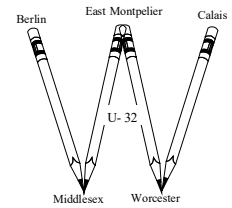


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761



**WCUUSD Policy Committee
Meeting Agenda
6.7.22 4:30-6:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/v2shtjuz>

Meeting ID: 867 5598 8333

Password: 730456

Dial by Your Location: 1-929-205-6099

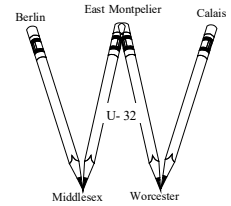
1. Call To Order
2. Approve Minutes of 5.24.22 – pg. 2
3. Review Policies (Discussion/Action)
 - 3.1. C1 Education Record – pg. 4
 - 3.2. C14 Section 504 Grievance Protocol for Students & Staff - pg. 8
 - 3.3. B5 Prevention of Employee Harassment – pg. 11
 - 3.4. School Access
4. Future Agenda Items
 - 4.1. School Choice
 - 4.2. Anti-Racism
 - 4.3. Humanity and Justice Statement
5. Adjourn

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Jennifer Miller-Arsenault
Interim Superintendent



**WCUUSD Policy Committee Meeting
Unapproved Minutes
5.24.22 4:30-6:30 PM
Central Office, 1130 Gallison Hill Rd. Montpelier
VIA Video Conference**

Present: Chris McVeigh, Jonathan Goddard, Jen Miller-Arsenault, Amy Molina, Michelle Ksepka, Kerra Holden, Dennis Hill

- 1. Call to Order: Chris McVeigh called the meeting to order at 4:33 p.m.**
- 2. Approve Minutes of 4.12.22: Jonathan Goddard moved to approve the minutes of April 12, 2022. Seconded by Chris McVeigh, this motion carried unanimously.**
- 3. Review Policies**
 - 3.1. Use of School Property:** (The committee had decided to not create a Use of School Property policy.)
 - 3.2. C1 Education Record:** Jen Miller-Arsenault stated, regarding the procedural question about copying records on school grounds: she had checked with legal counsel but has not yet heard an answer. She feels that if we adopt this policy the way it is written, then we can figure out the copying issue (a procedural issue) in the procedures as opposed to the body of the policy. Michelle Ksepka noted that she agrees; the actual body of the policy doesn't speak directly to the procedure of copying; the policy speaks to the rights of someone to inspect and review their records. Amy Molina stated that she usually defers to Tracy Martin, registrar, when it comes to these issues because she is familiar with the regulations. Chris McVeigh suggested that if reviewing and inspecting is part of the parent's rights, should we designate in the policy that the act of copying the records is not included in "reviewing and inspecting." Jen Miller-Arsenault will follow up with legal counsel. Jonathan Goddard noted that if we are going to allow copying, then we might want to consider building a fee into it. Chris McVeigh suggested referring to the public record request procedure for guidance around a fee.
 - 3.3. C8 Pupil Privacy Rights:** Jen Miller-Arsenault followed up about the issue regarding 18 year old students or emancipated minors. She noted that our policy regarding 18 year olds is word for word from the VSBA model policy; this makes her believe that FERPA rules are honored. Chris McVeigh asked whether there was a concern about whether a parent could request access to student records, after the student turns 18. Jen Miller-Arsenault shared that our current policy addresses this. She read from the policy. In this policy, students who are 18 years or older cannot prevent their

parents or guardians from having access to student records unless the parents agree. Chris McVeigh suggested that we consider the federal statute around PPRA. The committee agreed to use the model policy for C8 and move forward for first reading to the board. Michelle Ksepka will create a red-line version of our current policy to have it match the VSBA model policy so board members can make a comparison.

3.4. C14 Section 504 Grievance Protocol for Students & Staff: Jen Miller-Arsenault provided an update from the previous meeting. She recalls one of the questions was: Is there a distinction between adult employees and adults in general? (She stated that she does not have any more clarification around that question.) Where is the attached complaint form? The district should create a grievance form; there is an example through the VT School Board Association. She shared that federal regulation requires that a public entity adopt and publish grievance procedures; she read from the regulation. Jen Miller-Arsenault shared some of the communication she had with counsel from VSBA to follow up on this policy from the previous meeting. Some discussion followed about using “may” versus “shall” in the procedural document. (specifically, in Step 3) The committee agreed to change the language to “they shall submit...” Jen Miller-Arsenault will follow up with legal counsel. Chris McVeigh stated that using “shall” versus “may” is an attempt to eliminate ambiguity from the protocol.

4. Future Agenda Items

4.1. School Choice

4.2. Anti-Racism

4.3. Humanity and Justice Statement: Jen Miller-Arsenault indicated that the Humanity & Justice Coalition meets one more time in June; the focus right now has been on updating the student and parent handbook; she does not think the work related to Policy Committee will be done in June.

4.4. “School Access” (Chris McVeigh is working with Bernie Lambek on a universal policy around this issue.)

4.5. “Dangerous Weapons” (Jen Miller-Arsenault stated that this is currently under review at the VSBA and that the committee had decided to wait until VSBA had done its work around this, before considering it.)

4.6. B5 Employee Harassment : concept of “harassment” (e.g. broader than “sexual”)

4.7. C5: Weapons: Chris McVeigh would like to address this policy / procedure in terms of the timing between suspension and hearing. He noted that a specific policy overrides a more general policy. Dennis Hill agreed that we should address this to provide clarification.

5. Adjourn: The committee adjourned by consensus at 5:28 p.m.

Respectfully submitted,

Lisa Grace, Committee Recording Secretary

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

**Board of Directors' Policy
EDUCATION RECORDS**

POLICY: C1
WARNED: 6.8.22
ADOPTED: _____
EFFECTIVE: _____

Policy

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

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

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

Administrative Responsibilities

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

Definitions

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

<i>Legal Reference(s):</i>	<i>20 U.S.C. §§ 1232g (Federal Family Educational Rights and Privacy Act of 1974)</i>
	<i>20 U.S.C. § 7908</i>
	<i>16 V.S.A. § 563(27) (NCLBA Armed Forces Recruiter/Higher Education Access)</i>
	<i>34 C.F.R. Part 99</i>
	<i>1 V.S.A. § 317 (Definitions)</i>
	<i>15 V.S.A. § 670 (Non-custodial parents)</i>
	<i>33 V.S.A. § 5536a (Juvenile court records)</i>
	<i>VT State Board of Education Manual of Rules and Practices § 2113</i>

- b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.

Confidentiality. Witnesses, complainant and the accused shall keep confidential matters related to the charge of unlawful harassment.

Legal Reference(s): 9 V.S.A. §§4502 et seq. (Public accommodations)
16 V.S.A. 11(a)(26) (Definitions)
21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)
42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)
29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)

Cross Reference: C10 Prevention of Harassment, Hazing & Bullying of Students