



**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, Alice Farrell - V. Chair, Giuliano Cecchinelli II, Tim Boltin

DATE: April 13, 2022

RE: BUUSD Policy Committee Meeting
April 18, 2022 @ 6:00 p.m.
In-Person: Spaulding High School Library, 155 Ayers St, 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 March 21, 2022
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Index Review
 - 5.3. Fiscal Management and General Financial Accountability (F20) (Recommended)
 - 5.4. Student Records (C1)(Required) Changed by VSBA
 - 5.5. Student Attendance (C7)(Required) Changed by VSBA
 - 5.6. Pupil Privacy (C8)(Required) Changed by VSBA
 - 5.7. HIPAA Compliance (B6) (Required) Removed by VSBA
 - 5.8. Grade Advancement (D2) (Required) Removed by VSBA
 - 5.9. Policy of Section 504 and ADA Grievance Protocol for Students and Staff (C14) (New - Required)
[1/31/22]
 - 5.10. Procedure Development Work Plan
6. Old Business
7. Other Business
8. Items for Future Agenda

9. Next Meeting Date: May 16, 2022, 6:00 pm

10. Adjournment

Parking Lot of Items:

- Role and Adoption of School Board Policies (A30) (Consider) (VSBA Changed)
- Board Member Education (A31) (Consider) (VSBA Changed)
- Communicable Disease Mitigation Measures for Students and Staff (F27) (New - Recommended - will replace F33)
- Use of Restraint and Seclusion (C70) (Recommended) Changed by VSBA (Formerly C34)
- Rescind (C34) after Board Adopts (C70)
- Rescind (F33) after Board adopts (F27)
- Budgeting (F30) (Rescind after F20 gets adopted)
- Visits by Parents, Community Members or Media (E32) (Consider)
- Title 1, Part A: Parent and Family Engagement (E1) (Required) (VSBA Change 9/24/21)
- Anti-Racism Policy (C44) (TBD - New, Vetted, not VSBA Policy)
- Field Trips (D30) (Consider) (VSBA Removed 7/2020)
- Selection of Instructional Materials (D32) (Consider) (Just vetted but VSBA reviewing again - No change by VSBA)

Under Review by VSBA

- Student Drugs and Alcohol (C2) (Required)
- Homeless Students (C13) (Required)
- Student Conduct and Discipline (C20) (Recommended)
- Selecting Library Materials (D31) (Consider)

BOARD/COMMITTEE MEETING NORMS

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

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BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING Via Video Conference – Google Meet March 21, 2022 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)
Giuliano Cecchinelli, II, Vice Chair (BC)
Tim Boltin (BC)
Alice Farrell (BT)

COMMITTEE MEMBERS ABSENT:

OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Assistant Principal
Jamie Evans, Facilities Director
Lisa Perreault, Business Manager

GUESTS:

Jeff Blow Josh Howard Andrew McMichael William Toborg Jon Valsangiacomo

1. Call To Order

The Superintendent, Mr. Hennessey, called the Monday, March 21, 2022 BUUSD Policy Committee meeting to order at 6:07 p.m., which was held via video conference.

2. Organize

2.1 Elect Chair

Mr. Hennessey requested nominations for the position of Policy Committee Chair
Mr. Cecchinelli nominated Ms. Parker for the position of Policy Committee Chair. Mrs. Farrell seconded the motion.

There were no additional nominations.

On a motion by Mr. Cecchinelli, seconded by Mrs. Farrell, the Committee unanimously voted to elect Ms. Parker as Chair of the BUUSD Policy Committee.

Ms. Parker facilitated the remainder of the meeting.

2.2 Elect Vice Chair

Mr. Boltin nominated Mrs. Farrell for the position of Policy Committee Vice Chair. Mr. Cecchinelli seconded the motion.

There were no additional nominations.

On a motion by Mr. Boltin, seconded by Mr. Cecchinelli, the Committee unanimously voted to elect Mrs. Farrell as Vice Chair of the BUUSD Policy Committee.

3. Additions and/or Deletions to the Agenda

None.

4. Public Comment

Mr. Blow joined the meeting during Agenda Item 6.4. Mr. Blow conveyed that he was not able to join the meeting by video conference, with the only option being joining by phone. Mr. Blow is concerned that the Committee is meeting via video conference rather than in person, and voiced concern that five members of the Board are present in this meeting, which constitutes a quorum of the Board. Mr. Blow does not believe the meeting was warned as a Board meeting and he is very concerned regarding this matter. It was noted that Mrs. Spaulding is in the process of seeking a legal opinion regarding this matter.

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5. Approval of Minutes

5.1 Approval of Minutes – February 21, 2022 BUUSD Policy Committee Meeting

On a motion by Mr. Boltin, seconded by Mr. Cecchinelli, the Committee unanimously voted to approve the Minutes of the February 21, 2022 BUUSD Policy Committee meeting.

6. New Business

6.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 03/16/22) was distributed.

Ms. Parker advised that some of the policies slated for tonight's agenda were not included in the agenda and she has moved them back to the Parking Lot. The Policy Manual Index Comments section should be updated to reflect that change.

6.2 VSBA Model Policy Index Review

A copy of the VSBA Model Policy Index was distributed.

A copy of a document titled Current VSBA Work – BUUSD Status – Updated 03/13/22 was distributed.

After brief discussion it was agreed that the Committee should prioritize their work based on policies that are legally required (including Required Policies recently updated by the VSBA). The second priority should probably be 'Recommended' policies.

6.3 Board Goal-Setting and Evaluation Policy (A32) (Consider) (VSBA Removed)

Copies of policies referenced in Agenda Items 6.3 through 6.5 were distributed.

This policy was recently removed from the VSBA web site. It was noted that the VSBA does not indicate why they are deleting policies and this information would be helpful for the Committee. Mrs. Spaulding suggested that the policy be rescinded and that procedures be added to the District web site. Brief discussion was held regarding policies and procedures. Mrs. Spaulding reported that Sandra Cameron from VSBA sent her an e-mail advising that she viewed last month's Policy Committee meeting video, and seems to believe there are some questions on the line between policies and procedures, with the term 'Implementation' causing some confusion. Mrs. Cameron is reaching out to ask if VSBA can assist in any way to help provide clarification. Mrs. Spaulding will forward a copy of the e-mail to Ms. Parker. Mr. Hennessey advised that a big take-away he got from last month's meeting is that it is the responsibility of the Superintendent and the administrative team, to see that procedural manuals are accurate and up to date. The topic of procedural manuals is on the Agenda for an upcoming in-service day, and discussion will take place regarding mapping out where the District is currently at, and to devise a plan to see that consistent, accurate, and up to date manuals are available at each school. In addition to student and staff handbooks, procedures will be posted to the District web site.

On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously voted to recommend that the Board rescind the Board Goal-Setting and Evaluation Policy and remove it from the handbook (A32).

6.4 Electronic Surveillance Policy (F26) (Recommended) (Board Returned)

Ms. Parker noted that this policy was returned to Committee from the Board, with comments that the drafted policy contains many differences from the VSBA Model Policy. It was noted that the Board was uncomfortable with the number of differences between the proposed policy and the VSBA policy. It was noted that the District created a local policy (F41) because VSBA did not have a Model Policy to address this issue. VSBA has now created Model Policy F26 to cover this topic. Mr. Aither advised that the Model Policy does not match up with how the District approaches electronic surveillance, so the Model policy was 'tweaked' to match what is done in the District, including information relating to SROs. After the policy was amended it was legally vetted. Ms. Parker reiterated that the Board advised they were uncomfortable with the number of differences between the Model Policy and the current draft of the policy. Mrs. Spaulding advised regarding items on the VSBA policy that are not addressed in the current draft and were concerns of the Board, including; notification that security cameras will be in use, posting of signs at each building, policies regarding the confidentiality of student records, and security cameras being used only for the security purposes. Additional discussion was held.

On a motion by Mrs. Farrell, seconded by Mr. Cecchinelli, the Committee unanimously voted to accept the policy as presented this evening, and to return the policy (F26) to the Board for a First Reading, along with the Committee's reasons for not modifying it.

6.5 Fiscal Management and General Financial Accountability Policy (F20) (Recommended) (Board Returned)

Ms. Parker provided a historical overview of what has been discussed thus far, advising that the Board returned the policy to committee, citing that the Board was not comfortable with a \$150,000 threshold and that there was concern regarding lack of transparency. Mr. Blow believes that increasing the (Board approval) threshold from \$15,000 to \$150,000 is very irresponsible of the Committee and the Board. Mr. Blow advised that the Board is responsible for managing the expenses of the school system and he does not think that obligation is fulfilled when the limit is raised to \$150,000. Mr. Blow would like the Policy Committee to recommend that the limit remain at \$15,000 or only be raised slightly. Mr. Howard queried regarding how often the Board has had to approve spending over \$15,000, advising that he doesn't recall that happening often. Ms. Parker advised regarding confusion relating to this policy, how it pertains to bidding laws, and that the current policy had been being utilized for facilities matters only, not as it

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was written. It was noted that this policy and the VSBA Model policy contain significant differences. Mrs. Farrell cautioned that the policy not be written to cause a significant increase in purchases that necessitate Board approval. The Board has discussed many different possible threshold amounts to be in the policy. Mr. Evans advised that he is present to discuss the bid law which has been raised from \$15,000 to \$40,000, noting that the State has recognized the increase in costs and raised the bid law to accommodate the change in the cost of construction. Ms. Parker noted that the policy in place advises that the District will follow the bid law (and will go out to bid for items in excess of \$40,000). Mr. Howard queried regarding any cost of bringing projects to the Board for approval. There are no costs associated with that process. Mrs. Perreault addressed the Board regarding the bid law, which only pertains to specific items. Mrs. Perreault read a portion of the bid law pertaining to when three qualified bids must be obtained. Instructional supplies are not encompassed by the bid law. The bid law does not address what needs to be brought to the Board for approval. Mrs. Perreault has performed research of other districts and noted that the board threshold amount is an internal control. Mrs. Perreault advised that the bid law will be followed, but not everything that goes out to bid needs to be presented to the Board (that is part of internal controls). Ms. Parker noted information included in the Model Policy, but not in the draft version, and queried regarding utilizing the VSBA Policy rather than the current policy, citing that the Board has expressed concern. It was noted that the VSBA policy does not have an approval threshold amount, but rather leaves it blank for districts to complete. Mr. Boltin supports using the VSBA policy and leaving the threshold at \$15,000. Mr. Cecchinelli believes the Committee should use whichever policy is most clear. Mr. Evans advised that the State bid law is \$40,000 and he is unclear where 'the clarity is missing'.

Mr. Evans provided an overview of projects performed at the District, and advised that 'we are not going to be able to tow the line and keep our buildings the way we need to with a \$15,000 threshold'. Mr. Evans does not believe other districts have uncertainty regarding how to spend this money. Mrs. Spaulding noted that according to the Model Policy, summer projects are already in the budget, and would not need Board approval, and that the Model Policy pertains to expenditures in excess of that amount, or items that are not planned for in the budget. Mrs. Spaulding noted that it is her understanding that Board approval is only necessary for unexpected, unbudgeted items over the threshold amount listed in the policy. Mrs. Spaulding reiterated that items already in the budget do not require Board approval. Mr. Evans advised that a \$40,000 threshold will allow him to spend taxpayer dollars to get work done. Mr. Evans advised that questions, issues and unexpected expenses are brought to the Board, so the Board is informed regarding what is going on. Mrs. Poulin believes that under the VSBA policy, the number of RFPs requiring Board approval would remain minimal and she believes keeping a lower approval threshold would be more satisfactory to community members who have expressed concern regarding financial oversight. Mr. Hennessey advised that the goal is not to push through large expensive items that are not planned for. Mr. Evans went on record to say that unplanned expenses have come up in the past, and funds have always been in the budget to deal with these unplanned expenses. There has not been an issue of not having funds because funds were spent carefully, allowing availability of funds for unplanned expenses. If no unplanned expenses occur, the money is spent on other necessary projects. Ms. Parker suggested that the \$15,000 board approval threshold be changed to \$40,000 to recognize the bid law, and be equal to the bid law, even though the board threshold is addressed separately in the policy. Ms. Parker queried regarding whether the Committee wishes to use the VSBA Model Policy or the current BUUSD version, with the threshold amount changed to \$40,000. Ms. Parker read from the current policy, noting that it contains some detail that is not included in the Model Policy. Mrs. Poulin cautioned that the current policy does not confine the threshold clause to facilities related expenses, but rather pertains to all expenses, and that has been an area of concern (that the policy was only being followed for facilities related expenses). Ms. Parker noted that the policy does state that the Superintendent shall assure that the district does not materially deviate from the approved spending plan. Mrs. Farrell believes that in past practices, items not in the budget have been brought to the Board and she believes the District needs to be in coordination with legislation and that additional language and interpretation is not included. Mr. Evans advised that each school has a maintenance budget, and when unexpected issues arise (e.g. BTMES fire alarm system) there are monies in the budget to cover those expenses. Mr. Evans clarified that there is money in the maintenance budget to cover unexpected expenses. Mr. Evans believes the law pertaining to the bid threshold (\$40,000) also states that board approval is not necessary for amounts less than the bid threshold. In response to a query regarding any negative impact of having a lower threshold, Mr. Evans advised that the harm would be that it is very hard and time consuming to write RFPs. It was clarified that RFPs only pertain to the \$40,000 limit, not the board approval. No RFPs would be required for amounts under \$40,000, even though Board approval would be necessary. Mr. Evans advised that bringing those projects to the Board would create a lot of delays and add another step to the process and is a matter of efficiency of time. Mrs. Spaulding reminded the Committee of Board discussions that included policies from other districts that are more in alignment with the Model Policy and read from another district's policy with a threshold of \$150,000 for budgeted items and \$15,000 for items not in the budget. Ms. Parker expressed concern that the \$150,000 threshold for budgeted items would raise concern for community members. Ms. Parker does not believe the Board will approve any amount other than \$15,000 or \$40,000. Mr. Hennessey believes the Board expressed some level of comfort in using the \$40,000 threshold. Mr. Cecchinelli likes the wording in the 'Harwood' policy, utilizing \$40,000 rather than \$150,000. Mr. Evans and Mrs. Perreault are comfortable with a \$40,000 threshold. Mr. Blow requested an answer to the question of how many facilities RFP's the Board approves annually (for items not included in the budget), and requested that the information be provided at the next meeting. Mr. Evans advised that Board approval of projects over \$15,000 is approximately 2 to 3 projects and varies year to year. Mr. Evans advised that there is always money in the budget. Mr. Blow expressed concern that if there is always money in the budget, perhaps the district has over budgeted. Mr. Blow believes in fiscal oversight and does not feel that the fiscal oversight he would like to see is happening. Mr. Evans believes that the budget needs to include enough money to cover unplanned expenses, and advised that 'left over' funds are used for necessary expenses. It was suggested that if only 3 or 4 RFPs are approved by the Board each year, consideration may want to be given as to the pros and cons of raising the limit (e.g. work involved vs. public perception). Mrs. Perreault advised that the

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Board would not want to ‘put itself on the line’ by using a threshold larger than the bid law, and noted that the district has the lowest per pupil spending in the state and there has been some very diligent oversight by administrators.

On a motion by Ms. Parker, seconded by Mr. Boltin, the Committee unanimously voted to use a modified version of the VSBA Model Policy (F20), including some of the language from the Harwood policy, replacing the \$150,000 threshold with a \$40,000 threshold and to have the Policy Committee review a copy of the amended policy at the next Committee meeting.

7. Old Business

None.

8. Other Business

None.

9. Future Agenda Items

Mrs. Spaulding believes procedures need to be discussed, and that the Committee needs to discuss a plan for development of procedures for new policies, as well as for policies that are already in place. Mrs. Spaulding believes the Committee should develop a plan and then present it to the Board. This item is listed in the previous minutes. Mr. Toborg suggested that the Committee discuss including the ‘purpose’ of each policy within each policy. Clarification was requested on what the agenda item relating to procedures is so it can be worded correctly. Mr. Hennessey advised that the administrative team will be discussing procedure development at an upcoming meeting. Mr. Valsangiacomo advised that he believes, based on discussion at the previous meeting, the VSBA was clear that procedures are the responsibility of administrators and the work to develop procedures needs to get done outside of the Policy Committee. Mr. Hennessey confirmed that BUUSD counsel was clear that procedures need to be developed. Ms. Parker advised that going forward; she believes the Committee should recommend policies that are as close to VSBA Model Policies as possible and that the administrative team should write the procedures. Ms. Parker is of the understanding that the Board wants policies that are as closely aligned to Model Policies as possible. Ms. Parker believes this is the most efficient method for policy development, noting that changes should only occur for items that truly don’t align for the District. Mrs. Farrell noted that the VSBA is an assisting organization. When VSBA advises that a policy is required, it is required because of information they have gleaned from other places (e.g. legislature, Federal Government). VSBA is not dictating what needs to be done, but is rather assisting districts with what needs to be done, because they have the staffing to perform that function. Model Policies are based in statute, legislation, and other requirements of the government.

- Fiscal Management and General Financial Accountability Policy (F20) (Recommended)
- Procedures Development Work Plan Update
- C1 – Student Records
- C7 – Student Attendance
- C8 – Pupil Privacy
- B6 – HIPAA Compliance
- D2 – Grade Advancement
- C14 – Policy on Section 504 and ADA Grievance Protocol for Students and Staff

10. Next Meeting Date

The next meeting is Monday, April 18, 2022 at 6:00 p.m. via video conference.

11. Adjournment

On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously agreed to adjourn at 7:57 p.m.

Respectfully submitted,

Andrea Poulin

		4/13/2022			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
77		Adopted Policies	Pending Work							
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	
BOARD OPERATIONS										
A	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	10/16/2021	1/11/2022	Role and Adoption of School Board Policies	Consider	5/9/2019	6/13/2019	VSBA Changes 10/16/21.	A1	
	A31	11/6/2021	1/11/2022	Board Member Education	Consider	9/12/2019	10/10/2019	VSBA Changes 11/06/21.		
	A32	10/21/2021	1/11/2022	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019	VSBA Removed 10/21/21. To Cmt 3/21/22. To Board to Rescind 4/14/22		
	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									
PERSONNEL										
B	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. To Cmt 4/18/22 - Removed by VSBA		
	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 by Board - Mr. Wells needs to have it reviewed by Legal Counsel & report back to Board for March meeting. To Cmt 12/20 - Lawyer Vetted. Reported info to Sonya as vetted no changes 1/4/22		
	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	1/27/2022	2/10/2022			
	B30	3/29/09	12/10/2020	Staffing and Job Descriptions	Consider	Not Adopting	Not Adopting	Committee and Board Opted to Not Consider		
	B31	3/29/09	12/10/2020	Educator Supervision & Evaluation: Probationary Teachers	Consider	Not Adopting	Not Adopting	Committee and Board Opted to Not Consider		
	B32	3/29/09	12/10/2020	Personnel Files	Consider	Not Adopting	Not Adopting	Committee and Board Opted to Not Consider		
	B33	3/39/09	12/10/2020	Resignations	Consider	Not Adopting	Not Adopting	Committee and Board Opted to Not Consider		
	B40	N/A	N/A	Social/Digital/Online Communications for Staff	Does Not Exist			VSBA is working on a model policy for Electronic Communications Between Employees and Students. When this is issued we will review/adopt it and determine if we need an additional policy for other aspects of online communications.	D14	
Adopted	10	B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD								
STUDENTS										
C	C1	10/11/2019	6/2/2020	Student Records	Required	5/9/2019	6/13/2019	To Cmt 4/18/22 - Changed by VSBA	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	1/27/2022	2/10/2022		F21	
	C6	10/11/2019	5/18/2020	Participation of Home Study Students	Required	5/9/2019	6/13/2019		F23	
	C7	10/11/2019	6/2/2020	Student Attendance	Required	5/9/2019	6/13/2019	To Cmt 4/18/22 - Changed by VSBA	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. To Cmt 4/18/22 - Changed by VSBA	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		
	C14	1/31/2022	2/21/2022	Policy on Section 504 and ADA Grievance Protocol for Students and Staff	Required			To Cmt 4/18/22 - NEW VSBA Policy		
	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	Not Adopting	Not Adopting	Recommendation to Board to not adopt to Board 11/11. Board agreed to not adopt.		
	C27	9/18/2013	5/18/2020	Student Self-Expression and Student Distribution of Literature	Recommend	5/9/2019	6/13/2019		F29	
	C28	3/3/2020	12/10/2020	Transgender and Gender Nonconforming Students	Recommend	1/28/2021	2/11/2021			
	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	6/10/2021	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	
	C34	3/3/2020	6/2/2020	Restraint and Seclusion	Consider	5/9/2019	6/13/2019	Rescind after C70 is Adopted	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 - 12/20 - Reviewed 12/20/21 by Cmt - no changes	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		
	C70	1/25/22	2/21/22	Use of Restraint and Seclusion	Recommended			Changed by VSBA - In Cmt Parking Lot - Formerly C34	C34	
Adopted	30	C22 is elementary only; C28 in VSBA MPM but not adopted by BUUSD								
INSTRUCTION										
D	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. To Cmt 4/18/22 - Removed by VSBA		

	4/13/2022	
77	Adopted Policies	Pending Work
Color Code Key:	To Committee	To Board - 1st Read
		To Board - 2nd Read

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
	D3	8/1/2019		Acceptable Use of Electronic Resources & the Internet	Required	11/11/2021	12/2/2021	Adopted and updated on website	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	12/2/2021	12/16/2021		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) in Cmt Agenda Parking Lot	G3
	D31	not indicated	6/2/2020	Selecting Library Materials	Consider	5/9/2019	6/13/2019	VSBA Under Review. In Cmt Agenda Parking Lot	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. To Cmt 12/20 - Lawyer Vetted but back on VSBA as Under Review. No change by VSBA. Board needs to approve 12/20/21 lawyer vetted policy	G5
	D40	N/A	N/A	Special Education	Does Not Exist	12/2/2021	Rescinded 12/16/21	To Board: Rescinded D40 - Board Adopted D7 12/16/21	G15
Adopted E	12			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. Supt. and Admin team will 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: 12/20/21 - Tabled to Parking Lot	
Adopted F	3			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	Board back to Cmt: 12/20/21 - Lisa Perreault reviewed & attended. (Rescind F30 after Board Adopts); To Board 1/13/22 1st Read; Board returned to Cmt 3/21/22. Edits to be made and review by Cmt again on 4/18/22	E1
	F22	9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021		
	F23	11/3/2016	5/18/2020	Capitalization of Assets	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	1/27/2022	2/10/2022		
	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. Add to Cmt Agenda 12/20/21 (Rescind F41 after Board Adopts); To Board 1/13/2022 1st Read; Board returned to Cmt 3/21/22. No changes by Cmt back to Board 4/14/22.	F41
	F27	2/17/2022	2/21/2022	Communicable Disease Mitigation Measures for Students and Staff (Recommended)	Recommend			NEW VSBA Policy - To Cmt: 3/21/22	F33
	F30	3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	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: 12/20/2021 Table - Luke Modify, have vetted, and return	
	F33	3/25/2009	5/18/2020	HIV Policy	Consider	5/9/2019	6/13/2019	Rescind after F27 gets adopted.	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; Rescind when F26 is adopted by the Board	E32
Adopted	10			F21, F22, F25, F26, F31, F33 in VSBA MPM but not adopted by BUUSD					

VSBA Pending Policies on Agenda

	<u>NEW Policies (VSBA)</u>	STATUS
D7	Special Education	Board Adopted – 12/16/21
F27	Communicable Disease Mitigation Measures for Students and Staff (Recommended) [2/17/22]	Replaces F33 – Cmt Parking Lot - Additional change added by VSBA 3/15/22
C14	Policy on Section 504 and ADA Grievance Protocol for Students and Staff (Required) [1/31/22]	To Cmt 4/18/22
	<u>Policies Recently Changed</u>	
E1	Title 1, Part A: Parent and Family Engagement (Required) [9/24/21]	Cmt Parking lot
A30	Role and Adoption of School Board Policies (Consider) [10/16/21]	Cmt Parking Lot
A31	Board Member Education (Consider) [11/6/21]	Cmt Parking Lot
E20	Community Use of School Facilities [12/21/2020]	Supt/Admin team will develop a uniform and consistent fee schedule and rental application form.
G4	English Learners (Was – Limited English Proficiency Students) [12/9/20]	Board Adopted – 01/28/22
G5	Firearms [12/9/20]	Board Adopted – 2/10/22
C7	Student Attendance (Required) [2/15/22]	To Cmt 4/18/22
C1	Student Records (Required) [2/8/22]	To Cmt 4/18/22
C70	Use of Restraint and Seclusion (Recommended) [1/25/22]	Formerly C34 - Cmt Parking Lot
C8	Pupil Privacy (Required) [1/17/22]	To Cmt 4/18/22
	<u>Policies REMOVED recently</u>	
D30	Field Trips [July, 2020]	Cmt Parking Lot
G26	Tuition Payment (Recommended) [08/31/2021] (not a policy in the BUUSD)	Board Not Adopting
A32	Board Goal-Setting and Evaluation (Consider) [10/21/2021]	To Cmt 3/21/22; to Bd 4/14/22 to Rescind
B6	HIPAA Compliance (Required)	To Cmt 4/18/22
D2	Grade Advancement (Required)	To Cmt 4/18/22
	<u>Policies “UNDER REVIEW”</u>	
C2	Student Drugs and Alcohol (Required)	Pending review by VSBA
C13	Homeless Students (Required)	Pending review by VSBA
C20	Student Conduct and Discipline (Recommended)	Pending review by VSBA
D31	Selecting Library Materials (Consider)	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 08/01/19	D21	Educational Support System	09/18/13	D31	Selecting Library Materials	08/01/09
D3	Responsible Computer Internet & Network Use					D32	Selection of Instructional Materials	08/01/09
D4	Title One Comparability					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: F 20****1ST READING: 5/9/2019****2ND READING: 6/13/2019****ADOPTED: 6/13/2019**

**FISCAL MANAGEMENT AND GENERAL FINANCIAL
ACCOUNTABILITY****1. POLICY**

It is the policy of the Barre Unified Union School District (BUUSD) (Barre Town, Barre City and Spaulding High School Union Districts, ~~and Central Vermont Career Center~~) to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

2. ADMINISTRATIVE RESPONSIBILITIES

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments in accordance with the budget appropriations in amounts not to exceed \$40,000. on behalf of the organization. ~~Expenditures in excess of \$15,000—\$150,000~~ For individual expenditures in excess of that amount, or expenditures of over \$15,000 not planned for I the budget, require approval by the Board. Required expenses, such as special education expenses in accordance with the approved IEP or 504 plan, are not subject to Board approval. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent or designee shall arrange with the BUUSD Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent or designee shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to “examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto.”
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

CODE C1
(Required)¹

EDUCATION RECORDS

Policy

The _____ School District (District) recognizes the importance of keeping accurate and appropriate education records² for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records. It is the policy of the District to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform³ parents, guardians, and students eighteen years and older of their rights with respect to the student's education records and the available procedures for exercising those rights. This shall include notification of the following:

1. The right to inspect and review the student's education records within 45 days after the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that the law authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA).
5. The procedure for exercising the right to inspect and review education records.
6. The procedure for requesting amendment of records.
7. The types of personally identifiable information that the district has designated as directory information, and a parent or eligible student's right to opt out of the disclosure of directory information.⁴
8. The procedure for a parent or eligible student to notify the district that they want to opt out of the district's disclosure of directory information.
9. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest as defined by FERPA.⁵

Administrative Responsibilities

The building principal will be the custodian of all education records in a given school. The superintendent has overall responsibility for education records throughout the District and for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure, and destruction of education records.

Definitions

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms are defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.⁶

¹ The federal Family Educational Rights and Privacy Act (FERPA) does not explicitly require a school board policy on the protection of student records. Its requirements are stated in the negative... “no funds shall be made available to any educational agency...which has a policy of denying...the right of parents...to review and inspect educational records. 20 U.S.C. § 1232g; 34 C.F.R. Part 99. Nor does the State Board Manual of Rules and Practices explicitly require a school board policy on student records. “Each supervisory union shall develop, and each school shall implement, a system of maintaining student records that aligns with Agency of Education statewide data collections; which enables accurate and timely reporting in connection with state and federal data collection requirements; and ensures the accuracy, relevancy and confidentiality thereof, and accessibility thereto; and which is in compliance with the federal Family Education Rights and Privacy Act of 1974 (P.L. 95-380 as amended from time to time.” SBE Rule 2113.

² A “record” means any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. The term “education records” means those records that are (1) directly related to a student; and (2) maintained by the school district, a school within the district, or a party acting for the school district or a school within the school district. It does not include a teacher’s notes that are in the teacher’s sole possession and shared only with a substitute teacher or records that are exempted from the definition under 34 C.F.R. § 99.3(b). 20 U.S.C. § 1232g; 34 C.F.R. § 99.3.

³ School districts are required to find an effective way to notify parents or eligible students who are disabled, and parents whose primary language is not English. 20 U.S.C. § 1232g; 34 C.F.R. § 99.7(b).

⁴ The Family Educational Rights and Privacy Act allows schools to designate certain information as “directory information” and release it after providing public notice of the categories of information it seeks to release. “Directory information” includes, but is not limited to, a student’s name, address, telephone listing, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. Additional information may be released with specific parental consent. 12 U.S.C. § 1232g; 34 C.F.R. § 99.3.

⁵ The Family Educational Rights and Privacy Act allows schools to disclose student personally identifiable information to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the district’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, consultant, or other party who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 12 U.S.C. § 1232g; 34 C.F.R. § 99.3; 34 CFR § 99.31(a).

⁶ 12 U.S.C. § 1232g; 34 C.F.R. § 99.3.

VSBA Revision:	February 8, 2022
Date Warned:	
Date Adopted:	
Legal Reference(s):	20 U.S.C. §§ 1232g (Federal Family Educational Rights and Privacy Act) 20 U.S.C. § 7908 16 V.S.A. § 563(27) (NCLBA Armed Forces Recruiter/Higher Education) 34 C.F.R. Part 99 1 V.S.A. § 317 (Definitions) 15 V.S.A. § 670 (Non-custodial parents) 33 V.S.A. § 5536a (Juvenile court records) VT State Board of Education Manual of Rules and Practices § 2113

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY****CODE: C 1****1ST READING: 5/9/2019****2ND READING: 6/13/2019****ADOPTED: 6/13/2019**

EDUCATION RECORDS**1. Policy**

The Barre Unified Union School District (BUUSD) recognizes the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records. It is the policy of the district to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform parents, guardians, and students eighteen years and older of their right to inspect, review, and seek amendment of the student's education records. The district will inform parents, guardians, and students eighteen years and older of items considered directory information through notices distributed at the beginning of each school year or when a student enrolls.

The building principal will be the custodian of all education records in a given school. The superintendent has overall responsibility for education records throughout the district and for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The Superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure and destruction of education records.

2. Definitions

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms are defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.

CODE C7
(Required)

STUDENT ATTENDANCE

It is the policy of the _____ School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Students who are (i) children between the ages of six and 16 years who are residents of the district; (ii) non-resident pupils who enroll in district schools; and (iii) children over the age of 16 who are enrolled in a district school, are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law.¹

Definitions

For the purpose of this policy, “truant” shall mean:

- 1) A student between the ages of six and sixteen years, who is not excused from school attendance and fails to enter school at the beginning of the academic year or, being enrolled, fails to attend school.
- or,
- 2) A student who is at least 16 years of age and is enrolled in public school and fails to attend, and is not excused from school attendance.

A student may be excused from compulsory attendance if the student:

- 1) Is mentally or physically unable to attend;
- 2) Has completed the tenth grade and is not enrolled in public school;
- 3) Is excused by the superintendent or a majority of the school directors; or
- 4) Is enrolled in and attending a postsecondary school which is approved or accredited in Vermont or another state.²

Implementation

Annually, the superintendent shall ensure that the school board appoints one or more individuals to serve as the truant officer and shall ensure that appointment is recorded with the clerk of the school district on or before July 3.³

Administrative Rules and Procedures

The superintendent shall develop administrative rules and procedures to ensure the implementation of this policy. The procedures will address the following issues:

1. written excuses;
2. tardiness;
3. notification of parents/guardian;
4. signing out of school;
5. excessive absenteeism;

¹ 16 V.S.A. §§ 1121 (Attendance by Children of School Age Required), 1122 (Students over 16)

² 16 V.S.A. § 1126

³ 16 V.S.A. § 1125

6. homebound and hospitalized students;
7. early dismissals;
8. homework assignments; and
9. making up work.

The procedures may address other issues as well, including educational neglect.

Administrative Responsibilities

1. The principal is responsible for maintaining accurate and up-to-date records of student attendance.
2. The principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

VSBA Version:	02/15/2022
Date Warned:	
Date Adopted:	
Legal Reference(s):	16 V.S.A. §§ 1121 et seq. (Attendance by Children of School Age Required)
	16 V.S.A. §§ 1122 (Students over 16)
	16 V.S.A. § 1125 (Truant Officers)
	16 V.S.A. § 1126 (Failure to Attend; Notice)
Cross Reference:	

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: C 7****1ST READING: 09/23/2021****2ND READING:****ADOPTED:**

STUDENT ATTENDANCE**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.

Annually, the superintendent shall ensure that the school board appoints one or more individuals to serve as the truant officer, and shall ensure that appointment is recorded with the clerk of the school district.

The superintendent shall develop administrative rules and procedures to ensure the implementation of this policy.

Administrative Rules and Procedures

The procedures will address the following issues and may include others as well:

- A. written excuses;
- B. tardiness;
- C. notification of parents/guardian;
- D. signing out of school;
- E. excessive absenteeism;
- F. homebound and hospitalized students;
- G. early dismissals;
- H. homework assignments;
- I. making up work

Administrative Responsibilities

1. The principal is responsible for maintaining accurate and up-to-date records of student attendance.

2. The principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

CODE C8
(Required)^[1]

PUPIL PRIVACY RIGHTS

Policy

It is the intent of the _____ School District to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA)^[2] and Vermont State Board of Education Rules^[3] governing the administration of certain student surveys, analyses or evaluations.^[4]

Administrative Responsibilities

The superintendent or designee shall develop administrative procedures to ensure school district compliance with applicable federal and state laws related to pupil privacy and parents' access to information regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The administrative procedures shall include provisions that address the following legal requirements:^[5]

1. The right of parents of a student to inspect, upon request, surveys created by third parties before the administration of the surveys to the student.
2. Any applicable procedures for granting a request by a parent for access to such survey within reasonable time after a request is received.
3. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal PPRA.^[6]
4. The right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.^[7]
5. The administration of physical examinations or screenings that the school district may administer to a student.^[8]
6. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy in the event of such collection, disclosure, or use.^[9]
7. The right of a parent of a student to inspect, upon request, any instrument used in the collection of personal information under subparagraph (6) above before the instrument is administered to a student, and any applicable procedures for granting a request for such inspection within a reasonable time after receiving the request.^[10]
8. Provisions to ensure that parents are notified of the school district policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, annual notice of such policies and procedures; notification and an opportunity for the parent to opt the student out of participation in activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose); notification and an opportunity for the parent to opt the student out of participation in the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment; and notification and an opportunity for the parent to opt the student out of participation in any nonemergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.^[11]
9. The rights of a parent under the PPRA transfer to a student who is 18 years old or an emancipated minor under state law.

[1] This policy is required by the Federal Protection of Pupil Rights Act, 20 U.S.C. § 1232h; Vermont State Board Manual of Rules and Practices, Rule 2113.

[2] See 20 U.S.C. 1232h.

[3] See Vermont State Board of Education Rule 2113.

[4] The federal law and state regulations requiring board policies on this subject are in some instances limited to surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education. See 20 U.S.C. § 1232h(c)(1). At the board's discretion, the protections provided by this policy could be expanded to include all surveys conducted by the school district, regardless of the survey's funding source.

[5] See 20 U.S.C. §1232h(c)(1).

[6] See 20 U.S.C. §1232h(c)(1)(B) for the list of eight items that must be included.

[7] See 20 U.S.C. §1232h(c)(1)(C).

[8] See 20 U.S.C. §1232h(c)(1)(D).

[9] See 20 U.S.C. §1232h(c)(1)(E).

[10] See 20 U.S.C. §1232h(c)(1)(F)

[11] See 20 U.S.C. §1232h(c)(2).

VSBA Revision:	January 17, 2022
Date Warned:	
Date Adopted:	
Legal Reference(s):	
Cross Reference:	

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: C 8****1ST READING: 5/9/2019****2ND READING: 6/13/2019****ADOPTED: 6/13/2019**

PUPIL PRIVACY RIGHTS**Policy**

It is the intent of the Barre Unified Union School District (BUUSD) to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) and Vermont State Board of Education Rules governing the administration of certain student surveys, analyses or evaluations.

Administrative Responsibilities

The superintendent of his or her designee shall develop administrative procedures to ensure BUUSD compliance with applicable federal and state laws related to pupil privacy. The administrative procedures shall include provisions related to the following legal requirements.

1. The right of parents or eligible students to inspect surveys created by third parties before administration or distribution of the surveys to students;
2. Any applicable procedures for granting request by a parent for access to such survey within reasonable time after a request is received;
3. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal Pupil Privacy Rights Amendment;
4. The right of a parent to inspect any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.
5. The administration of physical examinations or screenings that the school district may administer to a student;
6. The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, including arrangements to protect student privacy in the event of such collection, disclosure or use.
7. The right of a parent of a student to inspect any instrument used in the collection of personal information under subparagraph (6) above, and any applicable procedures for granting a request for such inspection within a reasonable time after receiving the request;
8. Provisions to ensure that parents are notified of the BUUSD policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, notification of activities involving the collection of personal information from students, the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment.

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

CODE: B 6

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

**HEALTH INSURANCE PORTABILITY AND
ACCOUNTABILITY ACT COMPLIANCE**

1. POLICY

The Barre Unified Union School District (BUUSD) shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent, or his/her designee, shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPPA.

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY****CODE: D 2****1ST READING: 5/9/2019****2ND READING: 6/13/2019****ADOPTED: 6/13/2019**

**GRADE ADVANCEMENT: RETENTION, PROMOTION, AND
ACCELERATION OF STUDENTS****Policy**

A goal of the Barre Unified Union School District (BUUSD) is for each student to progress in his or her educational program by reaching a standard of achievement necessary to progress from grade to grade.

Definitions

“Acceleration” is the advancement of a student by more than one grade beyond the current grade level.

“Promotion” is the single grade step most students take from year to year.

“Retention” allows a student to repeat all or part of a grade in order to more fully prepare for the work of the next grade.

Promotion, retention and acceleration decisions will be based on the extent to which a student is meeting the standards established by the Vermont Framework of Standards and Learning Opportunities as well as other relevant factors, including social, emotional, physical and mental growth, past academic performance, behavior, motivation, and attendance.

Implementation

The principal/director will develop rules to implement this policy that will specify a process for determining the promotion, retention or acceleration of individual students.

**CODE C14
(REQUIRED)****Policy on Section 504 and ADA Grievance Protocol for Students and Staff*****Instructions: Please edit prompts in brackets before adopting the policy.***

It is the policy of _____ School District not to discriminate on the basis of disability. The District has adopted this internal protocol for prompt handling and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and the ADA prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance.¹ The District further provides assurance that strictly prohibits any form of retaliation against persons who utilize this Protocol. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint of unlawful discrimination. **Nevertheless, a person is not required to use this protocol and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, Office for Civil Rights, Boston Office:**

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

The following protocol is available and shall be distributed to all third parties for their use in filing complaints of discrimination based on disability.

This protocol will be distributed by the Building 504 Coordinators or their designees to all employees prior to the start of co-curricular activities every school year, preferably during the August In – Service, and again with the recommencement of co-curricular activities immediately following the December vacation.²

It will also be distributed by Building 504 Coordinators, or their designees, to all third parties, at the time of their engagement for services.

¹Step 1 A person (an employee, student, or third party) who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal (when the person is a student) or with his/her immediate supervisor (when the person is an employee). NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator, [INSERT 504 COORDINATOR CONTACT INFORMATION]. The person receiving the complaint, or their designee, shall investigate and then verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2 If the informal Step 1 process does not resolve the matter, OR if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the either the District Section 504 Coordinator, [INSERT 504 COORDINATOR CONTACT

¹ 29 U.S.C. § 794; 42 U.S.C. § 12132; 34 C.F.R. § 104.4; 28 C.F.R. § 35.101

² 28 C.F.R. § 35.107(b); 34 C.F.R. §§ 100.6(d), 104.7(b), 104.61

INFORMATION] or the appropriate school specific Building 504 Coordinator (see list at the end of this document for contact information) who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator (or third party) to conduct the investigation. If both the Section 504 Coordinator and the Superintendent have involvement with the complaint, the written complaint may be submitted to the Director of Human Resources, [INSERT HR DIRECTOR CONTACT INFORMATION]

The complaint shall be in writing and signed by the grievant and include:

1. the grievant's name and contact information;
2. the facts of the incident or action complained about;
3. the date of the incident or action giving rise to the complaint;
4. the type of discrimination alleged to have occurred;
5. and the specific relief sought;

Or, alternatively, the grievant may use the 504 Complaint Form (attached). Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will begin within 10 business days following the submission of the written complaint.

The investigation may be informal, but it must be thorough and shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.

A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties.

Copies of the disposition, subject to FERPA confidentiality,³ will be given to both the grievant and the person who is the subject of the complaint. If discrimination was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3 If the grievant wishes to appeal the decision in Step 2, he/she may submit a signed, written appeal to the Superintendent (or Board if the Superintendent is the subject of the complaint) within 15 business days after receipt of the written disposition. The Superintendent/Board or his/her designee shall respond to the complaint, in writing, within 30 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The ADA/504 Coordinator(s) will maintain the files and records related to any complaints filed under this protocol.

³ 20 U.S.C. § 1232f; 34 C.F.R. § 99.1

The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Protocol. The District will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

If you have questions regarding these procedures or desire to file a complaint, please contact either the District 504 Coordinator or Building Section 504 Coordinator.

[INCLUDE BUILDING 504 COORDINATOR CONTACT INFORMATION]

<i>VSBA Version:</i>	<i>January 25, 2022</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>20 U.S.C. § 1232f 28 C.F.R. § 35.101 28 C.F.R. § 35.107(b) 29 U.S.C. § 794 34 C.F.R. § 99.1 34 C.F.R. § 104.4 34 C.F.R. §§ 104.7(b), 104.61 34 C.F.R. § 100.6(d) 42 U.S.C. § 12132</i>
<i>Cross Reference:</i>	

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

CODE: C 14

1ST READING:

2ND READING:

ADOPTED:

**Policy on Section 504 and ADA Grievance Protocol for
Students and Staff**

Instructions: Please edit prompts in brackets before adopting the policy.

It is the policy of Barre Unified Union School District (BUUSD) not to discriminate on the basis of disability. The District has adopted this internal protocol for prompt handling and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and the ADA prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The District further provides assurance that strictly prohibits any form of retaliation against persons who utilize this Protocol. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint of unlawful discrimination. **Nevertheless, a person is not required to use this protocol and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, Office for Civil Rights, Boston Office:**

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

The following protocol is available and shall be distributed to all third parties for their use in filing complaints of discrimination based on disability.

This protocol will be distributed by the Building 504 Coordinators or their designees to all employees prior to the start of co-curricular activities every school year, preferably during the August In – Service, and again with the recommencement of co-curricular activities immediately following the December vacation.

It will also be distributed by Building 504 Coordinators, or their designees, to all third parties, at the time of their engagement for services.

Step 1 A person (an employee, student, or third party) who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal (when the person is a student) or with his/her immediate supervisor (when the person is an employee). NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator, **[INSERT 504 COORDINATOR CONTACT INFORMATION]**. The person receiving the complaint, or their designee, shall investigate and then verbally convey his/her findings to both the person who alleged the violation and the person who **is the subject of the complaint within 10 business days.**

Step 2 If the informal Step 1 process does not resolve the matter, OR if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the either the District Section 504 Coordinator, **[INSERT 504 COORDINATOR CONTACT INFORMATION]** or the appropriate school specific Building 504 Coordinator (see list at the end of this document for contact information) who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator (or third party) to conduct the investigation. If both the Section 504 Coordinator and the Superintendent have involvement with the complaint, the written complaint may be submitted to the Director of Human Resources, **[INSERT HR DIRECTOR CONTACT INFORMATION]**

The complaint shall be in writing and signed by the grievant and include:

1. the grievant's name and contact information;
2. the facts of the incident or action complained about;
3. the date of the incident or action giving rise to the complaint;
4. the type of discrimination alleged to have occurred;
5. and the specific relief sought;

Or, alternatively, the grievant may use the 504 Complaint Form (attached). Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will begin within 10 business days following the submission of the written complaint.

The investigation may be informal, but it must be thorough and shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint.

A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties.

Copies of the disposition, subject to FERPA confidentiality, will be given to both the grievant and the person who is the subject of the complaint. If discrimination was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3 If the grievant wishes to appeal the decision in Step 2, he/she may submit a signed, written appeal to the Superintendent (or Board if the Superintendent is the subject of the complaint) within 15 business days after receipt of the written disposition. The Superintendent/Board or his/her designee shall respond to the complaint, in writing, within 30 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The ADA/504 Coordinator(s) will maintain the files and records related to any complaints filed under this protocol.