



**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:** October 12, 2023

**RE:** BUUSD Policy Committee Meeting  
October 18, 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](https://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 September 20, 2023
5. New Business
  - 5.1. BUUSD Policy Index Review
  - 5.2. VSBA Policy Notes
  - 5.3. Home Study Students (C6) (Required) (VSBA Revised 8/22/2023)
  - 5.4. Title One Comparability (D4) (Required) (VSBA Revised 8/15/2023)
  - 5.5. Animal Dissection (D5) (Required) (VSBA Revised 8/15/2023)
  - 5.6. Class Size Policy (D6) (Required) (VSBA Revised 8/15/2023)
  - 5.7. Travel Reimbursement (F1) (Required) (VSBA Revised 8/15/2023)
6. Old Business
  - 6.1. Board Member Conflict of Interest (A1) (Required)
7. Items for Future Agenda
8. Next Meeting Date: November 15, 2023, 6:00 pm, SHS Library and via Google Meet
9. Adjournment

### Parking Lot of Items:

- A. Title I, Part A: Parent and Family Engagement (E1) (Required) [Cmt added 12/2022]
- B. Communicable Disease Mitigation Measures for Students and Staff (F27) (Recommended) (VSBA New Replaces F33)
- C. Proficiency Based Learning (D1) (Required) (added by Cmt June 2023)
- D. Personnel Recruitment, Selection, Appointment, and Background Checks (Recommended) (VSBA Revised 8/24/2023)
- E. Child Nutrition Act Wellness Policy (C9) (Required) (SHAC Cmt Review - Oct/Nov; VSBA Removed 9/7/23) [**AOE Policy Guide replaces VSBA Model Policy; 8/24/2023 - [AOE Vermont Local Wellness Policy Guide](#)**]
- F. Fiscal Management & General Financial Accountability (F20) (Bd Adopted 5/2022; VSBA Revised 8/15/23)
- G. Capitalization of Assets (F23) (Recommended)(VSBA Revised 8/15/23)
- H. Community Use of School Facilities (E20) (Recommended)
- I. Cell Phone Policy Research (Added: 9/23/2023; November - Check with Mr. Boutin first)
- J. Driver Education Policy (VT AOE Notice)

### 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. Educator Supervision & Evaluation: Probationary Teachers (B31) (Consider) (Not adopted By BUUSD 1/28/21)
- I. Personnel Files (B32) (Consider) (Not adopted By BUUSD 1/28/21)
- J. Admission of Non-Resident Tuition Students (C25) (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  
September 20, 2023 – 6:00 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

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

#### COMMITTEE MEMBERS ABSENT:

#### OTHER BOARD MEMBERS PRESENT:

Giuliano Cecchinelli, II  
Nancy Leclerc

#### ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent  
Luke Aither, SHS Co-Principal

#### GUESTS:

Jody Emerson                      Hannah Leland

#### **1. Call to Order**

The Chair, Ms. Parker, called the Wednesday, September 20, 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**

Take Agenda Item 5.8 out of order.

**On a motion by Mr. Boutin, seconded by Mr. Kelly, the Committee unanimously voted to approve the agenda as amended.**

#### **3. Public Comment**

None.

#### **4. Approval of Minutes**

##### **4.1 Approval of Minutes – June 21, 2023 Policy Committee Meeting**

**On a motion by Mr. Boutin, seconded by Mr. Valsangiacomo, the Committee voted 3 to 0 to approve the Minutes of the June 21, 2023 Policy Committee Meeting.**

**Mr. Boutin, Ms. Reynolds, and Mr. Valsangiacomo voted for the Motion. Mr. Kelly abstained.**

Discussion moved to Agenda Item 5.8

#### **5. New Business**

##### **5.1 Review of BUUSD Policy Manual Index**

A copy of the BUUSD Policy Manual Index (dated 09/15/23) was distributed.

Ms. Parker advised that the document has been updated to reflect procedural updates and also includes information to reflect policies that VSBA has recently changed or is working on. There was no discussion.

##### **5.2 VSBA Policy Notes**

A document titled ‘VSBA Policy Notes – BUUSD Policy Committee’ was distributed.

Ms. Parker advised that Mrs. Gilbert has documented VSBA changes in the distributed document. Given the number of policies that VSBA has changed, Ms. Parker has selected a portion of those to be reviewed at this evening’s meeting. There was no discussion.

# DRAFT

## **5.3 Board Member Conflict of Interest Policy (A1) (Required)**

Copies of the VSBA and BUUSD policies were distributed.

Ms. Parker provided a brief overview of the changes. Discussion included, but was not limited to; why VSBA is removing verbiage “engage in”, how “give the impression” is defined/proved, changing verbiage “he or she” with “they”, and a query regarding VSBA formatting changes. Mr. Kelly feels strongly that the verbiage “he or she” remain in the policy and he will not endorse using the verbiage “they”. It was noted that VSBA is trying to make policies more ‘inclusive’. Additional discussion included review of a portion of the statute, a suggestion that the District seek clarification from VSBA, a suggestion to keep the verbiage “engage in or”, and lengthy discussion of line by line changes. Mr. Kelly reiterated his objection to changing “he or she” with the use of singular “they”.

**The Committee agreed to have Ms. Parker send changes to Mrs. Gilbert, who will make the amendments, and add the policy to the October Policy Committee Agenda.**

## **5.4 Volunteers and Work Study Students Policy (B2) (Required)**

Copies of the VSBA and BUUSD policies were distributed.

Brief discussion was held and Mr. Kelly reiterated his objection to changing the verbiage “he or she” to “they”,

**On a motion by Mr. Boutin, seconded by Ms. Reynolds, the Committee voted 3 to 1 to send the Volunteers and Work Study Students Policy (B2), as presented, to the Board, for a First Reading.**

**Mr. Boutin, Ms. Reynolds, and Mr. Valsangiacomo voted for the motion.  
Mr. Kelly voted against the motion.**

## **5.5 Drug and Alcohol Testing of Transportation Employees Policy (B4) (Required)**

Copies of the VSBA and BUUSD policies were distributed.

Brief discussion was held, with Mr. Kelly stating for the record, that he is consistent regarding his belief that ‘his/her’ is appropriate, but does not see an issue with this policy as “his/her” is being replaced with “or designee”.

**On a motion by Mr. Boutin, seconded by Mr. Kelly, the Committee unanimously voted to approve as amended, and send the Drug and Alcohol Testing of Transportation Employees Policy (B4) to the Board, for a First Reading.**

## **5.6 Tobacco Prohibition Policy (B7) (Required)**

Copies of the VSBA and BUUSD policies were distributed.

Ms. Parker provided an overview of the policy changes. Discussion included a query regarding the title change, a query regarding the definitions (as stated in statute), use of non-tobacco smoking devices (covered under a different policy), and use of nicotine patches and gum (only with a doctor’s prescription).

**On a motion by Mr. Boutin, seconded by Mr. Kelly, the Committee unanimously voted to approve the policy as presented and to send the Tobacco Prohibition Policy (B7) to the Board, for a First Reading.**

## **5.7 Transportation Policy (C3) (Required)**

Copies of the VSBA and BUUSD policies were distributed.

Ms. Parker provided a brief overview of the changes and noted one typo. Brief discussion was held and a few additional typographical/grammatical amendments were agreed to.

**On a motion by Mr. Boutin, seconded by Mr. Kelly, the Committee unanimously voted to approve the policy as amended, and to send the Transportation Policy (C3) to the Board, for a First Reading.**

## **5.8 Electronic Surveillance Policy (F26)**

A copy of the BUUSD policy was distributed.

Ms. Emerson advised that when CVCCSD separated from the BUUSD, CVCCSD was granted limited live viewing to only specific areas of the building (areas supervised by CVCCSD). CVCCSD was not granted access to review the recorded footage. When issues arise, CVCCSD administrators need to meet with SHS administrators to review, and ‘clip’ footage (when necessary). CVCCSD is requesting that the policy be amended to allow CVCCSD administrators to view recordings of areas supervised by CVCCSD.

Ms. Emerson and Mr. Aither have discussed this matter. Mr. Aither advised that he has discussed proposed policy changes with legal counsel and they do not see an issue with the changes as long as the changes are clearly documented in the policy. The proposed change allows CVCCSD administrators only, to view video recordings of CVCCSD supervised areas and still requires working with SHS administrators for viewing recordings of other areas of the building. Brief discussion was held, which included discussion of concern that access to footage of SHS students can constitute a FERPA violation, a suggestion that the Committee review the amended version prior to it being sent to the Board, and a reminder that in the past, the practice has been to have the proposed changes

# DRAFT

in the draft presented at the Policy Committee meeting. The Committee discussed and agreed to wording changes which will be made by Mrs. Gilbert and be reviewed by Mr. Aither and Ms. Emerson prior to being presented to the Board for a First Reading.

**On a motion by Mr. Boutin, seconded by Mr. Kelly, the Committee unanimously voted to send an amended version of the Electronic Surveillance Policy (F26) to the Board, for a First Reading.**

Discussion moved to agenda item 5.1

## 6. Old Business

### 6.1 Policy Audit Follow-up

A copy of an email from Cara Zimmerman to Mr. Hennessey (dated 08/21/23) was distributed.

Mr. Hennessey and Ms. Parker provided a brief overview of the conversation with Ms. Zimmerman, and advised regarding the options to (in lieu of an audit), consider board training on roles and responsibilities pertaining to policy development. Mr. Hennessey recommends that the training option be presented to the Board. There were no questions from the Committee. Mr. Valsangiacomo reiterated his belief that an audit is not necessary. Mr. Valsangiacomo and Mr. Kelly advised that they do not believe they are in a position to weigh in on whether or not the board should engage in training. Ms. Parker advised that she could bring this item to the Board under Round Table, an agenda item, or during committee reports. It was noted that the Committee normally makes official recommendations to the Board.

**Mr. Boutin moved to make a recommendation to the Board that the Board not proceed with an audit and that the Board consider the other options that were presented. Ms. Reynolds seconded the motion.**

Discussion included reluctance on the part of Mr. Kelly and Mr. Valsangiacomo to weigh in on this matter via a vote. Mr. Valsangiacomo noted that as this matter is not policy related, he does not feel comfortable voting on a recommendation.

**Mr. Boutin withdrew the motion.**

## 7. Future Agenda Items

Brief discussion was held regarding adding a Drivers' Education Policy to an agenda. Mr. Aither believes this matter is covered under procedures.

Brief discussion was held regarding VSBIT Model Procedures, and whether or not those should be reviewed (but not by the Policy Committee). Ms. Parker will send the procedures link to Mr. Aither.

Mr. Boutin queried regarding the possibility of the Committee considering a policy on cell phones. It was noted that this matter is currently being explored by some other districts. It was suggested that perhaps a policy recently adopted by Essex be reviewed. Mr. Aither is concerned that discussion of this matter is 'opening Pandora's Box'. Mr. Valsangiacomo will perform research regarding what other districts are doing. This item will be added to the Parking Lot

Brief discussion was held regarding priority being given to required policies.

### October meeting:

- Board Member Conflict of Interest Policy (A1) (Required)
- Title One Comparability Policy (D4) (Required) – Parking Lot Item A
- Animal Dissection Policy (D5) (Required) – Parking Lot Item B
- Class Size Policy (D6) (Required) – Parking Lot Item C
- Travel Reimbursement Policy (F1) (Required) – Parking Lot Item D
- Home Study Students Policy (C6) (Required) – Parking Lot Item E

### Add to Parking Lot:

- Cell Phone Policy Research (added by Committee 09/2023) – Add to November Agenda (Check with Mr. Boutin first)

Brief discussion was held regarding adding a Drivers' Education Policy to an agenda. Mr. Aither believes this matter is covered under procedures.

Brief discussion was held regarding VSBIT Model Procedures, and whether or not those should be reviewed (but not by the Policy Committee). Ms. Parker will send the procedures link to Mr. Aither.

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Mr. Aither is concerned that discussion of this matter is 'opening Pandora's Box'. Mr. Valsangiacomo will perform research regarding what other districts are doing. This item will be added to the Parking Lot

Brief discussion was held regarding priority being given to required policies.

## **8. Next Meeting Date**

The next meeting is Wednesday, October 18, 2023 at 6:00 p.m. at the Spaulding High School Library and via video conference.

## **9. Adjournment**

**On a motion by Mr. Boutin, seconded by Mr. Kelly the Committee unanimously agreed to adjourn at 7:25 p.m.**

Respectfully submitted,  
*Andrea Poulin*

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

Note: Highlighted cells in the Index are Policies left from 2022-2023 to be completed.

		PROCEDURES																			
		Operational					Formally Documented														
SECTION/ Status	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	BSU CODE		
(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																					
<b>A BOARD OPERATIONS</b>																					
Adopted	8																				
Tabled: Cmt Oct	A1											8/15/2023	9/14/2023	Board Member Conflict of Interest	Required	5/9/2019	6/13/2019	To Cmt: 10/18/2023	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				
<b>B PERSONNEL</b>																					
1st Read: Bd	B1			X								4/18/2022	8/8/2022	Substitute Teachers	Required	8/25/2022	9/22/2022		D6		
	B2			X								8/15/2023	9/14/2023	Volunteers and Work Study Students	Required	10/11/2023			D7		
	B3											3/30/2020	6/2/2023	Alcohol & Drug-Free Workplace	Required	6/14/2023	6/28/2023		D8		
1st Read: Bd	B4											8/15/2023	9/14/2023	Drug & Alcohol Testing: Transportation Employees	Required	10/11/2023			D11		
Under Review	B5											10/20/2020	11/12/2020	Prevention of Employee Harassment	Required	12/17/2020	1/14/2021		D12		
1st Read: Bd	B7											8/15/2023	9/14/2023	Tobacco Prohibition	Required	10/11/2023			E8		
	B8											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					8/24/2023	9/14/2023	Personnel Recruitment, Selection, Appointment, & Background Check	Recommend	5/10/2023	5/24/2023				
	B21											3/3/2020	5/18/2020	Professional Development	Recommend	7/22/2021	8/12/2021		D2		
	B22											3/3/2020	3/11/2021	Complaints About Personnel	Recommend	1/27/2022	2/10/2022				
Adopted	10																				
<b>C STUDENTS</b>																					
	C1			X								2/8/2022	4/18/2022	Student Records	Required	4/28/2022	5/12/2022		F5		
	C2											11/2/2022	11/15/2022	Student Drugs & Alcohol	Required	1/26/2023	2/9/2023		F7		
1st Read: Bd	C3											8/15/2023	9/14/2023	Transportation	Required	10/11/2023		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											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	To Cmt: 10/18/2023: Policy now consistent with state law	F23		
	C7											2/15/2022	4/18/2022	Student Attendance	Required	4/28/2022	5/12/2022		F25		
	C8											1/17/2022	4/18/2022	Pupil Privacy Rights	Required	4/28/2022	5/12/2022		F27		
VSBA Removed	C9											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. AOE Policy Guide - replaces VSBA Model Policy	F28		
	C10											12/2/2015	5/18/2020	Policy on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20		
	C11											10/3/2022	5/18/2020	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019	6/13/2019		F34		
	C12											9/1/2020	11/12/2020	Prevention of Sexual Harassment As Prohibited by Title IX	Required	1/14/2021	1/28/2021		C-10; C10P		
	C13											9/12/2022	1/1/2023	Homeless Students	Required	1/26/2023	2/9/2023				
	C14											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											11/15/2022	11/15/2022	Student Conduct and Discipline	Required	1/26/2023	2/9/2023		C20		
	C21											8/30/2020	11/2/2020	Search and Seizure of Students by School Personnel	Recommend	11/12/2020	12/3/2020		F4		
	C22											11/2/2022	2/1/2023	Student Athletics, Clubs, and Activities	Recommend	3/23/2023	5/10/2023		C23 & C24		

**BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX**

**Note:** Highlighted cells in the Index are Policies left from 2022-2023 to be completed.

SECTION/ Status	BUUSD CODE	PROCEDURES										LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/ RECOMMEND/ CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE	
		Operational					Formally Documented													
		BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD									
<b>(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)</b>																				
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

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**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. <b>To Cmt 6/21/23</b> - 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	<b>To Cmt: 10/18/2023</b>	G12
VSBA Revised	D5							SH - P16					8/15/2023	9/14/2023	Animal Dissection	Required	5/9/2019	6/13/2019	<b>To Cmt: 10/18/2023</b>	G13
VSBA Revised	D6					P	P	P	P	P			8/15/2023	9/14/2023	Class Size	Required	4/23/2020	5/14/2020	<b>To Cmt: 10/18/2023</b>	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

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**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
VSBA Revised	E20							O - Office					10/3/2023	10/10/2023	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019		H3
Under Review	E30												8/1/09	6/2/2020	School-Community Relations	Consider	5/9/2019	6/13/2019		H30

Adopted

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**F**

**NON-INSTRUCTIONAL OPERATIONS**

VSBA Revised	F1												8/15/2023	9/14/2023	Travel Reimbursement Policy	Consider	5/9/2019	6/13/2019	<b>To Cmt: 10/18/2023</b>	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
1st Read: Bd	F26							P					10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend	10/11/2023			F41
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



BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

Note: Highlighted cells in the Index are Policies left from 2022-2023 to be completed.

SECTION/ Status	BUUSD CODE	PROCEDURES										LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/ RECOMMEND/ CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE	
		Operational					Formally Documented													
		BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD									
		(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																		
Adopted	F40			X									N/A	N/A	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31
	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	
Not Adopted 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 - Removed again 10/2/2023	
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												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												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 - Rescinded 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
Rescinded 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
Rescinded 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
Rescinded 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
Rescinded 5/10/23	D32												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												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	

10/12/2023

**BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX**

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Adopted Policies

**Note:** Highlighted cells in the Index are Policies left from 2022-2023 to be completed.

		PROCEDURES																			
		Operational					Formally Documented														
SECTION/ Status	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	BSU CODE		
		<b>(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)</b>																			
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**

**2023-2024**

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

**October 18, 2023 Meeting**

1. **A1 (required) Board Member Conflict of Interest** - formatting changes
2. **C6 (required) Participation of Home Study Students** - As part of our review process, we reviewed VSBA Model Policy C6, a required policy on home study students. This policy was revised to track the language of 16 V.S.A. §563(24), which requires school boards 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." You will note that we removed 'services' from the list. The Agency of Education clearly states on their website that families should be aware that by enrolling in a home study program, students are not entitled to and may not receive any special education support and services through the school. The policy is now consistent with state law.
3. **D4 (required) Title 1 Comparability** - formatting changes; removed a reference to 16 V.S.A. §144 (repealed) and added reference to Vermont AOE CFP Comparability Guidance
4. **D5 (required) Animal Dissection** - formatting changes
5. **D6 (required) Class Size** - formatting changes; removed the requirement that school districts share the policy with the AOE
6. **F1 (required) Travel Reimbursement** - formatting changes; added more detail to the list of things to be included in the procedures

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

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**PARTICIPATION OF HOME STUDY STUDENTS****Statement of Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to integrate home study students into its schools through enrollment in courses, participation in co-curricular and extracurricular activities, and use of school facilities. ~~comply with the requirements of Act 119 of 1998 by allowing home study students to participate in courses, programs, activities, and services and use school educational materials and equipment.~~

**Definitions**

1. **Home study student** means a student enrolled in a registered home study program pursuant to **16 V.S.A. §166b.**
2. **School facilities** means the portions of a school building and grounds used by students for classes, study and co-curricular or extracurricular activities.

**Administrative Responsibilities**

The Superintendent ~~or designee will~~ shall develop ~~administrative written~~ procedures ~~that comply to~~ ensure compliance with 16 V.S.A. §563(24) and the Vermont State Board of Education Rule Series 4400. ~~as is necessary to implement this policy.~~

## PARTICIPATION OF HOME 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**

It is the policy of the \_\_\_\_\_ Supervisory Union/Supervisory District to integrate home study students into its schools through enrollment in courses, participation in co-curricular and extracurricular activities, and use of school facilities.

### **Definitions**

1. **Home study student** means a student enrolled in a registered home study program pursuant to **16 V.S.A. §166b**.
2. **School facilities** means the portions of a school building and grounds used by students for classes, study and co-curricular or extracurricular activities.

### **Administrative Responsibilities**

The superintendent or designee shall develop written procedures to ensure compliance with 16 V.S.A. §563(24) and the Vermont State Board of Education Rule Series 4400.

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<sup>1</sup> Under 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.

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

**CODE: D 4**

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

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**TITLE I COMPARABILITY**

**Statement of Policy**

If a school in the Barre Unified Union School District (BUUSD) becomes eligible to receive Title I funds, the school district in which the school is located shall provide comparable services, staffing levels, curriculum materials and instructional supplies for Title I eligible and non-Title I eligible schools. The district shall use local and state funds to ensure equivalence among schools in staffing and the provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental supports. The district shall utilize district-wide salary schedules for professional and non-professional staff.

**Implementation Administrative Responsibilities**

The superintendent or ~~his or her~~ designee shall develop written procedures to ensure:

1. ~~for e~~Compliance with the federal comparability requirements; and
2. ~~this policy and shall maintain~~ That records documenting compliance are maintained and that are  
updated biennially; ~~documenting the district's compliance with this policy.~~

D4

**REQUIRED<sup>1</sup>**

## TITLE I COMPARABILITY

*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**

If a school in the \_\_\_\_\_ School District becomes eligible to receive Title I funds, the school district in which the school is located shall provide comparable services, staffing levels, curriculum materials and instructional supplies for Title I eligible and non-Title I eligible schools. The district shall use local and state funds to ensure equivalence among schools in staffing and the provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental supports. The district shall utilize district-wide salary schedules for professional and non-professional staff.

### **Administrative Responsibilities**

The superintendent or designee shall develop written procedures to ensure:

1. Compliance with the federal comparability requirements; and
2. That records documenting compliance are maintained and updated biennially;

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

<sup>1</sup> 20 USC §6321(c) requires local education agencies (LEAs) to have a policy ensuring equivalence among schools in teachers, administrators, and other staff; and a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

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

**CODE: D 5**

**1<sup>ST</sup> READING: 5/9/2019**

**2<sup>ND</sup> READING: 6/13/2019**

**ADOPTED: 6/13/2019**

## **ANIMAL DISSECTION**

It is the ~~intent~~ policy of the Barre Unified Union School District (BUUSD) to safeguard a student's comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. ~~Students enrolled in district schools shall have the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.~~

### **1. Definition**

~~As used in this policy, the word "animal"~~ 1. **Animal** means any organism of the kingdom animalia and includes an animal's cadaver or the severed parts of an animal's cadaver.

### **Administrative Responsibilities**

~~The superintendent, or designee, shall ensure that~~

~~The superintendent, or designee, shall develop and implement~~ ensure that

~~1) Procedures providing the following are developed, to ensure compliance with the provisions of Act 154 of 2008. The procedures shall include provisions for the~~

- ~~1) Timely notification to each student enrolled in the course and to the student's parent or guardian of the student's right to be excused from participating in or observing the lesson, and~~
- ~~2) The process by which a student may exercise this right.~~

### **2. Alternative Education Method**

- ~~2) A student who is excused under this policy shall be~~ is provided with alternative methods through which ~~he or she~~ they can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.

### **3. Discrimination**

- ~~3) No student shall be~~ is discriminated against based on ~~his or her~~ the decision to exercise the right to be excused afforded by this policy.

### **4. Procedures**

~~The superintendent shall develop and implement procedures to ensure compliance with the provisions of Act 154 of 2008. The procedures shall include provisions for the timely notification to each student enrolled in the course and to the student's parent or guardian of the student's right to be excused from participating in or observing the lesson and the process by which a student may exercise this right.~~



## ANIMAL DISSECTION

*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 to safeguard a student's right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

### **Definitions**

1. **Animal** means any organism of the kingdom animalia and includes an animal’s cadaver or the severed parts of an animal’s cadaver.<sup>2</sup>

### **Administrative Responsibilities**

The superintendent, or designee, shall ensure that

1. Procedures providing the following are developed:<sup>3</sup>

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<sup>1</sup> 16 V.S.A. § 912(b) requires each school district to adopt and implement policies regarding a student’s right to be excused from participating in any lesson, exercise, or assessment requiring the student to dissect, vivisect, or otherwise harm or destroy an animal as part of a course of instruction.

<sup>2</sup> 16 V.S.A. § 912(c)

<sup>3</sup> 16 V.S.A. § 912(b) requires procedures that provide “timely notification” to students and parents; processes for students to exercise this right.

- 1) Timely notification to each student enrolled in the course and to the student's parent or guardian of the student's right to be excused from participating in or observing the lesson; and
- 2) The process by which a student may exercise this right.<sup>4</sup>
2. A student who is excused under this policy is provided with alternative methods through which they can learn and be assessed on material required by the course. The alternative methods must be developed by the teacher of the course, in consultation with the principal if necessary.<sup>5</sup>
3. No student is discriminated against based on the decision to exercise the right to be excused afforded by this policy.<sup>6</sup>

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. §912
<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.*

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<sup>4</sup> 16 V.S.A. § 912(b) (1). The law does not provide a definition of “timely notice.” Nor does the law require that the processes for students to follow when choosing to opt out of activities covered by the law have specific components. It is likely that annual notice to parents and students through handbooks or course syllabi will be sufficient to comply with the timely notice requirement. The notice should indicate approximately when dissection activities (if any) may take place in specific courses. Processes for students to opt out of activities covered by this policy should indicate how and when a student must notify the course teacher of his or her intention to be excused from an activity.

<sup>5</sup> This provision is a required component of the policy on this subject adopted by the school board. See 16 V.S.A. § 912(b)(2).

<sup>6</sup> This provision is a required component of the policy on this subject adopted by the school board. See 16 V.S.A. § 912(b)(3).

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

**CODE: D 6**

**1<sup>ST</sup> READING: 4/23/2020**

**2<sup>ND</sup> READING: 5/14/2020**

**ADOPTED: 5/14/2020**

## **CLASS SIZE POLICY**

### **Statement of Policy**

It is the policy of the Barre Unified Union School District (BUUSD) ~~intent of the board~~ to comply with Sections 15 and 16 of Act 153 of 2010 Vermont law requiring ~~superintendents to work with school boards~~ to develop ~~policy~~ guidelines ~~recommendations~~ for minimum and optimal average class sizes in regular and career technical education classes. Class size guidelines will be used to inform annual decisions related to staffing and program offerings.

### **Implementation Administrative Responsibilities**

- 1) The superintendent or ~~his or her~~ designee shall, in consultation with the building principals/director, develop ~~district wide~~ class minimum, maximum, and optimum average class size guidelines that:
  - 1) Take into account the instructional needs of specific elementary grade intervals and required and elective courses at the secondary level.
  - 2) May vary, as necessary, to reflect differences among school districts due to geography and other factors, such as school size and programmatic needs.
  - 3) Compliance with state or federal requirements related to matters such as student-teacher ratios, special education, technical education and English Language Learners.
- 2) The superintendent shall report to the Board by April 1 each year at least annually on the implementation of this policy, and shall include in his or her the report information related to the use of the recommended guidelines in determining actual class sizes and program offerings in the schools within the district BUUSD.
- 3) In accordance with Act 153 of 2010, the superintendent shall ensure that this policy is posted on the BUUSD website.
- 4) Class size recommended guidelines in the district may vary as necessary to reflect differences, such as school size and programmatic needs.
- 5) The recommended 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.
- 6) The superintendent shall report to the board by April 1 each year on the implementation of this policy, and shall include in his or her report information related to the use of the recommended guidelines in determining actual class sizes and program offerings in the schools within the district.

### **Recommended Guidelines**

Administrators will use the following guidelines when reviewing course enrollments and making decisions about course offerings and scheduling, recognizing that such recommended guidelines must be flexible and incorporate additional factors in making decisions about class sizes which, among others, include the unique needs of class or grade level populations of students, curricular structure, physical plant, and staff training:

**I. Grades PreK-8**

<u>Grade</u>	<u>RECOMMENDED GUIDELINES</u>		
	<u>Minimum</u>	<u>Ideal</u>	<u>Maximum</u>
PreK	12	15	17
Kindergarten	15	16	18
1 <sup>st</sup>	15	18	20
2 <sup>nd</sup>	15	18	20
3 <sup>rd</sup>	15	18	20
4 <sup>th</sup>	15	20	22
5 <sup>th</sup>	15	20	22
6 <sup>th</sup>	15	20	22
7 <sup>th</sup>	15	23	25
8 <sup>th</sup>	15	23	25

**II. Grades 9-12:**

1. The recommended guidelines for class size for most courses is 15 to 20 students.
2. The recommended guidelines for minimum class size for most courses is 10 and the maximum is 25.
3. When requested by the administration, classes above or below the recommended guidelines may be approved by the superintendent and reported to the board.
4. ~~The Central Vermont Career Center program size will be consistent with the Vermont Department of Education—State Board of Education Manual of Rules and Practices, Vocational-Technical Education.~~
5. ~~Program size for the Central Vermont Career Center shall be reviewed annually by the Center's Director. Recommendations to change program offerings shall be made by the Director to the SHS Union #41 District and the Regional Advisory Board if a program, for three or more consecutive years, has shown low enrollment based on State of Vermont Technical Education Regulation.~~

**REQUIRED<sup>1</sup>****CLASS SIZE POLICY**

*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 (SU/SD) to comply with Vermont law requiring school boards to develop guidelines for minimum and optimal average class sizes for regular and career technical education classes. Class size guidelines will be used to inform annual decisions related to staffing and program offerings.

**Administrative Responsibilities:**

1. The superintendent or designee shall, in consultation with building principals, develop class minimum, maximum, and optimum average class size guidelines that:
  - 1) Take into account the instructional needs of specific elementary grade intervals and required and elective courses at the secondary level.
  - 2) May vary, as necessary, to reflect differences among school districts due to geography and other factors, such as school size and programmatic needs.
  - 3) Comply with state or federal requirements related to matters such as student-teacher ratios, special education, technical education and English Language Learners.

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<sup>1</sup> 16 V.S.A. § 242(5) requires superintendents to “work with school boards of the member districts to develop and implement policies regarding minimum and optimal average class sizes for regular and career technical education classes. The policies may be supervisory union-wide, may be course or grade specific, and may reflect differences among school districts due to geography and other factors.”

2. The superintendent shall report to the Board at least annually on the implementation of this policy, and shall include in the report information related to the use of the guidelines in determining actual class sizes and program offerings in the schools within the SU/SD.
3. In accordance with Act 153 of 2010, the superintendent shall ensure that this policy is posted on the SU/SD website.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. § 242(5) Act 153 of 2010
<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: F 1****1st READING: 5/9/2019****2nd READING: 6/13/2019****ADOPTED: 6/13/2019**

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**TRAVEL REIMBURSEMENT****Statement of Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to reimburse the reasonable expenses for travel for school business on an actual cost basis, by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the BUUSD. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. ~~Prior approval from the superintendent or his or her designee will be required.~~

**Implementation Administrative Responsibilities**

~~Pursuant to this policy and consistent with relevant collective bargaining agreements, T~~the superintendent or ~~his or her~~ designee ~~will~~ shall establish written procedures to implement this travel reimbursement policy. ~~Such procedures shall include: govern the reimbursement and method of prior approval for the following:~~

1. The types of expenses that are covered, such as airfare, ~~air/rail travel~~, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending Limits;
4. Methods of prior approval; and
5. Time frame for reimbursement

**REQUIRED<sup>1</sup>****TRAVEL REIMBURSEMENT**

*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 \_\_\_\_\_ School District/Supervisory Union to reimburse the reasonable expenses for travel for school business on [*CHOOSE ONE: an actual cost basis / on a per diem or mileage basis in lieu of actual costs incurred / or on a combination of the two*] by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the \_\_\_\_\_ School District/Supervisory Union. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities.

**Administrative Responsibilities**

The superintendent or designee shall establish written procedures to implement this travel reimbursement policy. Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending limits;
4. Method of prior approval; and
5. Time frame for reimbursement.

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<sup>1</sup> 2 CFR 200.475



**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**

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## **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 Bboard member shall not ~~engage in or~~ give the ~~impression~~ appearance that ~~he or she~~ they would represent special interests or partisan politics for personal gain.
2. A Bboard member shall not ~~engage in or~~ give the ~~impression~~ appearance that ~~he or she~~ they ~~has~~ have the authority to make decisions or take action on behalf of the Board or the school administration.
3. A Bboard 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 Bboard 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 Bboard member shall not ~~engage in or~~ give the ~~impression~~ appearance 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 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.

**REQUIRED<sup>1</sup>****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.

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<sup>1</sup> 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)