



**Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

Chris Hennessey, M.Ed.
Superintendent of Schools

A rock solid education for a lifetime of discovery

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MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Chris Parker - Chair, Emily Reynolds - V. Chair, Michael Boutin, Jon Valsangiacomo, Tom Kelly

DATE: September 15, 2023

RE: BUUSD Policy Committee Meeting
September 20, 2023 @ 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 virtually and the video link fails, we will still proceed with the meeting at the assigned in-person location. 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 June 21, 2023
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Notes
 - 5.3. Board Member Conflict of Interest (A1) (Required)
 - 5.4. Volunteers and Work Study Students (B2) (Required)
 - 5.5. Drug and Alcohol Testing of Transportation Employees (B4) (Required)
 - 5.6. Tobacco Prohibition (B7) (Required)
 - 5.7. Transportation (C3) (Required)
 - 5.8. Electronic Surveillance (F26)
6. Old Business
 - 6.1. Policy Audit Follow Up
7. Items for Future Agenda
8. Next Meeting Date: October 18, 2023, 6:00 pm, SHS Library and via Google Meet
9. Adjournment

Parking Lot of Items:

- A. Title One Comparability (D4) (Required) (VSBA Revised 8/15/2023)
- B. Animal Dissection (D5) (Required) (VSBA Revised 8/15/2023)
- C. Class Size Policy (D6) (Required) (VSBA Revised 8/15/2023)
- D. Travel Reimbursement (F1) (Required) (VSBA Revised 8/15/2023)
- E. Home Study Students (C6) (Required) (VSBA Revised 8/22/2023)
- F. Personnel Recruitment, Selection, Appointment, and Background Checks (Recommended) (VSBA Revised 8/24/2023)
- G. Fiscal Management & General Financial Accountability (F20) (Bd Adopted 5/2022; VSBA Revised 8/15/23)
- H. Capitalization of Assets (F23) (Recommended)(VSBA Revised 8/15/23)
- I. Child Nutrition Act Wellness Policy (C9) (Required) (SHAC Cmt Review - Oct/Nov; VSBA Removed 9/7/23)
- J. Proficiency Based Learning (D1) (Required) (added by Cmt June 2023)
- K. Driver Education Policy (VT AOE Notice)
- L. Communicable Disease Mitigation Measures for Students and Staff (F27) (Recommended) (VSBA New Replaces F33)
- M. Title I, Part A: Parent and Family Engagement (E1) (Required) [Cmt added 12/2022]

Under Review by VSBA

- A. Employee Unlawful Harassment (B5) (Required)
- B. Responsible Computer Internet & Network Use (D3) (Required)
- C. Educational Support System (D21) (Recommended)
- D. Transgender and Gender Nonconforming Students (C28) (Recommended)
- E. Student Medication (C30) (Consider)
- F. Student Assessment (C33) (Consider)
- G. School-Community Relations (E30) (Consider)
- H. Staffing and Job Descriptions (B30) (Consider)(Not adopted By BUUSD 1/28/21)
- I. Educator Supervision & Evaluation: Probationary Teachers (B31) (Consider) (Not adopted By BUUSD 1/28/21)
- J. Personnel Files (B32) (Consider) (Not adopted By BUUSD 1/28/21)
- K. Admission of Non-Resident Tuition Students (C25) (Recommended)
- L. Community Use of School Facilities (E20) (Recommended)

BOARD/COMMITTEE MEETING NORMS

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

DRAFT

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Spaulding High School Library and Via Video Conference – Google Meet
June 21, 2023 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)
Emily Reynolds, Vice Chair (BT)
Michael Boutin (BC)
Jon Valsangiacomo – (BT Community Member)

COMMITTEE MEMBERS ABSENT:

Thomas Kelly (BC Community Member)

OTHER BOARD MEMBERS PRESENT:

Giuliano Cecchinelli

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Co-Principal

GUESTS:

Josh Howard

1. Call to Order

The Chair, Ms. Parker, called the Wednesday, June 21, 2023, meeting to order at 6:00 p.m., which was held at the Spaulding High School Library and via video conference - Google Meet.

2. Additions and/or Deletions to the Agenda

There were no changes to the Agenda.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – May 17, 2023 Policy Committee Meeting

On a motion by Mr. Boutin, seconded by Mr. Valsangiacomo the Committee unanimously agreed to approve the Minutes of the May 17, 2023 Policy Committee Meeting.

5. New Business

5.1 VSBA Policy Audit Discussion with Mrs. Cameron

Mrs. Cameron is not available to attend this evening's meeting. Mr. Hennessey advised that the BUUSD Policy Manual Index has been shared with Mrs. Cameron. Brief discussion was held and it was agreed that Mr. Hennessey, Mr. Cecchinelli, and Ms. Parker will have a conversation with Mrs. Cameron, and then make a decision on whether or not to have her attend a meeting.

5.2 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 06/12/23) was distributed.

Ms. Parker noted that she has not identified anything in the Index that needs to be addressed in the near future. There were no questions from the Committee.

5.3 VSBA Policy Notes

A document titled VSBA Policy Notes – BUUSD Policy Committee 2022 – 2023, was distributed.

A copy of a letter from Sue Ceglowski, VSBA Executive Director (dated 06/01/23) was distributed.

Ms. Parker advised that the document includes information relating to policies being discussed at this evening's meeting.

Mr. Aither highlighted the letter from VSBA that advises that policies F3 and F4 need to be adopted by 08/01/23.

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5.4 Child Nutrition Act Wellness Policy (C9) Required

Copies of the current, edited, and VSBA Model policies were distributed.

Ms. Parker advised that the District currently has Policy C9 in place (adopted 06/13/19) and that VSBA amended the policy on 10/11/19. The policy is presented this evening to assure alignment with the VSBA Model Policy. It was noted that to align the BUUSD policy with the Model Policy will require a lot of changes. Mr. Aither proposes that the policy be reviewed by SHAC (Student Health Advisory Committee), prior to taking action. Brief discussion was held. Mr. Boutin advised that he does not want the 'obesity' portion removed from the policy. Additional discussion was held regarding ala carte options. Concern was voiced regarding some of the options. It was noted that ala carte options do meet Federal Food Program Guidelines. **It was agreed to put the policy on hold until November or December to give the SHAC Committee time to review it. The Policy will be added to the Parking Lot.**

5.5 Proficiency Based Learning Policy (D1)

Copies of the current, edited, and VSBA Model policies were distributed.

Ms. Parker advised that the District does have a Policy D1 in place (adopted 06/13/19). VSBA amended the Model Policy 03/03/20. Mr. Hennessey advised that Administrators will be reviewing this policy over the summer. Mr. Aither advised that the AOE is also currently reviewing proficiency based learning and may be implementing some changes in the future. **After brief discussion, it was agreed to add this item to the Parking Lot for discussion at a future meeting.**

5.6 Policy on Nondiscriminatory Mascots and School Branding (F2) Required

Copies of the current and VSBA Model policies were distributed.

Ms. Parker advised that the District does have this required policy in place (adopted 11/10/22). Both the BUUSD and VSBA policies are the same. No action is necessary.

5.7 Fire and Emergency Preparedness Drills Policy (F3) Required

Copies of a draft version and the VSBA Model policy were distributed.

Ms. Parker advised regarding the policy versions included in the packet.

Mr. Boutin moved to send a First Reading of Policy F3 to the Board. Ms. Reynolds seconded the motion.

Mr. Aither advised that he has many concerns regarding this policy. Mr. Hennessey suggests that the District review the policy in terms of procedures the District currently has in place and amend the procedures as appropriate. Mr. Aither would prefer to adopt the policy with only the "Policy Statement" section, and that the remaining VSBA verbiage be removed. Mr. Aither does not believe the Definitions and Administrative Responsibilities are necessary, and back administrators into a corner. Mr. Aither believes the Administrative Responsibilities are procedures. Mr. Aither is concerned with AR #3 which requires parental notification not later than one school day before an options-based response drill is conducted, noting that in AR #1, fire-drills are listed as an option-based drill (which conflicts with the definition of Options-Based Response Drill in the Definitions section). Mr. Hennessey advised that the administrative team is invested in 'getting things right'.

Mr. Boutin amended his motion to; send a First Reading of Policy F3 to the Board, including only the 'Statement of Policy', and removing the 'Definitions' and 'Administrative Responsibilities' sections. Ms. Reynolds agreed with the amendment.

Mr. Hennessey advised that it may be beneficial for administrators to provide presentations to the Board in the fall. Mr. Aither advised that changes have happened with the A.L.I.C.E Program. (Alert, Lock-down, Inform, Counter, Evacuate). When the District adopted the A.L.I.C.E. Program, the program was flexible. Since then, the Program has been purchased by another entity and is now copy-written, and is no longer flexible. Teaching of the program is no longer flexible and does not include trauma informed training. Over the summer, administrators will be discussing changing to a different 'Program'. In response to a query, the Committee agreed that the amended policy does not need to be legally vetted. The First Reading will need to occur at the 06/28/23 Board meeting.

On a motion by Mr. Boutin, seconded by Ms. Reynolds, the Committee unanimously voted to send a First Reading of Policy F3 to the Board, including only the 'Statement of Policy', and removing the 'Definitions' and 'Administrative Responsibilities' sections.

5.8 Access Control and Visitor Management Policy (F4) Required (Replaces F25 and E32)

Copies of a draft version (F24) and the VSBA Model policy (F24) were distributed.

A copy of Policy F25 was also distributed. The District does not have policy E32 in place.

Once F4 is adopted, F25 will need to be rescinded. Mr. Aither wants to have the draft policy amended to include only the 'Statement of Policy' section and to remove the Definitions and Administrative Responsibilities sections. Brief discussion was held regarding administrative work over the summer and to have a presentation made to the Board in the fall. Notes should be added to the Policy Manual Index. It was noted that the District does have F25 (VSBA Recommended Policy) in place and some districts have nothing in place to address access control and visitor management (the policy was changed from a recommended policy to a required policy).

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On a motion by Mr. Boutin, seconded by Mr. Valsangiacomo, the Committee unanimously voted to send Policy F4 to the Board for a First Reading, including only the Statement of Policy Section, and striking out the Definitions and Administrative Sections.

6. Old Business

Brief discussion was held regarding drug recognition as it pertains to the Driver's Education Program. For safety purposes, the District wants to assure that students are 'sober' and in a good frame of mind when they get behind the wheel for the driving portion of Driver's Education. The District may need to expand procedures of 'screening' to look for other signs/symptoms of impairment prior to letting a student get behind the wheel. It was noted that there is a Driver Education Policy in the Parking Lot. Mr. Aither noted that SHS is actively working on procedures and updating the syllabus to include restrictions and consequences that result from a drug violation (during the Driver's Education quarter or during marking quarters leading up to Driver's Education).

7. Other Business

Mr. Howard asked that the Committee look into an issue around sales of 'spirit wear', noting that the BTMES PTO has been barred from selling apparel, because, apparently a teacher sells it instead. Mr. Howard understands that a teacher has a printing business and they are selling apparel. The BCEMS PTO is allowed to sell apparel. Mr. Howard would like to know if this contradiction is in line with any sort of equity policy.

8. Future Agenda Items

Parking Lot:

- Child Nutrition Act Wellness Policy (C9) Required (Added by Committee 06/2023)– Add to October or November Agenda)
- Proficiency Based Learning Policy (D1) – Required (Added by Committee 06/2023) – Discussion date TBD).

9. Next Meeting Date

On a motion by Mr. Boutin, seconded by Ms. Reynolds, the Committee unanimously voted to cancel the July 19, 2023 meeting. The next meeting is Wednesday, August 16, 2023 at 6:00 p.m. at the **BUUSD Central Office** and via video conference.

10. Adjournment

On a motion by Mr. Boutin, seconded by Mr. Valsangiacomo the Committee unanimously agreed to adjourn at 6:51 p.m.

Respectfully submitted,

Andrea Poulin

5.1

		9/15/2023	BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX																			
70		Adopted Policies	Note: Highlighted cells in the Index are Policies left from 2022-2023 to be completed.																			
			PROCEDURES																			
			Operational					Formally Documented														
SECTION	BUUSD CODE		BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	OLD BSU CODE		
			(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																			
A			BOARD OPERATIONS																			
VSBA Revised	A1												8/15/2023	9/14/2023	Board Member Conflict of Interest	Required	5/9/2019	6/13/2019	To Cmt: 9/20/2023	B3		
	A20												3/3/2020	3/15/2023	Board Meetings, Agenda Preparation & Distribution	Recommend	3/23/2023	5/10/2023				
	A21												3/3/2020	5/18/2020	Public Participation at Board Meetings	Recommend	9/12/2019	10/10/2019				
	A22												9/12/2022	11/21/2022	Non-Discrimination	Recommend	12/8/2022	1/12/2023		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				
	A30												10/16/2021	1/11/2022	Role and Adoption of School Board Policies	Consider	8/25/2022	9/22/2022		A1		
	A31												1/17/2022	1/11/2022	Board Member Education	Consider	8/25/2022	9/22/2022				
Adopted	8																					
B			PERSONNEL																			
	B1			X									4/18/2022	8/8/2022	Substitute Teachers	Required	8/25/2022	9/22/2022		D6		
VSBA Revised	B2			X									8/15/2023	9/14/2023	Volunteers and Work Study Students	Required	5/9/2019	6/13/2019	To Cmt: 9/20/2023	D7		
	B3								FH - p34	FH - p33			3/30/2020	6/2/2023	Alcohol & Drug-Free Workplace	Required	6/14/2023	6/28/2023		D8		
VSBA Revised	B4												8/15/2023	9/14/2023	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019	6/13/2019	To Cmt: 9/20/2023	D11		
Under Review	B5								FH - p34-3	FH - p37			10/20/2020	11/12/2020	Prevention of Employee Harassment	Required	12/17/2020	1/14/2021		D12		
VSBA Revised	B7								FH - p37	FH - p38			8/15/2023	9/14/2023	Tobacco Prohibition	Required	6/14/2023	6/28/2023	To Cmt: 9/20/2023	E8		
	B8								FH - p26-2	FH - p29			6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	1/14/2021	1/28/2021		B40		
VSBA Revised	B20	WS - B20-P	WS - B20-P	WS - B20-P	WS - B20-P	WS - B20-P	12,38 (needs mor			FH - p38			8/24/2023	9/14/2023	Personnel Recruitment, Selection, Appointment, & Background Check	Recommend	5/10/2023	5/24/2023				
	B21								FH - p38	FH - p38			3/3/2020	5/18/2020	Professional Development	Recommend	7/22/2021	8/12/2021		D2		
	B22								SH - p24	SH - p30			3/3/2020	3/11/2021	Complaints About Personnel	Recommend	1/27/2022	2/10/2022				
Adopted	10																					
C			STUDENTS																			
	C1			X					SH - p43				2/8/2022	4/18/2022	Student Records	Required	4/28/2022	5/12/2022		F5		
	C2								SH - p17, 26	FH- p35			11/2/2022	11/15/2022	Student Drugs & Alcohol	Required	1/26/2023	2/9/2023		F7		
VSBA Revised	C3								SH - p33-3	P, O - Athletic Driector			8/15/2023	9/14/2023	Transportation	Required	5/9/2019	6/13/2019	To Cmt: 9/20/2023 - BUUSD version differentiates for no transportation at SHS.	F9		
	C4			X									12/5/2022	3/1/2023	English Learners	Required	3/23/2023	5/10/2023		F19		
	C5									P, SH - p33/42			9/22/2022	1/17/2022	Firearms	Required	1/27/2022	2/10/2022		F21		
VSBA Revised	C6			X									8/22/2023	9/14/2023	Participation of Home Study Students	Required	5/9/2019	6/13/2019	Policy now consistent with state law	F23		
	C7									SH - p9-12			2/15/2022	4/18/2022	Student Attendance	Required	4/28/2022	5/12/2022		F25		
	C8								PH p23,43	P, SH - p55			1/17/2022	4/18/2022	Pupil Privacy Rights	Required	4/28/2022	5/12/2022		F27		
VSBA Removed	C9							P	P	P	P	P	9/7/2023	9/14/2023	Nutrition And Wellness	Required	4/23/2020	5/14/2020	Cmt 6/21: policy on hold until November/December to give the SHAC Committee time to review it; VSBA has removed - Committe send to Board to Rescind?? AOE policy to replace VSBA Model Policy	F28		
	C10							WS - C10-P	WS - C10-P	WS - C10-P	WS - C10-P	WS - C10-P	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		
	C11									P, SH - p31			10/3/2022	5/18/2020	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019	6/13/2019		F34		
	C12									P, SH - p55			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							P	P	P	P	P	9/12/2022	1/1/2023	Homeless Students	Required	1/26/2023	2/9/2023				
	C14							WS	WS	WS	WS	WS	1/31/2022	2/21/2022	Policy on Section 504 and ADA Grievance Protocol for Students and Staff	Required	8/25/2022	9/8/2022				
	C15									SH - p34-42			11/15/2022	11/15/2022	Student Conduct and Discipline	Required	1/26/2023	2/9/2023		C20		
	C21									SH - p31, 39			8/30/2020	11/2/2020	Search and Seizure of Students by School Personnel	Recommend	11/12/2020	12/3/2020		F4		

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SECTION	BUUSD CODE	BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	OLD BSU CODE									
				(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																								
	C22								SH - p47-49			11/2/2022	2/1/2023	Student Athletics, Clubs, and Activities	Recommend	3/23/2023	5/10/2023		C23 & C24									
Under Review	C25			X								3/3/2020	6/2/2020	Admission of Non-Resident Tuition Students	Recommend	5/9/2019	6/13/2019		F14									
	C27						P	P	P	P	P	10/3/2022	11/1/2022	Student Self-Expression and Student Distribution of Literature	Recommend	12/8/2022	1/12/2023		F29									
Under Review	C28								P, O - Counseling Office			3/3/2020	12/10/2020	Transgender and Gender Nonconforming Students	Recommend	1/28/2021	2/11/2021											
	C29						P	P	P	P	P	7/21/2020	9/22/2020	District Equity Policy	Recommend	6/10/2021	6/24/2021											
Under Review	C30						P	P	P, SH - p52	P	P	6/30/2008	5/18/2020	Student Medication	Consider	5/9/2019	6/13/2019		F6									
Under Review	C33						P	P	P	P	P	2/10/2016	5/18/2020	Student Assessment	Consider	5/9/2019	6/13/2019		F22									
	C40						P	P			P	N/A	N/A	Entrance Age for Admission to Kindergarten	Local Policy	5/9/2019	6/13/2019		F35									
	C41						WS	WS			P	N/A	N/A	Intra-District School Transfer	Local Policy	4/23/2020	5/14/2020		F36									
	C42						P	P	P	P	P	N/A	N/A	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Local Policy	5/9/2019	6/13/2019		F11									
	C44											N/A	N/A	Anti-Racism Policy	Local Policy			New Local Policy; has been vetted; Not VSBA - No work to be done at this time.										
	C70						P	P	P	P	P	1/25/22	2/21/22	Use of Restraint and Seclusion	Recommended	10/27/22	11/10/2022		C34									
Adopted	27																											
D		INSTRUCTION																										
Parking Lot	D1								SH - p17-21			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. To Cmt 6/21/23 - After brief discussion, it was agreed to add this item to the Parking Lot for discussion at a future meeting.	G20									
Under Review	D3						P	P	P	P	P	8/1/2019		Acceptable Use of Electronic Resources & the Internet	Required	11/11/2021	12/2/2021		G11									
VSBA Revised	D4								SH - p56			8/15/2023	9/14/2023	Title I Comparability	Required	5/9/2019	6/13/2019		G12									
VSBA Revised	D5								SH - P16			8/15/2023	9/14/2023	Animal Dissection	Required	5/9/2019	6/13/2019		G13									
VSBA Revised	D6						P	P	P	P	P	8/15/2023	9/14/2023	Class Size	Required	4/23/2020	5/14/2020		G14									
	D7								SH - p56			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									
Under Review	D21								SH - p22			9/18/2013		Educational Support System	Recommend	5/9/2019	6/13/2019		G7									
	D22											5/11/2022	12/8/2022	Selection of Library Materials	Recommend	12/8/2022	1/12/2023											
	D23			X								11/2/22	11/15/2022	Selection of Instructional Materials	Recommend	3/23/2022	5/10/2023		D32									
	D40											Not VSBA	New Local Policy	Teaching About Controversial and Sensitive Issues	Local Policy	5/10/2023	6/28/2023											
Adopted	11																											
E		SCHOOL-COMMUNITY RELATIONS																										
Parking Lot	E1			X								9/24/2021	11/8/2021	Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	VSBA Changes 9/24/21, Admin Edit Return to Cmt 12/19 - Remain in parking lot, more work needed.	H7									
Under Review	E20								O - Office			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									
Under Review	E30											8/1/09	6/2/2020	School-Community Relations	Consider	5/9/2019	6/13/2019		H30									
Adopted	3																											
F		NON-INSTRUCTIONAL OPERATIONS																										
VSBA Revised	F1											8/15/2023	9/14/2023	Travel Reimbursement Policy	Consider	5/9/2019	6/13/2019		E11									
	F2											8/15/2022	9/12/2022	Policy on Non-Discriminatory Mascots and School Branding	Required	10/27/2022	11/10/2022											
	F3											6/1/2023	6/12/2023	Fire and Emergency Preparedness Drills	Required	6/28/2023	7/26/2023											
	F4											6/1/2023	6/12/2023	Access Control and Visitor Management	Required	6/28/2023	7/26/2023		F25/E32									
VSBA Revised	F20											8/15/2023	9/14/2023	Fiscal Management & General Financial Accountability	Recommend	4/28/2022	5/12/2022		E1									
	F22											9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021											
VSBA Revised	F23											8/15/2023	9/14/2023	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									
	F26								P			10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend	10/27/2022	11/10/2022	To Cmt: 9/20/2023 - Revisit (CVCC)	F41									

		PROCEDURES																	
		Operational					Formally Documented												
SECTION	BUUSD CODE	BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	OLD BSU CODE
		(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																	
Parking Lot	F27											3/17/2022	3/15/22 changed	Communicable Disease Mitigation Measures for Students and Staff (Recommended)	Recommend			NEW VSBA Policy 2/17/22 - Replaces F33 - To Cmt: 5/16/22 - Will seek additional info and revisit at a later date. Not currently BUUSD Policy. VSBA made changes on 3/15/22 . In Parking Lot	F33
Rescind if F27 Adopted	F33											3/25/2009	5/18/2020	HIV Policy	Consider	5/9/2019	6/13/2019	VSBA replacing with F27 - 3/15/22; Rescind after F27 is Adopted	F32
	F40			X								N/A	N/A	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31
Adopted	11																		

RESCINDED/NOT ADOPTED POLICIES

Removed	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	Recommended policy during COVID.	
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 12/8/22	A33											5/11/2022	11/21/2022	School Visits By Board Members	Consider	9/12/2019	10/10/2019	VSBA Removed; To cmt 11/21 - Bd Rescind 12/8/2022	
Rescinded 12/8/22	A34											5/11/2022	11/21/2022	Board Relationships With School Personnel	Consider	9/12/2019	10/10/2019	VSBA Removed; To cmt 11/21 - Bd Rescind 12/8/2022	
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	
VSBA - Under Review; 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 1/28/2021. Under review again by VSBA	
VSBA - Under Review; 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 1/28/2021. Under review again by VSBA	
VSBA - Under Review; Not Adopted	B32											3/29/09	12/10/2020	Personnel Files	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021. Under review again by VSBA	
VSBA - Not Adopted	B33											3/39/09	12/10/2020	Resignations	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021.	
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 Under review again by VSBA	
VSBA - Rescinded 11/2/22	C23								SH - p47-50			11/2/2022	11/15/2022	Student Clubs & Activities	Recommend	5/27/2021	6/10/2021	Board rescinded 5/10/23	F33
VSBA - Rescinded 11/2/22	C24								SH - p47-51			11/2/2022	11/15/2022	Interscholastic Sports	Recommend	5/9/2019	6/13/2019	Board rescinded 5/10/23	F12
VSBA - 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.	
VSBA - Rescinded 11/10/22	C31											6/14/2022	5/18/2020	Admission of Resident Students	Consider	5/9/2019	6/13/2019	VSBA Removed. To cmt 10/17; Board to Rescind 11/10 - Approved to Rescind	F13
VSBA - Recinded 11/10/22	C32											2/10/2016	5/18/2020	Eighteen Year-Old Students	Consider	5/9/2019	6/13/2019	VSBA Removed. To cmt 10/17; Board to Rescind 11/10 - Approved to Rescind	F18
Recinded 11/10/22	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; To cmt 10/17; To Board to Rescind 11/10 - C70 adopted C34 Rescinded.	C23
Recinded 11/10/22	C43											N/A	N/A	STI and Pregnancy Prevention Policy	Does Not Exist	6/10/2021	6/24/2021	Luke requested review - Change in wording - To cmt 10/17; To Board to Rescind 11/10 - Approved to Rescind	F31
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 after COVID	D22											5/11/2022	9/22/2020	Modes of Instruction During State of Emergency Due To COVID-19 Pandemic	Recommend	12/8/2022		VSBA Change 5/11/22; Bd 2nd read - 01/12/23	D31
Rescinded 6/23/22	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; Rescinded by Board 6/23/22	G3
Recinded 1/12/2023	D31											5/11/22	6/2/2020	Selecting Library Materials	Consider	5/9/2019	6/13/2019	VSBA Removed 5/11/22; replaced with D22	G4

	9/15/2023	BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX																	
70	Adopted Policies	Note: Highlighted cells in the Index are Policies left from 2022-2023 to be completed.																	
		PROCEDURES																	
		Operational					Formally Documented												
SECTION	BUUSD CODE	BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	OLD BSU CODE
		(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																	
Recinded 5/10/23	D32								FH - p18			5/11/22	6/2/2020	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019	6/13/2019	Board Rescinded 5/10/23	G5
VSBA - Not BUUSD	D33											5/11/22	Not BUUSD	Local Action Plan		-	-	VSBA Removed - Not BUUSD Policy	
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 BUUSD Policy	E32								SH - p32			8/1/09	11/8/21	Visits by Parents, Community Members or Media	Consider			Not BUUSD Policy	
VSBA Removed	F21											8/15/2023	9/14/2023	Financial Reports and Statements	Recommend			Not BUUSD policy	
VSBA Removed	F25			X								10/24/2019	11/8/2021	Access Control	Recommend	6/28/2023	7/26/2023	Board Rescinded 7/26/2023	
VSBA Rescinded 6/23/22	F30											3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	VSBA Removed 5/11/22; Replaced by F20; Board adopted 5/12/22	E2
Not Adopted	F31											7/1/2020		Emergency Closings	Removed	None	None	VSBA Removed 7/2020 - Never adopted by BSU	
Not Adopted	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. VSBA Removed 8/2022; Not BUUSD Policy	
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

VSBA Policy Notes
BUUSD POLICY COMMITTEE

5.2

2023-2024

POLICY EDIT KEY (Edits in Policies being discussed)		
Added Text - <u>Underlined</u>	Deleted Text - Strikethrough	Moved/Shifted Text - Highlighted

September 20, 2023 Meeting

From VSBA: As part of our commitment to review our model policies every 3-5 years, the policy team has been working hard this summer to review and update model policies that were last reviewed in 2019. The VSBA Model Policy Manual now includes updates to 11 policies (see the list below). You will see that we revised the formatting of our policies - our model policies now have a section on "Administrative Responsibilities" that outline the necessary steps for implementation, and where appropriate, we added a definitions section. Any substantive changes are explained below. Note that we are in the final stages of reviewing C6 (required policy on the participation of home study students) and E20 (recommended policy on community use of school facilities), and hope to have those up on our website early this fall.

1. **A1 (required) Board Member Conflict of Interest** - formatting changes
2. **B2 (required) Volunteer and Work Study Students** - formatting changes
3. **B4 (required) Drug & Alcohol Testing** - formatting changes
4. **B7 (required) Tobacco Prohibition** - the title of the policy was revised because the policy applies to students, staff, and visitors; the policy was also revised to clarify that a school district's procedures for this policy may include confiscation and appropriate referrals to law enforcement authorities; school districts are not required to do so under 16 V.S.A. §140
5. **C3 (required) Transportation** - formatting changes, including the addition of a definitions section; added a requirement that the policy be filed in the principal's office per 16 V.S.A. § 1222

BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY MANUAL

CODE: A1

1ST READING: 5/9/2019

2ND/FINAL READING: 6/13/2019

ADOPTED: 6/13/2019

BOARD MEMBER CONFLICT OF INTEREST

Statement of Policy

It is the ethical and legal duty of all Barre Unified Union School District (BUUSD) Board members to avoid conflicts of interest as well as the appearance of conflicts of interest.

Definitions

1. **Conflict of interest** ~~“Conflict of interest” means~~ a situation when a board member’s private interests, as distinguished from the board member’s interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board.

Administrative Responsibilities Implementation

~~In order to comply with the obligations thus imposed,~~ The Board and its members will adhere to the following recommended standards.

1. A Board member shall not ~~engage in or~~ give the impression that ~~he or she~~ they would represent special interests or partisan politics for personal gain.
2. A Board member shall not ~~engage in or~~ give the impression that ~~he or she~~ they has the authority to make decisions or take action on behalf of the Board or the school administration.
3. A Board member shall not ~~engage in or~~ use ~~he or she~~ their position on the Board to promote personal financial interests or the financial interests of family members, friends or supporters.
4. A Board member shall not ~~engage in or~~ solicit or accept anything of value in return for taking particular positions on matters before the Board.
5. A Board member shall not ~~engage in or~~ give the impression that ~~he or she~~ their position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
6. Board members ~~will~~ shall be familiar with, and adhere to, those provisions of Vermont education law ~~which that~~ define ~~Sschool Bboard~~ powers and govern ~~Bboard~~ member compensation and public bidding processes.
7. **Avoiding Conflicts** When a board member becomes aware that ~~he or she~~ they are in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, ~~he or she~~ they ~~will~~ shall declare the nature and extent of the conflict or appearance of conflict for inclusion in the ~~Bboard~~ minutes, and ~~will~~ shall abstain from voting or participating in the discussion of the issue giving rise to the conflict.
8. **Complaints of Conflict of Interest** When a conflict of interest claim against a ~~Bboard~~ member is brought to the ~~Bboard~~ in writing and is signed by another ~~Bboard~~ member or a member of the public, and the ~~Bboard~~ member against whom the claim is made does not concur that a conflict in fact exists, the following ~~Bboard~~ procedures shall be followed.
 - a. Upon a majority vote of the remaining ~~Bboard~~ members, or upon order of the chair, the ~~Bboard~~ ~~will~~ shall hold an informal hearing on the conflict of interest claim, giving both the ~~Bboard~~ member and the person bringing the claim an opportunity to be heard.
 - b. At the conclusion of the informal hearing, the remaining ~~Bboard~~ members ~~will~~ shall determine by majority vote whether to:
 - i. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;

- ii. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify ~~him or herself~~ themselves from voting or otherwise participating in the ~~B~~board deliberations or decision related to that issue, as required by Vermont statute; and/or
- iii. Issue a public finding that the conflict of interest charge is supported by the evidence and the ~~B~~board member should be formally censured or subjected to such other action as may be allowed by law.

A1

REQUIRED¹**BOARD MEMBER CONFLICT OF INTEREST**

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under “cross-reference” indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

It is the ethical and legal duty of all school board members to avoid conflicts of interest as well as the appearance of conflicts of interest.

Definitions

1. **Conflict of interest** a situation when a board member’s private interests, as distinguished from the board member’s interest as a member of the general public, would benefit from or be harmed by their actions as a member of the board.

Administrative Responsibilities

The board and its members shall adhere to the following recommended standards:

1. A board member shall not give the impression that they would represent special interests or partisan politics for personal gain.
2. A board member shall not give the impression that they have the authority to make decisions or take action on behalf of the Board or the school administration.
3. A board member shall not use their position on the Board to promote personal financial interests or the financial interests of family members, friends or supporters.

¹ 16 V.S.A. § 563(20) requires each school board to “establish policies and procedures designed to avoid the appearance of conflict of interest.”

4. A board member shall not solicit or accept anything of value in return for taking particular positions on matters before the Board.
5. A board member shall not give the impression that their position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
6. Board members shall be familiar with, and adhere to, those provisions of Vermont education law that define school board powers and govern board member compensation and public bidding processes.
7. When a board member becomes aware that they are in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, they shall declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and shall abstain from voting or participating in the discussion of the issue giving rise to the conflict.
8. When a conflict of interest claim against a board member is brought to the board in writing and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures shall be followed.
 - a. Upon a majority vote of the remaining board members, or upon order of the chair, the board shall hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
 - b. At the conclusion of the informal hearing, the remaining board members shall determine by majority vote whether to:
 - i. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 - ii. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify themselves from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or
 - iii. Issue a public finding that the conflict of interest charge is supported by the evidence and the board member should be formally censured or subjected to such other action as may be allowed by law.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. § 262(d) (Election of officers)

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

CODE: B 2

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

VOLUNTEERS AND WORK STUDY STUDENTS

Statement of Policy

The Barre Unified Union School District (BUUSD) recognizes the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

Definitions

~~For purposes of this policy and administrative rules and procedures developed pursuant to this policy:~~

1. **Volunteer** ~~_ means~~ an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.
2. **Work Study Student** ~~_ means~~ a post secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which ~~he or she~~ they ~~is~~ are enrolled. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.

Administrative Responsibilities Policy

The superintendent or designee shall develop ~~administrative rules and~~ procedures to ensure ~~that~~ the following:

1. Volunteers and work study students are appropriately screened prior to entering into service in the school district, ~~and that~~
2. Only volunteers and work study students who have been screened and approved by the superintendent or designee have ~~extended~~ unsupervised contact with students.
3. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Abuse Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.

B2

REQUIRED¹

VOLUNTEERS AND WORK STUDY STUDENTS

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.

Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.

There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under "cross-reference" indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

The _____ Supervisory Union/School District recognizes the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

Definitions

1. **Volunteer** - an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.
2. **Work Study Student** - a post secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.

Administrative Responsibilities

The superintendent or designee shall develop procedures to ensure the following:

¹ 16 V.S.A. § 260 requires each school board to adopt a policy on supervision of volunteers and work study students.

1. Volunteers and work study students are appropriately screened prior to entering into service in the school district.
2. Only volunteers and work study students who have been screened and approved by the superintendent or designee have unsupervised contact with students.
3. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Offender Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. § 260
<i>Cross References</i>	

DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

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

CODE: B 4

1ST READING: 5/9/2019

2ND READING: 6/13/2019

ADOPTED: 6/13/2019

DRUG & ALCOHOL TESTING: TRANSPORTATION EMPLOYEES

Statement of Policy

The Barre Unified Union School District (BUUSD) ~~will~~ shall comply with State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

Administrative Responsibilities

The superintendent, or ~~his/her~~ designee, will implement procedures to conduct alcohol and drug tests for all safety-sensitive transportation employees as required by the federal Omnibus Transportation Employee Testing Act of 1991.

B4

REQUIRED**DRUG & ALCOHOL TESTING: TRANSPORTATION
EMPLOYEES**

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under “cross-reference” indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

The _____ Supervisory Union/School District shall comply with state and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

Administrative Responsibilities

The superintendent or designee shall implement procedures to conduct alcohol and drug tests for all safety-sensitive transportation employees as required by the federal Omnibus Transportation Employee Testing Act of 1991.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	

BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY

CODE: B 7

1ST READING: 06/14/2023

2ND READING: 06/28/2023

ADOPTED: 06/28/2023

TOBACCO PROHIBITION

Statement of Policy

~~In accordance with state law, It is the policy of the Barre Unified Union School District (BUUSD) to prohibit the use of tobacco or tobacco substitutes on BUUSD grounds, or school grounds or at school sponsored functions. This ban extends to any student, employee or visitor, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco products, tobacco substitutes or tobacco paraphernalia at all times while under the supervision of school staff or at school-sponsored activities. The Superintendent or designee shall develop procedures, rules and regulations that are necessary to implement this policy and, at a minimum, will include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.~~

Definitions

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

1. **School grounds** means any property and facilities owned or leased by the BUUSD and used at any time for school related activities, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots.
2. **Public School sponsored activity functions** means activities including but not limited to field trips, project graduation events, sporting events, work internships and dances.
3. **Tobacco product** has the same meaning as set forth in 7 V.S.A. 1001(3), as amended from time to time.
4. **Tobacco paraphernalia** has the same meaning as set forth in 7 V.S.A. 1001(7), as amended from time to time.
5. **Tobacco substitutes** has the same meaning as set forth in 7 V.S.A. 1001(8), as amended from time to time.

Administrative Responsibilities

The superintendent or designee shall ensure that:

1. Students, employees and visitors are prohibited from using tobacco or tobacco substitutes on school grounds at all times, including when school is in and out of session, and during public school sponsored functions.
2. Students are prohibited from possessing tobacco, tobacco products, tobacco paraphernalia, and tobacco substitutes on school grounds at all times, including when school is in and out of session, and during public school sponsored functions.
3. Procedures are developed and implemented. Those procedures may include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

B7

REQUIRED¹

TOBACCO PROHIBITION

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.

Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.

There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under "cross-reference" indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

It is the policy of the _____ Supervisory Union/School District to prohibit the use of tobacco or tobacco substitutes on supervisory union or school grounds or at school sponsored functions.

Definitions

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

1. **School grounds** means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots.
2. **Public school sponsored functions** means activities including but not limited to field trips, project graduation events, sporting events, work internships and dances.
3. **Tobacco product** has the same meaning as set forth in 7 V.S.A. § 1001(3), as amended from time to time.

¹ 16 V.S.A. §140 prohibits the use of tobacco products or tobacco substitutes on public school grounds or at public school sponsored functions.

4. **Tobacco paraphernalia** has the same meaning as set forth in 7 V.S.A. § 1001(7), as amended from time to time.

5. **Tobacco substitutes** has the same meaning as set forth in 7 V.S.A. § 1001(8), as amended from time to time.

Administrative Responsibilities

The superintendent or designee shall ensure that:

1. Students, employees and visitors are prohibited from using tobacco or tobacco substitutes on school grounds at all times, including when school is in and out of session, and during public school sponsored functions.
2. Students are prohibited from possessing tobacco, tobacco products, tobacco paraphernalia, and tobacco substitutes on school grounds at all times, including when school is in and out of session, and during public school sponsored functions.
3. Procedures are developed and implemented. Those procedures may² include provisions ensuring that tobacco products, tobacco substitutes or tobacco paraphernalia are confiscated when found in the possession of students and that referrals to law enforcement agencies are made when appropriate.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. § 140 (Tobacco on school grounds)
	18 V.S.A. §§ 1421 et seq. (Smoking in the workplace)
	7 V.S.A. §§ 1001 et seq.
<i>Cross References</i>	

DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

² 16 V.S.A. §140 states “Public school boards may adopt policies that include confiscation and appropriate referrals to law enforcement authorities.”

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

CODE: C 3

1ST READING: 5/9/2019

2ND READING: 6/13/2019

ADOPTED: 6/13/2019

TRANSPORTATION

Statement of Policy

Where it is reasonable and necessary to enable a student entitled or required to attend an elementary or a secondary school within the Barre Unified Union School District (BUUSD) , the BUUSD may furnish transportation on public roads to students who reside within the district. The supervisory union may also provide transportation to non-resident students as authorized by the board.

Definitions

1. **Legal pupil** has the same meaning as set forth in 16 V.S.A. § 1073, as amended from time to time.

Administrative Responsibilities

The superintendent or designee shall:

1. File the policy in the principal's office in each school in teh district
2. ~~The superintendent will~~ Eestablish bus routes and designate stops, after taking into consideration both the safety of children and efficiency of operation. ~~The superintendent will consider and~~ the following factors: ~~when determining routes and stops.~~
 - 1) The age and health of pupils;
 - 2) Distance to be traveled;
 - 3) Condition of the road; and
 - 4) Type of highway.
3. The superintendent may consider any other factors ~~he or she~~ deemsed appropriate when establishing routes and designated stops.
4. ~~The superintendent shall~~ Submit to the school board for approval any contracts, leases or purchases necessary to maintain and operate transportation equipment, and shall include in his or her total number of **pupils transported by the school district and the expense thereof** in the annual report to the school board ~~information as to all.~~

The BUUSD shall furnish transportation for students enrolled at Barre City Elementary and Middle School and Barre Town Middle and Elementary School in accordance with the following guidelines:

- Transportation decisions are guided by publicly approved budgets.
- Daily transportation to and from school is a privilege offered to all PreK-8 students.
- Transportation to and from extra-curricular activities shall be the responsibility of the parents.

The BUUSD will only furnish transportation for students enrolled at Spaulding High School under the following circumstances and/or conditions:

- A. Transportation to and from home for students with disabilities – either permanent or temporary – as required by the student's Individual Education Plan or 504 Plan.
- B. Transportation to and from school sponsored field trips, scheduled extra-curricular events, and special activities.

- C. Transportation to and from scheduled interscholastic events.
- D. Transportation for students living in communities outside BUUSD boundaries, as decided annually by the Superintendent based on enrollment on August 1st, from school districts that do not operate a high school and pay tuition to Spaulding High School.

The superintendent shall establish transportation procedures to support this policy.

The superintendent shall submit to the school board for approval any contracts, leases or purchases necessary to maintain and operate transportation equipment, and shall include in his or her annual report to the board information as to all pupils transported by the school district and the expense thereof.

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REQUIRED¹**TRANSPORTATION**

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under “cross-reference” indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

It is the policy of the _____ Supervisory Union/Supervisory District not to furnish transportation to school.

OR (OPTION: Delete the other policy statement once your board decides whether/not to furnish transportation)

It is the policy of the _____ Supervisory Union/Supervisory District to furnish each legal pupil (*OPTION: specify resident only or including non-resident students*) who is entitled or required to attend an elementary school or a secondary school with total or partial transportation on public roads to school.

Definitions

1. **Legal pupil** has the same meaning as set forth in 16 V.S.A. § 1073, as amended from time to time.

Administrative Responsibilities

The superintendent or designee shall:

¹ 16 V.S.A. §1222 requires each school board to adopt a transportation policy for students required to attend school.

1. File the policy in the principal's office in each school in the district²

(For districts furnishing transportation ONLY:)

2. Establish bus routes and designate bus stops, taking into consideration both the safety of children and efficiency of operation, and the following factors:³
 - 1) The age and health of pupils;
 - 2) Distance to be traveled;
 - 3) Condition of the road; and
 - 4) Type of highway.
3. The superintendent may consider any other factors deemed appropriate when establishing routes and designated stops.
4. Submit to the school board for approval any contracts, leases or purchases necessary to maintain and operate transportation equipment, and will also include the total number of pupils transported by the school district and the expense thereof in the annual report to the school board.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. §§ 1222, 1224 (Student transportation)
	16 V.S.A. § 1551 (Technical center transport)
<i>Cross References</i>	

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² Required by 16 V.S.A. §1222

³ 16 V.S.A. §1222 states that the policy "shall consider the transportation needs of students, including such factors as the age and health of a student, distance to be traveled, and condition and type of highway."

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: F26****1ST READING: 10/27/2022****2ND READING: 11/10/2022****ADOPTED: 11/10/2022**

ELECTRONIC SURVEILLANCE**Policy**

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

All video recording is subject to District policies and state and federal law, including the provisions of the Family Education Rights and Privacy Act (FERPA).

Use

Electronic surveillance is used to deter crime and enforce violations of the District's rules and policies, as well as state and federal law. Security devices and measures such as, but not limited to, video cameras, motion detectors and alarms may be installed in any or all school buildings, or in school transportation vehicles to protect school property. Outside lighting and/or video surveillance devices may be installed and maintained at each school building to provide illumination and observation of the immediate grounds.

Camera Placement

The security camera system will be installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, stairwells, corridors, cafeterias, and lobbies. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy, such as restrooms, locker rooms, private offices, and nurse's offices.

Security

Only a designated employee or agent of the BUUSD will install surveillance cameras. Only designated school officials shall have access to the camera equipment and software. Only these school officials shall handle the software or copies of video segments. Video copies shall be stored in a secure area until the end of the current school year, or until the statute of limitations has been reached for a specific policy or law. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and state and federal law.

Viewing of Live Video

Video monitors used to view live video should not be located in a position that enables public viewing. Live video may only be viewed by school administrators, school officials, school staff members, or school resource officers with a legitimate need, as required by their position and role. This also includes employees or agents responsible for the technical operations of the system (for technical purposes only). Central Vermont Career Center (CVCC) administrators and office staff may view live video of CVCC supervised areas.

Video Recordings

Video recordings may only be viewed by school administrators, school officials, or school staff members with a direct involvement with the recorded contents of the specific video recording. This also includes

employees or agents responsible for the technical operations of the system (for technical purposes only). Law enforcement personnel and parents and guardians, and CVCC administrators may be permitted to view video recordings on a case-by-case basis, consistent with the requirements of state and federal law.

Use of Video Recordings for Disciplinary Action

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

Retention of Video Recordings

A copy of a video recording shall be made and maintained until resolution of an incident which results in a long-term suspension, student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. The district shall comply with all applicable state and federal laws related to record creation, retention, and destruction.

----- Forwarded message -----

From: **Cara Zimmerman** <czimmerman@vtsba.org>

Date: Mon, Aug 21, 2023 at 7:15 AM

Subject: VSBA Policy Services, follow-up

To: Chris Hennessey <chenhsu@buusd.org>, <cparker@buusd.org>

Cc: Sandra Cameron <scameron@vtsba.org>, Sue Ceglowski <sceglowski@vtsba.org>

Dear Chris and Chris,

It was a pleasure meeting with you on Thursday and learning more about the policy work of the BUUSD board. As we discussed, VSBA offers a policy review service to our member boards where we review district policies against our model policies. After our review, we send a written report detailing any differences we see between the district policies and our model policies. We also note any missing policies. As we discussed, I can conduct the review in two phases - the first phase would include a review of the required model policies and the second phase would be a review of the recommended policies. Both phases are \$750 (\$1500 for both). It sounds like your policy committee is doing some of this work internally, thus the reluctance to spend money for this service.

Instead, you might consider a board training on roles and responsibilities/good board governance. Debbie Singiser, our Director of Board Services, has led some great trainings with boards in this area. She would be happy to share more with you if you think that your board could benefit from a refresher on the role of policy and the process for policy development, as well as the role of the school board and the role of the superintendent.

Please do not hesitate to reach out with any questions. Thank you for your service and dedication to your students. I wish you all the best this school year.

Cara Zimmerman
Director of Policy Services and Legislative Affairs
Vermont School Boards Association
Pronouns: she/her/hers [\(why\)](#)

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