

AGENDA



Addison Central School District

Policy Committee

Committee Meeting

Wednesday, June 15, 2022, 4:00 pm - 5:30 pm

208 Charles Avenue, Middlebury, VT & Virtual Connection

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87364175318>

- A. Call to Order Upon Reaching a Quorum
- B. Introductions: Board Members. Administrators and Staff
- C. Approve the Agenda
- D. Public Comment
- E. Recommendations to Approve the Minutes of May 18, 2022
- F. Follow-up/Further Edits to:
 - 1. Policy D22 - Selecting Library Materials
 - 2. Policy D32 -Selection of Instructional Materials
(recently removed from VSBA Policy Manual)
- G. Current Preview of Amended Policies in the Pipeline:
- H. Discussion:
 - 1. Policy A21 - Public Participation at Board Meetings
 - 2. Policy C5 - Firearms (VSBA)
 - 3. Policy C6 - Home Study
 - 4. Policy C8 - Draft Pupil Privacy (VSBA)
 - 5. Policy D6 - Class Size
- I. Other Business
- J. ACSD Policy Inventory 6-15-2022
- K. Next Committee Meeting Date/Time
- L. Adjournment

MINUTES



Addison Central School District

Policy Committee

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Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89331063164>

A. Call to Order Upon Reaching a Quorum

Meeting called to order at 4:05 PM.

B. Introductions: Board Members, Administrators and Staff

Board Member: Victoria Jette

Administrator: Caitlin Steele, Assistant Superintendent to Teaching and Learning

C. Approve the Agenda

Approved

D. Public Comment

E. Recommendation to Approve the Minutes of March 30, 2022

Approved

F. Discussion: Conflict of Interest with Pietro Lynn

Conversation with Attorney Pietro Lynn on conflict of interest and associated policies. Attorney Lynn went into detail about what constitutes conflict of interest and what does not. Specifically, he said conflict of interest generally requires one to have personal or financial interest in the outcome of a board action. He cited examples such as seeking some sort of personal vendetta against a member of the administration, steering contracts for financial gain, serving on the negotiations team to assure a family member a better contract. He said someone's strong, perhaps public, opposition to the goals and values of the board does NOT constitute a conflict of interest. He said that by running for the board, one is a politician and that may mean a person comes with strong feelings. But this does not necessarily lead to a conflict of interest under the ACSD or VSBA policy.

G. Discussion:

1. Policy D1 - Proficiency Based Graduation Requirements

Discussion on Policy D1: Main change proposed is to reduce the graduation requirement for Theory of Knowledge from one credit to a half-credit, as recommended by the high school administration. This will allow students better access to a broader array of courses and will work better with PHCC schedules. Policy will be presented at next ACSD meeting.

2. Policy D22 - Selecting Library Materials

Discussion on Policy D22, Library Materials: Administration will await a new model policy from VSBA before presenting policy changes to committee. Meanwhile, district librarians are already looking at new procedures to deal with concerns.

3. Policy D32 - Selection of Instructional Materials

H. Other Business

Next meeting set for June 15 at 4:00 PM to review policies reviewed.

I. Adjournment

Meeting adjourned at 5:17 PM.

Respectfully submitted,
Peter Conlon, Recorder

Move: Suzanne Buck Second: Status: Passed

CODE: A21

(Recommended)

PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy

It is the policy of the board to encourage public participation at its meetings. Background Public participation is very important to the successful function of the _____ School District. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up-to-date on what is happening in the community's schools.

Implementation

Reasonable rules of participation may be used to insure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board

1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

Public Comment on Agenda Items

1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public input on items not on the agenda

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints.

VSBA Version: March 3, 2020

Date Warned:

Date Adopted:

Legal Reference(s): 1 V.S.A. §§ 310 et seq. (Public meetings)

16 V.S.A. § 554(b) (School board meetings)

Cross Reference: Board Meetings, Agenda Preparation and Distribution (A

Addison Central School District

Policy: Firearms (VSBA 12/9/20)

FileCode: C5

Warned:

Adopted:

Policy

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

Definitions

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

Sanctions

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

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

1. The student was unaware that he or she had brought a firearm to school.

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

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

Policy Implementation

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

The superintendent shall refer to the appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the school district. The superintendent may also report any incident subject to this policy to the Department for Children and Families (DCF).

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

Legal Reference(s):

16 V.S.A. § 1166 (State law pursuant to Federal law)
13 V.S.A. §§ 4004, 4016 (Criminal offenses)
20 U.S.C. § 7151 (Gun Free Schools Act) 18 U.S.C. § 921 (Gun Free School Zones Act of 1990)
20 U.S.C. §§ 1400 et seq. (IDEA)
29 U.S.C. § 794 (Section 504, Rehabilitation Act of 1973)
Vt. State Board of Education Manual of Rules & Practices, §§ 4311, 4313

Cross Reference: Search and Seizure Student Conduct and Discipline

Addison Central School District

Draft 6/18/2022

Policy: Participation of Home Study Students

File Code: C6

Warned: November 8, 2016

Adopted: November 21, 2016

Policy

To comply with the requirements of Act 119 of 1998 by allowing home study students to participate in courses, programs, activities, services and to use school educational materials and equipment.

The superintendent will develop administrative procedures that comply with rules promulgated by the Vermont State Board of Education as necessary to implement this policy.

Legal Reference(s):

16 V.S.A. 563 (24) (Powers of school boards)

Vermont State Board of Education Manual of Rules & Practices

§§4400, 9200.3.1, 2367

20 U.S.C. §§1400 et seq. (IDEA)

34 C.F.R. §§ 300.450-2, 76.650-662

Cross Reference:

Policy Dissemination, Administration & Review (A3)

[i] 16 V.S.A. 563(24). School boards are required to "... adopt a policy which, in accordance with rules adopted by the state board of education, will integrate home study students into its schools through enrollment in courses, participation in co-curricular and extracurricular activities and use of facilities." See also SBE Rules 4400-4405

Addison Central School District

Policy: Pupil Privacy Rights (Required) VSBA Draft 1/17/22

File Code: C8

Warned:

Adopted:

Policy

It is the intent of the Addison Central 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 a 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).

Addison Central School District

Policy: Class Size

File Code: D6

Warned: November 8, 2016

Adopted: November 21, 2016

Policy

It is the intent of the Board to comply with Sections 15 and 16 of Act 153 of 2010 requiring superintendents to work with school boards to develop policy guidelines for minimum and optimal average class sizes in regular and technical education classes.

Class size guidelines will be used to inform annual decisions related to staffing and program offerings.

Implementation

1. The superintendent or designee shall develop district-wide class minimum, maximum, and optimum average class size guidelines that take into account the instructional needs of specific elementary grade intervals and required and elective courses at the secondary level.
2. Class size guidelines in the school district may vary as necessary to reflect differences among schools due to geography and other factors, such as school size and programmatic needs.
3. The guidelines shall also ensure compliance with state or federal requirements related to matters such as student-teacher ratios, special education, technical education, and English Language Learners.
4. The superintendent shall report to the Board at least annually on the implementation of this policy, and shall include in his or her report information related to the use of the guidelines in determining actual class sizes and program offerings in the schools within the school district.

Policy #	R-RC-O (R/Required, RC/Recommended, Optional)	Title of Policy	Date adopted	Evidence of Procedures or Administration Rules	Monitoring	Research updates, data, literature, best practices	Current Committee work Assigned	Draft/Consults	To Board for review	Approved and Date
Board Operations					Review Date					
A1	O	Governance Procedures	Amended 5/9/22	Needs Hyperlink to Strategic plan and needs annual monitoring.						
A2	O	Roles and Responsibilities	Amended 5/9/22	needs 1. procedure Draft communication and Engagement document, 2 Draft education process/training						
A3	O	Relationship to the Roles of the Board and Superintendent	9/17/2018			2022				
A4	O	Policy Development	9/17/2018			2022				
A5	O	Code of Conduct	9/17/2018			2022				
A6	R	Conflict of Interest	9/17/2018			2022				
A7	O	Governing Style	9/17/2018			2022				
A8	O	Agenda Development	9/17/2018			2022				
A9	O	Chair's Role	9/17/2018			2022				
A20	Recommend	Board Meeting Agenda	VSBA 3/20							
A21	Recommend	Public Participation	VSBA 3/20							
A22	Recommend	Notice of Non Discrimination	VSBA 3/20							
A23	Recommend	Community Engagement	VSBA 3/20							
A24	Recommend	Board-Superintendent Relations	VSBA 3/20							
a25	Recommend	Delegation of Authority due to COVID 19	cancelled 9/21							
A30	Suggested	Role and doption of School Board Policies	VSBA 3/20							
A34-	Suggested	Board Member Education	VSBA 1/22	refer to A2						
A33	Consider	SCHOOL VISITS BY BOARD MEMBER	VSBA 3/20							
A34	Consider	BOARD RELATIONS WITH SCHOOL PERSONNEL	VSBA 3/09		\					
A35		Students on the School Board	10/28/2019	request current copy of processProcedure Eligibility and Selection Process						
Personnel										
B1	R	Substitute Teachers	Amended 5/9/22	Handbook and application on website (Human resources)						
B2	R	Volunteers and Work Study Students	Amended 5/9/22	HR PROCEDURE						
B3	R	Alcohol and Drug Free Workplace	Amended 5/9/2	HR Procedure						
B4	R	Drug and Alcohol Testing-Transportation Employee	Amended 5/9/22	HR Procedure						
B5	R	Prevention of Employee Harassment	11/21/2016	Website ?	2022		3/16/2022 awaiting comm final approval to full board	check with Gail for procedure		
B6	VSBA REMOVE	Health Insurance Portability HIPPA	4/24/2016				Suzanne			
B7	R	Tobacco Prohibition	Amended 5/9/22							
B8	R	Electronic Communication Between Employees and Students	10/12/2020							
B20	RC	Personnel Recruitment , Selection, Appointment and Background	05/24/21							
B21	RC	Professional Development			VSBA update 3/2020					
B22	R	Complaints about Personnel and Instructional Material			2022					
Students										
C1	M	Educational Records	11/21/2016		VSBA update 10/19		Lindsey			
C2	M	Student Possession and Use of Drugs and Alcohol	11/21/2016		under review by VSBA 1/19/22					
C3	M	Transportation	9/14/2020							
C4	M	Limited English Proficiency Students	11/21/2016		VSBA update 12/20		Lindsey			

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C5	M	Firearms	11/21/2016	N/A	VSBA review 12/9/20		Lindsey			
C6	M	Participation of Home Study Students	11/21/2016	Procedure* website	VSBA update 10/19		Lindsey			
C7	M	Student Attendance	6/19/2017	to be reviewed (handbooks?)	VSBA update 10/19					
C8	M	Pupil Privacy Rights	11/21/2016	update procedure	VSBA update 10/19		Lindsey			
C9	M	Comprehensive Wellness	7/29/2019							
C10	M	Prevention of Harassment, Hazing, and Bullying of Students	1/17/2017	Procedure State Statute		VSBA 12/15 Policy Co 7/12/21 no change	ON HOLD 1/19/22 Ready for 11/21 for Board Review			
C11	M	Student Freedom of Expression in School-Sponsor	5/17/2018							
C12	M	Prevention of Sexual Harassment as Prohibited by Title IX	10/26/2020	unable to find info on website						
C14	M	Homeless Students	5/24/2021	Referral /Procedure https://docs.google.com/document/d/1DXtQ7E65-mgzMRO5uf0skwsQ9H1Llg3j9WgQpLXYsAvedl/https://docs.google.com/document/d/1bpQlwJPdra-eOXWp-JK8SF65V7iAAJo2_9hd0-ZM8bs/edit						
C25		ADMISSION OF NON RESIDENT TUITION STUDENTS	1/17/2017	website	2022					
C28		Transgender and Gender Non-Conforming Student	1/17/2017		2022					
C29		Equity	9/14/2020	plan strategic plan Superintendent 2021						
C30		School Residence	6/19/2017	Procedure*	2022					
C50		Kindergarten Entrance Age	8/21/2018		2022					
Instruction										
D1	M	Proficiency Based Graduation Requirements	4/1/2019			VSBA update 3/20				
D2		Grade Advancement, Retention, Promotion, Acceleration	11/21/2016	Procedure attached to policy						
D3	M	Responsible Computer Internet and Network Use	Amended 5/9/22	refer to (where to find) Student Conduct and Discipline DRAFTS 6/22 Selection of Instructional Materials DRAFT 6/22 Complaints About Instructional Materials		VSBA 8/19 model Policy ACSD new draft 2/16/22 no change				
D4	M	Title I Comparability	1/17/2017							
D5		Animal Dissection	11/21/2016	request copy of current school practice		rVSBA 10/19enew policy as is. Caitlin 10/6/21	needs final comm review			
D6		Class Size	11/21/2016			VSBA 10/19 Policy Co 7/12/21, need more details from admin on how class size is determined. Caitlin checking	ready for comm reviewresearch on class size, 2021-12- 15 D6 draft Class Size			
D7	M	Special Education	amended 1/24/22			VSBA model			1/10/22	To Board Review 1/10/22, vote 1/31/22
D22	R	Selection of Library Materials				VSBA model 5/11/22	under review 5/22	waiting for librarians to complete procedure		
D34	R-Caitlin	Instructional Materials				New policy 5/11/22				
D32	R-Caitlin	Library media selection								
School- Community Relations										
E1	M	Title I Part A Parental Involvement	4/1/2019			VSBA update 9/24/21, needs attention	1/19/22 review VSBA document	Caitlin, Emily, Principals (Shoreham, Bridport, Salisbury, Mary Hogan), and Title I parents editing for March 2022 committee review		

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E20		Community Use of School Facilities	6/19/2017	Procedure* ACSD Website						
E21		Distribution of Non-School Sponsored Literature in	1/17/2017	Procedure* ACSD Website						
Non-Instructional Operations										
F1	M	Travel Reimbursement	4/1/2019							
F20		Finance Policy	11/6/2017							
F26		Security Camera's	6/24/21							