



**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

120 Ayers Street, Barre, VT 05641
Phone: 802-476-5011
Fax: 802-476-4944 or 802-477-1132
Website: www.buusd.org

MEMORANDUM

TO: **Barre Unified Union School District Policy Committee**
Chris Parker - Chair, Alice Farrell - V. Chair, Giuliano Cecchinelli II, Tim Boltin, Jon Valsangiacomo, Thomas Kelly

DATE: May 10, 2022

RE: BUUSD Policy Committee Meeting
May 16, 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 April 18, 2022
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Index Review
 - 5.3. Board Meetings, Agenda Preparation, and Distribution (A20) (Recommended)
 - 5.4. Policy on Section 504 and ADA Grievance Protocol for Students and Staff (C14) (Required)
 - 5.5. Use of Restraint and Seclusion Policy (C70) (Recommended) (VSBA Change Replaces C34)
 - 5.6. Field Trips (D30) (Consider) (VSBA Removed 7/2020)
 - 5.7. Communicable Disease Mitigation Measures for Students and Staff (F27) (Recommended) (VSBA New - Replaces F33)
6. Old Business
 - 6.1. Procedure Development Update
 - 6.2. Policy Editing Update
7. Other Business

8. Items for Future Agenda
9. Next Meeting Date: June 20, 2022, 6:00 pm
10. Adjournment

Parking Lot of Items:

- Substitute Teachers (B1) (Required) (VSBA Changed 4/18/22)
- Role and Adoption of School Board Policies (A30) (Consider) (VSBA Changed 10/16/21)
- Board Member Education (A31) (Consider) (VSBA Changed 1/17/22)
- 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)

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)
- Selection of Instructional Materials (D32) (Consider) (Just vetted but VSBA reviewing again - No change by VSBA - Board needs to approve vetted policy)
- English Learners (C4) (Required)

BOARD/COMMITTEE MEETING NORMS

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

DRAFT

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Spaulding High School Library and Via Video Conference – Google Meet
April 18, 2022 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)
Tim Boltin (BC)
Alice Farrell (BT)
Thomas Kelly (BC Community Member)

COMMITTEE MEMBERS ABSENT:

Giuliano Cecchinelli, II, Vice Chair (BC)
Jon Valsangiacomo – (BT Community Member)

OTHER BOARD MEMBERS PRESENT:

Terry Reil

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Assistant Principal
Pierre Laflamme, BCEMS Principal

GUESTS:

Michael Deering, II Josh Howard Andy McMichael William Toborg

1. Call to Order

The Chair, Ms. Parker, called the Monday, April 18, 2022, meeting to order at 6:05 p.m., which was held at the Spaulding High School Library and via video conference - Google Meet.

Ms. Parker welcomed recently appointed community committee members Tom Kelly and Jon Valsangiacomo.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – March 21, 2022 Policy Committee Meeting

On a motion by Mrs. Farrell, seconded by Mr. Boltin the Committee voted 3 to 0 to approve the Minutes of the March 21, 2022 Policy Committee Meeting.

Mr. Boltin, Mrs. Farrell, and Ms. Parker voted for the motion. Mr. Kelly abstained.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 04/13/22) was distributed.

Ms. Parker provided a brief overview of the Index documents, advising that they are reviewed at each meeting. It was noted that the Board voted to rescind policy A32 (a VSBA deleted policy), and that procedures will be written for use in Board goal setting and evaluation. The Board approved the First Reading of Policy F26. The Second and Final Reading of Policy F26 will occur at the next Board meeting.

5.2 VSBA Model Policies

A copy of the VSBA Model Policy Index was distributed.

A copy of a document titled 'Current VSBA Work – BUUSD Status – Updated 04/13/22' was distributed.

The VSBA has been making numerous policy changes. Mrs. Gilbert was thanked for her efforts to keep the 'VSBA Work' Report up to date. The VSBA has not been providing information regarding the reasons for policy changes.

5.3 Fiscal Management and General Financial Accountability Policy (F20)

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A copy of the policy was distributed.

Ms. Parker advised regarding some edits that need to be made, and advised that the two largest changes to this policy (from the current version), are in the Guidelines section (#1). Ms. Parker provided an overview of the significant changes to section #1. A community member expressed concern regarding the threshold amount, and his belief raising the threshold too much causes a loss of financial oversight and transparency. Mr. Reil would like less reliance on what other districts do, and more decisions made based on what is in the best interest of the BUUSD. Brief discussion was held regarding why SPED expenditures (in accordance with IEP and 504 Plans) are not subject to Board approval. Ms. Parker queried regarding the section pertaining to 'bonding' of employees who handle large sums of money. Discussion included Committee Member discussion on a preferred threshold amount; suggestions ranged from \$15K to \$40K. The Committee could not reach a consensus on the threshold amount, and agreed that the Board as a whole should decide the threshold amount.

On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously voted to present a First Reading of Policy F20, with discussed amendments (including a 'blank' threshold amount) to the Board, with the recommendation that the threshold amount be determined by the Board.

5.4 Student Records (Education Records) Policy (C1)

Copies of the BUUSD Policy and the VSBA Model Policy were distributed.

Ms. Parker advised regarding the major change to the VSBA Model policy, which is the addition of items numbered 1 through 9 in the 'Policy' Section. Brief discussion was held regarding the use of VSBA Model Policies, with changes (other than removal of legal references and footnotes) only being made when the District's practices differ greatly from what is outlined in the VSBA Model Policy (e.g. F26).

On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously voted to present the Board with a First Reading of the amended version of the Student Records (Education Records) Policy (C1).

5.5 Student Attendance Policy (C7)

A copy of the VSBA Model Policy was distributed. A copy of a policy labeled BUUSD Current Policy was distributed.

Ms. Parker provided a brief overview of the VSBA Model Policy, noting that the VSBA version contains a Definitions section and an Implementation section. Brief discussion was held regarding the appointment of Truant Officers for each school and it was clarified that Truant Officers are school employees not Board Members. It was noted that the policy 'tracks' statute. Brief discussion was held regarding how 'truancy' applies to students 16 years or older. It was noted that there are practices and procedures in place to deal with this situation.

On a motion by Mr. Boltin, seconded by Mrs. Farrell, the Committee unanimously voted to present the Board with a First Reading of the amended Student Attendance Policy (C7).

5.6 Pupil Privacy Policy (C8)

A copy of the VSBA Model Policy was distributed. A copy of the current BUUSD Policy was distributed.

Brief discussion was held regarding the types of files that are covered under the policy. In response to a query, Mr. Aither provided some examples of surveys introduced to students via a 'third party' (e.g. Youth Risk Behavior Survey). Third parties are generally State or Federal entities. Brief discussion was held regarding the current use of an opt-out option, as opposed to an opt-in model.

On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously voted to present the Board with a First Reading of the amended version of the Pupil Privacy Policy (C8).

5.7 HIPAA Compliance Policy (B6)

A copy of the policy was distributed.

This policy was rescinded by the VSBA in October 2019, and rescinded by the Board on 11/14/19. This policy is on the District's website, but is not flagged at 'deleted/rescinded'. The Board had made a decision to keep historical versions of policies, but it is unknown if or how historical information is being retained. The step of how to store historical information may have been overlooked. Discussion was held regarding how to accomplish flagging and retaining rescinded or deleted policies, including adding a fourth line in the policy header, keeping a paper copy, or adding a new tab (for rescinded policies) on the web site. The Committee does not need to take action on this policy. **Mr. Hennessey will touch base with Mrs. Gilbert regarding the easiest way to flag and retain these types of policies.**

5.8 Grade Advancement Policy (D2)

A copy of the policy was distributed.

This policy was rescinded by the VSBA in October 2019, and rescinded by the Board on 11/14/19.

Discussion on how to deal with deleted/rescinded policies was held under Agenda Item 5.7.

DRAFT

5.9 Policy on Section 504 and ADA Grievance Protocol for Students and Staff (C14)

A copy of the VSBA Model Policy was distributed. A copy of a draft policy was distributed.

It was noted that ADA regulations prohibit the use of watermarks, as they cannot be converted by 'text to speech'. The word DRAFT needs to be in text form on documents, and is typically entered into the header of documents. Brief discussion was held regarding the position title or names that need to be added to the draft policy to identify District Section 504 Coordinators. Mr. Hennessey advised that the Director of Special Education is currently performing this function. Mr. Hennessey will confer with Mrs. Anderson regarding this matter. Mr. Aither advised that there are documented procedures for this matter, and he will see that the new policy will be added to the procedures document. It was noted that procedures will be added to the web site and the web site needs to be updated to reflect other categories of procedures. The '504 Complaint Form' needs to be added to this policy. Step 2 of the policy also requires contact information for the HR Director. The contact information will differ within each school. School specific information will be documented in procedures. Brief discussion was held regarding who is authorized to grant extensions for written dispositions of complaints, and regarding adding the 'questions' section, which got 'blended' into the footnotes section of the VSBA policy.

The Committee agreed to have Policy C14 amended as discussed and to have the amended version reviewed at the next Committee meeting.

5.10 Procedure Development Work Plan

Mr. Aither advised that building administrators met last week to discuss a process to make procedures available and consistent. Formatting (for the 4 different campuses) was discussed. Mr. Aither advised that discussion also included prioritization of the work of writing procedures, and those procedures that impact students the most will be given a high priority. Administrators are also working with Mr. Allen regarding formatting the web site to include procedures. Administrators will be meeting the week of 04/25/22 to discuss formatting and calibration of procedures, beginning with policy C7. Brief discussion was held regarding building representation at Policy Committee meetings. Representatives will be announced at a later date. Ms. Parker noted that a timeline for procedure development should be discussed. Mr. Aither advised that procedure development will take a significant amount of time to complete. There are currently approximately 80 policies that require procedures. Some procedures are in handbooks, but there is no consistent format. Ms. Parker queried regarding progress updates. Mr. Hennessey suggested that links to new procedures be included in Policy Committee Agendas.

6. Old Business

Discussion was held regarding updates to policies being drafted by the Committee. Mr. Pandolfo used to make a lot of updates live during the meeting, and at other times, used copious notes to update the drafts later on. Mr. Hennessey will discuss this with Mrs. Gilbert and Ms. Emmons.

It was noted that when the Agenda is being drafted, policies that are returning to the Committee, are considered 'Old Business' and policies being drafted/reviewed for the first time, fall under the New Business agenda item.

7. Other Business

Brief discussion was held regarding the meeting schedule, which is currently monthly, on the third Monday of the month. Sometimes the July meeting is cancelled. Meetings are now being held in-person, but will continue to have a virtual option.

8. Future Agenda Items

- A20 – Board Meetings, Agenda Preparation, and Distribution Policy
- C14 - Policy on Section 504 and ADA Grievance Protocol for Students and Staff
- C70 – Use of Restraint and Seclusion Policy
- D30 – Field Trips Policy
- F27 – Communicable Disease Mitigation Measures for Students and Staff Policy
- Procedure Development Update
- Policy Editing Update

Move Selection of Instructional Materials (D32) from Parking Lot to the Category 'Under Review by VSBA'

9. Next Meeting Date

The next meeting is Monday, May 16, 2022 at 6:00 p.m. at the Spaulding High School Library and via video conference.

10. Adjournment

On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously agreed to adjourn at 7:48 p.m.

Respectfully submitted,
Andrea Poulin

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|---|------------------|---------------------|-----------------------------|---|---------------------------------|---------------------|---------------------|---|------------|-----|
| BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX | | | | | | | | | | 5.1 |
| 76 | | 5/10/2022 | | | | | | | | |
| 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 | To Cmt: 5/16/22 (Add SEA building to schedule??) | | |
| | 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. In Cmt Parking Lot | A1 | |
| | A31 | 11/6/2021 | 1/11/2022 | Board Member Education | Consider | 9/12/2019 | 10/10/2019 | VSBA Changes 11/06/21. In Cmt 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 | 11 | | | | | | | | | |
| B | PERSONNEL | | | | | | | | | |
| | B1 | 10/11/2019 | 12/10/2020 | Substitute Teachers | Required | 1/28/2021 | 2/11/2021 | Changed by VSBA - Added April 2022. In Cmt Parking Lot | 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 | |
| | 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 - 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 | | | |
| | 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 | | | | | | | | | |
| C | STUDENTS | | | | | | | | | |
| | C1 | 10/11/2019 | 6/2/2020 | Student Records | Required | 5/9/2019 | 6/13/2019 | To Cmt 4/18/22 - Changed by VSBA. To Board first read 4/28/22; 2nd Read 5/12/22 | F5 | |
| | C2 | 12/3/2015 | 5/18/2020 | Student Drugs & Alcohol | Required | 5/9/2019 | 6/13/2019 | VSBA Under Review. In Cmt 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. To Board first read 4/28/22; 2nd read 5/12/22 | 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. To Board first read 4/28/22; 2nd read 5/12/22 | 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 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. Discussed, amended, return to committee 2nd review 5/16/22. | | |
| | C20 | 3/3/2020 | 6/2/2020 | Student Conduct and Discipline | Recommend | 5/9/2019 | 6/13/2019 | VSBA Under Review. In Cmt 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 | |
| | C23 | 11/28/2007 | 3/11/2021 | Student Clubs & Activities | Recommend | 5/27/2021 | 6/10/2021 | | F33 | |

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|-----------------|--------------|---------------------|-----------------------------|--|---------------------------------|---------------------|---------------------|--|----------|
| | | 5/10/2022 | | BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX | | | | | |
| | 76 | 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 |
| | 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 |
| | 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 | To Cmt - 5/16/22. VSBA replacing with C70; 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 - Formerly C34 - To Cmt 5/16/22 | C34 |
| Adopted D | 30 | | | | | | | | |
| | | | | 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 |
| | 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) VSBA Removed July 2020 - To Cmt 5/16/22 | G3 |
| | D31 | not indicated | 6/2/2020 | Selecting Library Materials | Consider | 5/9/2019 | 6/13/2019 | VSBA Under Review. In Cmt 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 |
| 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 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. | H3 |
| | E30 | not indicated | 6/2/2020 | School-Community Relations | Consider | 5/9/2019 | 6/13/2019 | | H30 |
| | 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. To Board 1st Read 4/28/22.; 2nd Read 5/12/22. | 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 | | |

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

| | | | | | | | | | | |
|------------------------|---------------------|----------------------------|------------------------------------|---|--|----------------------------|----------------------------|---|-----------------|--|
| | 5/10/2022 | | | | | | | | | |
| | Adopted | | | | | | | | | |
| 76 | Policies | | | | | | | | | |
| Color Code Key: | To Committee | To Board - 1st Read | To Board - 2nd Read | | | | | | | |
| | | | | | | | | | | |
| SECTION | BUUSD CODE | LAST VSBA MP UPDATE | CHECKED WITH VSBA UPDATE... | TITLE | VSBA REQUIRE/RECOMMEND/CONSIDER | BUUSD 1st READ DATE | BUUSD APPROVAL DATE | COMMENTS/ACTION | BSU CODE | |
| | F26 | 10/24/2019 | 4/19/2021 | Security Cameras (Electronic Surveillance Policy) | Recommend | 4/14/2022 | 4/28/2022 | legal counsel reviewed, Luke edit aligned w/editing Protocols; To Board 1/13/2022 1st Read; Board returned to Cmt 3/21/22. No changes by Cmt back to Board 4/14/22. Board 2nd and final read 4/28/22 and adopted. | F41 | |
| | F27 | 2/17/2022 | 2/21/2022 | Communicable Disease Mitigation Measures for Students and Staff (Recommended) | Recommend | | | NEW VSBA Policy - will replace F33 - To Cmt: 5/16/22 | F33 | |
| Bd to Rescind | F30 | 3/25/2009 | 5/18/2020 | Budgeting | Consider | 5/9/2019 | 6/13/2019 | Rescind after F20 gets adopted. To Bd 5/12/22 | E2 | |
| | 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 | To Cmt - 5/16/22. VSBA replacing with F27; Rescind after F27 is Adopted | F32 | |
| | F40 | N/A | N/A | Scholarship Awards Policy | Does Not Exist | 5/9/2019 | 6/13/2019 | | E31 | |
| Adopted | 10 | | | | | | | | | |

RESCINDED/NOT ADOPTED POLICIES

| | | | | | | | | | | |
|----------------------|-----|------------|------------|---|----------------|--------------|--------------------|--|-----|--|
| Rescinded 4/14/22 | A32 | 10/21/2021 | 1/11/2022 | Board Goal-Setting & Evaluation | Consider | 9/12/2019 | 10/10/2019 | VSBA Removed 10/21/21. Rescinded by Board 4/14/22 | | |
| Rescinded 11/14/19 | 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 | | |
| Not Adopted | B30 | 3/29/09 | 12/10/2020 | Staffing and Job Descriptions | Consider | Not Adopting | Not Adopting | Committe and Board Opted to Not Consider | | |
| Not Adopted | B31 | 3/29/09 | 12/10/2020 | Educator Supervision & Evaluation: Probationary Teachers | Consider | Not Adopting | Not Adopting | Committe and Board Opted to Not Consider | | |
| Not Adopted | B32 | 3/29/09 | 12/10/2020 | Personnel Files | Consider | Not Adopting | Not Adopting | Committe and Board Opted to Not Consider | | |
| Not Adopted | B33 | 3/39/09 | 12/10/2020 | Resignations | Consider | Not Adopting | Not Adopting | Committe and Board Opted to Not Consider | | |
| Not Adopted | 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 | | |
| Not Adopted | 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. | | |
| Rescinded 11/14/19 | 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 | | |
| Rescinded 12/16/2021 | 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 | |
| Not Adopted | E31 | 7/2020 | | Parental Involvement | Removed | none | none | VSBA Removed 7/2020 - BUUSD never adopted. | | |
| Not Adopted | F31 | 7/1/2020 | | Emergency Closings | Removed | None | None | VSBA Removed 7/2020 - Never adopted by BSU | | |
| Rescinded 4/28/22 | F41 | F26 | 3/11/2021 | Video Surveillance Policy | F26 | 5/9/2019 | 6/13/2019 | Committee 4/26/21; Rescinded by Board 4/28/22 | E32 | |

On Current 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 - Additional change added by VSBA 3/15/22. To Cmt 5/16/22 |
| C14 | Policy on Section 504 and ADA Grievance Protocol for Students and Staff (Required) [1/31/22] | To Cmt 4/18/22; Edits made return to Cmt 5/16/22 |
| | | |
| | <u>Policies Recently Changed</u> | |
| B1 | Substitute Teachers (Required) [04/18/22] | Newly Added by VSBA in Cmt Parking Lot |
| 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 |
| 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 Bd 5/12/22 2nd read |
| C1 | Student Records (Required) [2/8/22] | To Bd 5/12/22 2nd read |
| C70 | Use of Restraint and Seclusion (Recommended) [1/25/22] | Formerly C34 - Cmt Mtg 5/16/22 |
| C8 | Pupil Privacy (Required) [1/17/22] | To Bd 5/12/22 2nd read |
| | | |
| | <u>Policies REMOVED recently</u> | |
| D30 | Field Trips [July, 2020] | To Cmt 5/16/22 |
| 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] | Rescinded by Board 4/14/22 |
| B6 | HIPAA Compliance (Required) | Rescinded by Board 11/14/19 |
| D2 | Grade Advancement (Required) | Rescinded by Board 11/14/19 |
| | | |
| | <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 |
| G22 | Student Activities (Elementary) (Recommended) | Not adopted by BUUSD |
| C4 | English Learners (Required) | Pending review by VSBA (newly added) |

A. BOARD OPERATIONS

| Required Policies | | | Recommended Policies | | | Policies to Consider | | |
|-------------------|-----------------------------------|----------|----------------------|--|----------|----------------------|--|----------|
| | Policy | Updated | | Policy | Updated | | Policy | Updated |
| A1 | Board Member 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 *Cross reference: Board Meetings, Agenda Preparation, and Distribution | 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 *Cross reference: B20 | 4/18/22 | 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 *Cross reference: Harassment, Hazing & Bullying of Students, Board Commitment to Non-Discrimination, Prevention of Sexual Harassment as Prohibited by Title IX | 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 | 02/08/22 | 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) | Under Review | C32 | Eighteen Year-Old Students | 02/10/16 |
| C4 | English Learners | 12/09/20 | C23 | Student Clubs & Activities (Secondary) *Cross reference: Community Use of Schools, Admission of Resident Students, Admission of Non-Resident Tuition Students, Home Study Students | 11/28/07 | C33 | Student Assessment | 02/10/16 |
| C5 | Firearms *Cross reference Search & Seizure, Student Conduct & Discipline | 11/18/20 | C24 | Interscholastic Sports | 09/18/13 | C34 | Restraint and Seclusion | See C70 |
| C6 | Home Study Students | 10/11/19 | C25 | Admission of Non-Resident Tuition Students | 03/03/20 | | | |
| C7 | Student Attendance | 02/15/22 | C26 | Tuition Payment | Temporarily Removed | | | |
| C8 | Pupil Privacy | 01/17/22 | 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 | C70 | Restraint and Seclusion | 01/25/22 | | | |
| 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 |
| C14 | Policy on Section 504 and ADA Grievance Protocol for Students and Staff | 01/31/22 |

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 *Cross reference Student Conduct and Discipline, Selection of Instructional Materials, Complaints about Instructional Materials | 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 *Cross reference: Student Self Expression, Community Use of Facilities | 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 *Cross reference: Budgeting, Financial Reports and Statements | 03/25/09 | F30 | Budgeting | 03/25/09 |
| | | | F21 | Financial Reports and Statements *Cross reference: Budgeting | 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 (see F27) | Removed 03/2022 |
| | | | 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: A20

1ST READING: 9/12/2019
2ND READING: 10/10/2019
ADOPTED: 10/10/2019

Board Meetings, Agenda Preparation & Distribution

Policy

All Barre Unified Union School District Board meetings will be held in compliance with Vermont's open meeting laws, 1 V.S.A. §§310 et seq.

Regular Meeting Schedule

Regular meetings of the board will be held at the location as indicated in the table below, on the second Thursday of the month (with a second meeting on the fourth Thursday of the month as necessary), beginning at 5:30 p.m.. The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair on his or her own initiative or when requested by a majority of the board and shall be warned appropriately. Only items on the agenda may be acted upon at these meetings.

| <u>Month</u> | <u>Location</u> |
|---------------------|------------------------|
| July | BTMES Library |
| August | SHS Library |
| September | BCEMS Library |
| October | BTMES Library |
| November | SHS Library |
| December | BCEMS Library |
| January | BTMES Library |
| February | SHS Library |
| March | BCEMS Library |
| April | BTMES Library |
| May | SHS Library |
| June | BCEMS Library |

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised. One or more members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

Agenda Preparation

The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board officers. Items of business may be suggested by any board member, staff member, student, or resident of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent. An item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal clerk's office and [two other designated physical locations in the municipality]. In addition, proposed meeting agendas will be made available to any interested person upon specific request.

**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**

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. 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 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.]

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.

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.

Section 504 Grievance Form

Student's Name: _____ School: _____

Parent's name: _____

Address: _____

Phone Number: _____

Summary of the Grievance - What is the problem? What are the facts? _____

Who have you spoken to at the school about this issue, and what was the result? _____

How can the problem be solved? _____

Please attach any additional information or documentation you wish the district to consider. You also have the right to file a complaint with the regional office of the US Department of Education's Office for Civil Rights (OCR) without going through the district's grievance process.

Parent Signature: _____ Date: _____

Received by 504 Coordinator: _____ Date: _____

CC: Parent
Student file

CODE C70¹
(Recommended)

USE OF RESTRAINT AND SECLUSION

Section 1. Statement of Purpose

It is the policy of the _____ school district/supervisory union that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the district/supervisory union's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in district schools. This policy is further intended to assist in creating a common understanding within the district/supervisory union of appropriate interventions by district staff.

Section 2. Definitions

The following terms are defined in State Board Rule 4500.3 and shall apply to this policy.²

- 2.1 Behavioral Intervention Plan
- 2.2 Chemical Restraint
- 2.3 Functional Behavioral Assessment
- 2.4 Mechanical Restraint
- 2.5 Parent
- 2.6 Physical Escort
- 2.7 Physical Restraint
- 2.8 Positive Behavioral Interventions and Supports
- 2.9 Prone Physical Restraint
- 2.10 School
- 2.11 School Personnel
- 2.12 Seclusion
- 2.13 Substantial Risk
- 2.14 Supine Physical Restraint
- 2.15 Student

Section 3. Policy

The superintendent or designee shall develop administrative procedures to ensure district/supervisory union compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the following components:

1. Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.³

¹ The State Board Rules do not require adoption of a policy by individual school boards, however the VSBA recommends that boards consider adopting a policy, based on this model, that requires compliance with the Rule 4500 and establishes criteria for the development of administrative procedures to implement practices consistent with the Rule.

² Each of the terms defined in this model policy is defined in State Board Rule 4500.3.

³ See Vermont State Board of Education Manual of Rules and Practices Rule 4501.1.

2. Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.⁴
3. Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.⁵
4. Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.⁶
5. Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Secretary of the Vermont Agency of Education under circumstances and within the time limitations required by State Board of Education rules.⁷
6. Processes to ensure that each school in the district/supervisory union maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.⁸
7. Procedures to ensure that each school in the district/supervisory union implements follow-up procedures that are consistent with the requirements of State Board of Education rules.⁹
8. Annual notification procedures to ensure that each school in the district/supervisory union informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.¹⁰
9. Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent in accordance with the complaint processes established by the Board in Policy (insert reference to board policy on complaints).¹¹

Section 4. Implementation

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Agency of Education unless a plan is submitted to the Secretary

⁴ See SBE Rule 4501.2.

⁵ See SBE Rule 4502.

⁶ See SBE Rules 4502.3 and 4502.4.

⁷ See SBE Rule 4503.

⁸ See SBE Rule 4504.

⁹ See SBE Rule 4505.

¹⁰ See SBE Rule 4506.

¹¹ See SBE Rule 4507

of Education demonstrating how a training program not recommended by the Agency of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.¹²

The superintendent shall report annually to the Board on the implementation of the administrative procedures required by this policy, and shall include any recommendations for changes, if any, related to school district/supervisory union policies or procedures.¹³

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| <i>VSBA Version:</i> | <i>January 25, 2022</i> |
| <i>Date Warned:</i> | |
| <i>Date Adopted:</i> | |
| <i>Legal Reference(s):</i> | <i>Vermont State Board of Education Rule 4500-4510 16 V.S.A. 563</i> |
| <i>Cross Reference:</i> | <i>C1 Student Records</i> |

¹² See SBE Rule 4509, 4510.

¹³ 16 V.S.A. 563 authorizes, but does not require, boards to approve administrative rules and regulations. Likewise, the provision for annual reports from the superintendent in this model policy is not required by state law.

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

CODE: C 34

1ST READING: 5/9/2019

2ND READING: 6/13/2019

ADOPTED: 6/13/2019

USE OF RESTRAINT AND SECLUSION

Section 1. Statement of Purpose

1.1 It is the policy of this Barre Unified Union School District (BUUSD) that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the BUUSD's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in BUUSD schools. This policy is further intended to assist in creating a common understanding within the BUUSD of appropriate interventions by BUUSD staff.

Section 2. Definitions. The following terms, as defined in State Board Rule 4500.3, shall apply to this policy.

2.1 **Behavioral Intervention Plan** means a plan that details strategies to address behaviors that impede learning, or are ongoing, and do not readily respond to general intervention or classroom management techniques, by teaching pro-social skills and other positive replacement behaviors. The plan may include positive strategies, program or curricular modifications, and supplementary aids and supports required to address problem behaviors.

2.2 **Chemical Restraint** means a drug, medication or chemical used on a student to control behavior or restrict movement that is not:

- a. Prescribed by a student's licensed physician for the standard treatment of a student's medical or psychiatric condition; and
- b. Administered as prescribed by the licensed physician.

2.3 **Functional Behavioral Assessment** means the analysis of a student's behavior patterns before, during, and after rule-breaking or other inappropriate behavior for the purpose of guiding the development of a behavioral intervention plan.

2.4 **Mechanical Restraint** means the use of any device or object that restricts a student's movement or limits a student's sensory or motor functions unless under the direction of a healthcare professional for medical or therapeutic purposes. The term does not include devices implemented by trained school personnel, or utilized by a student for the specific and approved therapeutic and safety purposes for which such devices were designed including:

- a. Restraints for medical immobilization,

- b. Adaptive devices or mechanical supports used to achieve proper body position, balance or alignment;
- c. Vehicle safety restraints including a seat belt or harness used for balance or safety on a car or bus; or
- d. Seat belts in wheelchairs or on toilets.

2.5 Parent means:

- a. A biological or adoptive parent of the child;
- b. A legal guardian of the child;
- c. A person acting in place of a biological or adoptive parent, including a grandparent, stepparent or other relative with whom the child lives, or a person legally responsible for the child's welfare;
- d. A foster parent or developmental home provider who has been appointed the educational surrogate parent by the Educational surrogate Parent Program; or
- e. An educational surrogate parent.

2.6 Physical Escort means the temporary touching or holding, without the use of force, of the hand, wrist, arm, or back of a student who is exhibiting minimal resistance for the purpose of directing movement from one place to another.

2.7 Physical Restraint means the use of physical force to prevent an imminent and substantial risk of bodily harm to the student or others. Physical restraint does not include:

- a. Momentary periods of physical restriction by direct person-to-person contact, accomplished with limited force and designed either
 - i. to prevent a student from completing an act that would result in potential physical harm to himself/herself or another person; or
 - ii. to remove a disruptive student who is unwilling to leave the area voluntarily;
- b. The minimum contact necessary to physically escort a student from one place to another;
- c. Hand-over-hand assistance with feeding or task completion; or
- d. Techniques prescribed by a qualified medical professional for reason of safety or for therapeutic or medical treatment.

2.8 Positive Behavioral Interventions and Supports means an approach to preventing and responding to targeted behavior that:

- a. Is based on evidence-based practices;
- b. Is proactive and instructional, rather than reactive;
- c. Can operate on individual, group, classroom, or school wide levels;
- d. Includes a system of continual data collection; and

e. Relies on data-driven decisions.

2.9 **Prone Physical Restraint** means holding a student face down on his or her stomach using physical force for the purpose of controlling the student's movement.

2.10 **School** means a learning environment receiving public funds or over which the Vermont Department of Education has regulatory authority.

2.11 **School Personnel** means individuals working in schools as defined in 4500.3(10) who are employed by the school or who perform services for the school on a contractual basis, and school resource officers, while acting in that capacity.

2.12. **Seclusion** means the confinement of a student alone in a room or area from which the student is prevented or reasonably believes he or she will be prevented from leaving. Seclusion does not include time-out where a student is not left alone and is under adult supervision.

2.13 **Substantial Risk** means an imminent threat of bodily harm where there is an ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to defuse the situation have been exhausted or failed or the level of risk prohibits exhausting other means.

2.14 **Supine Physical Restraint** means holding a student on his or her back using physical force for the purpose of controlling the student's movement.

2.15 **Student** means a student enrolled in a school as defined in paragraph 2.10.

Section 3. Policy

3.1 The superintendent or his or her designee shall develop administrative procedures to ensure BUUSD compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the components in 3.2 through 3.10.

3.2 Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.

3.3 Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.

3.4 Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or

seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.

3.5 Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.

3.6 Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Commissioner of the Vermont Department of Education under circumstances and within the time limitations required by State Board of Education rules.

3.7 Processes to ensure that each school in the BUUSD maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.

3.8 Procedures to ensure that each school in the BUUSD implements follow-up procedures that are consistent with the requirements of State Board of Education rules.

3.9 Annual notification procedures to ensure that each school in the BUUSD informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.

3.10 Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent in accordance with the BUUSD's complaint processes.

Section 4. Implementation

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Department of Education unless he or she submits a plan to the Commissioner of Education demonstrating how a training program not recommended by the Department of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.

The superintendent shall report annually to the BUUSD Board on the implementation of the administrative procedures required by this policy, and shall include in his or her report recommendations for changes, if any, to related school BUUSD policies or procedures.

BARRE UNIFIED UNION SCHOOL DISTRICT # 097 Code: D 30
POLICY**PREVIOUSLY ADOPTED: 6/13/2019****1st READING: 4/23/2020****2nd READING: 5/14/2020****ADOPTED: 5/14/2020**

FIELD TRIPS**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to endorse the use of field trips as extensions of classroom experiences.

Implementation

Administration shall develop procedures on field trips to address the following guidelines:

1. Teachers shall submit to the Principal/Director a written request for approval for a field trip.
2. Requests will be submitted in a timely fashion
3. Accompanying the request for approval must be information specifying those students who are participating and the basis for their participation. In addition, the report must state specific reference to the curriculum, learning outcomes, the source of payment for the field trip, the method of transportation, as well as commencement and termination times, dates, number of school personnel to attend, number of additional chaperones, method of financing the adult participation, and any other pertinent information.
4. Teachers organizing field trips will be responsible for obtaining signed permission slips from parents, scheduling transportation, and overseeing arrangements with the site of the field trip.
5. Those individuals responsible for the field trip shall submit a list of participants to the school nurse and a principal in a timely fashion so that provisions for any special medical problems and/or precautions can be provided.
6. Field trip costs over and above those normally budgeted for by the BUUSD will be paid for by the student's parents directly and/or through fundraising activities. Funds will exist for any student who desires to attend but is unable to pay the individual cost of travel and accommodations.
7. All chaperones shall comply with Policy B2, Volunteers & Work Study Students.

Code: F27

Recommended

COMMUNICABLE DISEASE MITIGATION MEASURES FOR STUDENTS AND STAFF

The _____ Supervisory Union/School District (SU/SD) strives to protect the safety and health of children and youth in its care, and its employees. It is the policy of the _____ Board (Board) to implement communicable disease mitigation measures including but not limited to: vaccination of school staff, mask wearing, social distancing, screening testing, quarantine/isolation, improved ventilation, cleaning and disinfecting, and providing hygiene supplies.

Definitions:

1. **Communicable disease** means an illness due to an infectious agent or its toxic products which is transmitted, directly or indirectly, to a person from an infected person, animal or anthropoid, or through the agency of an intermediate animal, host or vector of the inanimate environment. "Communicable disease" shall include, but not be limited to:
 - a. Acquired Immunodeficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV);
 - b. Severe Acute Respiratory Syndrome (SARS) or Severe Acute Respiratory Syndrome;
 - c. Coronavirus 2 (SARS-CoV-2); Novel Coronavirus 19 (COVID-19);
 - d. Ebola;
 - e. Chicken pox;
 - f. Hepatitis;
 - g. Measles;
 - h. Meningitis;
 - i. Mononucleosis;
 - j. Whooping cough;
 - k. Cholera;
 - l. Bubonic plague;
 - m. Anthrax; and
 - n. any mutations arising from or relating to infectious disease or "communicable disease".
2. **Comprehensive Health Education** includes the study of disease, such as HIV infection, other sexually transmitted diseases, as well as other communicable diseases, and the prevention of disease¹.
3. **Bloodborne pathogen** means a pathogenic microorganism that is present in human blood and can cause disease in humans. Such pathogens include hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV)².

[1] 16 VSA § 131(4) definition of Comprehensive Health Education

[2] 18 V.S.A. § 1140(1) definition of Bloodborne Pathogen

Rights of Staff and Students:

Privacy and Confidentiality:

1. The superintendent shall develop procedures which ensure confidentiality in the maintenance and, where authorized, dissemination of all medically-related documents.
2. The "Vermont Standards of Practice: School Health Services Manual" shall determine the procedures 1) for monitoring students and staff who may potentially have a communicable disease if in school while infectious and 2) for documenting appropriate information accordingly.

Health Protections and Universal Precautions

1. Infection Control
 - A. The SU/SD shall comply with applicable Vermont Occupational Safety and Health Administration (VOSHA) rules in order to protect employees who are reasonably anticipated to be exposed to communicable diseases as part of their regular job duties.
 - B. The superintendent or designee shall determine those employees (by job class and possibly by task or procedure) who are reasonably anticipated to have occupational exposure to communicable diseases as part of their duties.
 - C. A written Exposure Control Plan concerning communicable diseases, which includes the use of universal precautions, shall be developed, maintained and followed.

Curriculum, Instruction, and School-sponsored Activities

1. Comprehensive Health Education

The SU/SD shall provide systematic and extensive elementary and secondary comprehensive educational program, including the study of disease, such as HIV infection, other sexually transmitted diseases, as well as other communicable diseases, and the prevention of disease.
2. Athletics and Co-Curricular Activities

School authorities will make reasonable accommodations to allow students with communicable disease(s) to participate in school-sponsored physical activities.

Implementation

The superintendent shall develop procedures to assure compliance with all applicable federal and state laws pertaining to communicable diseases and the mitigation of communicable diseases and to protect the rights of students and staff with regard to communicable diseases.

All SU/SD personnel shall be advised of routine procedures to follow with regard to universal precautions (handling body fluids). These procedures, developed in consultation with public health and medical personnel, shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. The procedures shall follow standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

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| <i>VSBA Version:</i> | 03/11/2022 |
| <i>Date Warned:</i> | |

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| <i>Date Adopted:</i> | |
| <i>Legal Reference(s):</i> | <i>18 V.S.A. § 1140 (Communicable Diseases)</i> |
| | <i>16 VSA § 131(4) Comprehensive Health Education</i> |
| | <i>16 VSA § 136 Wellness program; Advisory Council on Wellness and Comprehensive Health</i> |
| | <i>29 C.F.R. § 1910.1030 Occupational Exposure to Bloodborne Pathogens Standard</i> |
| <i>Cross References:</i> | <i>Student Records (C1)</i> |
| | <i>Nutrition and Wellness (C9)</i> |
| | <i>Bloodborne Pathogens Exposure Control Plan</i> |
| | <i>See Applicable Collective Bargaining Agreements</i> |

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

Code: F 33

1st READING: 5/9/2019

2nd READING: 6/13/2019

ADOPTED: 6/13/2019

HIV POLICY

Preamble

The evidence is clear that the risk of transmitting Human Immunodeficiency Virus (HIV) is extremely low in school settings when proper guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare, or school athletic settings. HIV is not transmitted through casual contact and, therefore, is not reason in itself to treat individuals having or perceived as having HIV differently from other members of the school community. HIV is a bloodborne pathogen and is treated as such in the same manner as any other bloodborne pathogen.

The Barre Unified Union School District (BUUSD) shall strive to protect the safety and health of children and youth in its care, and its employees, recognizing:

- the rights of students and employees with HIV;
- the importance of maintaining confidentiality regarding the medical condition of any individual;
- the importance of an educational environment free of significant risks to health; and
- the necessity for HIV education and training for the school community and the community-at-large.

Rights of Faculty/Staff

I. Equal Employment

The BUUSD does not discriminate on the basis of an employee's HIV infection or association with another person with HIV infection. No applicant shall be denied employment and no employee shall be prevented from continued employment on the basis of having or being perceived as having HIV. In accordance with the Americans with Disabilities Act of 1990, an employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodations if necessary.

Rights of Students

II. School Attendance

- A. A student with HIV infection has the same right to attend school and receive services as any other student and will be subject to the same rules and policies as any student without HIV. Except as deemed appropriate to accommodate students with disabilities, HIV

infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

- B. The special education coordinator, Section 504 coordinator or other designated school authorities will follow established policies and procedures for students with chronic health problems or students with disabilities to determine on a case-by-case basis the educational placement of a student known to be infected with HIV. Respecting students' and families' privacy rights school authorities may consult with the student's parent or guardian, seek waiver from parent/guardian to consult with the student's physician, and reassess the placement if there is a change in the student's need for accommodations or services.

Rights for Students and Staff

III. Nondiscrimination

- A. The BUUSD is committed to providing a learning environment and workplace free of discrimination. School staff members will strive to maintain a respectful school climate and not allow physical or verbal harassment against a student or staff member based on their HIV positive status. This includes conduct directed against a person living with HIV infection, a person perceived as having HIV infection or a student or employee's family member's actual or perceived status as HIV positive.
- B. This school district shall not discriminate against an applicant, prospective or current student on the basis of a person's having a positive test result from an HIV-related diagnostic test.

IV. Confidentiality of HIV-related Information and Testing

- A. The BUUSD will protect the student's and family's privacy rights consistent with state and federal law pursuant to the BUUSD Student Records Policy and Employment Records Policy.
- B. No school official shall require HIV-related testing of any employee applicant, current employee or prospective or current student for any purpose.
- C. Students, students' parents/guardians, or applicants/employees are not required to disclose HIV status to any school personnel.
- D. Service providers, including those dispensing medication, will maintain student confidentiality. Unless for the limited purpose of an exception of state law, federal law, the Student Records policy, or the Employee Records policy that applies, school personnel shall not disclose any HIV-related information about a prospective or current school personnel or students to anyone except in accordance with the terms of a written consent. The superintendent shall develop a written consent form which provides for a description of information to be disclosed, to whom it may be disclosed, its specified time limitation, and the specific purpose for the disclosure. The school district shall not discriminate against any individual who does not provide written consent.

- E. All health records, notes, and other documents that reference a person's HIV status will be kept confidential. Access to these confidential records is limited to those named in written permission from the person or parent/guardian and to emergency medical personnel.