule is being or has been broken.

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

ELECTRONIC SURVEILLANCE**Policy**

The BUUSD recognizes the value of electronic surveillance for monitoring activity on school property. It is the policy of the Barre Unified Union School District (BUUSD) to use passive electronic surveillance to assist with the safety and security of the school community.

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.

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 until the end of the current school year, or until the statute of limitations has been reached for a specific policy or law. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and state and federal law.

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.

Use of Video Recordings for Disciplinary Action

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

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.