



**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: January 11, 2024

RE: BUUSD Policy Committee Meeting
January 17, 2024 @ 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 November 15, 2023
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Notes
 - 5.3. Title I, Part A: Parent and Family Engagement (E1) (Required)
 - 5.4. Employee Unlawful Harassment (B5) (Required)
6. Old Business
7. Items for Future Agenda
8. Next Meeting Date: February 21, 2024, 6:00 pm, SHS Library and via Google Meet
9. Adjournment

Parking Lot of Items:

- A. Communicable Disease Mitigation Measures for Students and Staff (F27) (Recommended) (VSBA New Replaces F33)

- B. Proficiency Based Learning (D1) (Required) (added by Cmt June 2023)
- C. Cell Phone Policy Research (Added: 9/23/2023; November - Check with Mr. Boutin first)
- D. Driver Education Policy (VT AOE Notice)

Under Review by VSBA

- A. Wellness & Comprehensive Health (C9) (Required) [AOE issued policy COMING SOON]
- 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)
- K. Curriculum Development and Coordination (SU) (D20) (Recommended)
- L. Distribution of Non-School Sponsored Literature in Schools (E21) (Recommended)(Not currently BUUSD Policy)
- M. Prevention of Conflict of Interest in Procurement (F24) (Recommended)
- N. Security Cameras (F26) (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
November 15, 2023 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)
Emily Reynolds, Vice Chair (BT)
Thomas Kelly (BC Community Member)

COMMITTEE MEMBERS ABSENT:

Michael Boutin (BC)
Jon Valsangiacomo – (BT Community Member)

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent

GUESTS:

Josh Howard

1. Call to Order

The Chair, Ms. Parker, called the Wednesday, November 15, 2023, meeting to order at 6:02 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

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – October 18, 2023 Policy Committee Meeting

On a motion by Ms. Kelly, seconded by Ms. Reynolds, the Committee unanimously voted to approve the Minutes of the October 18, 2023 Policy Committee Meeting.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 10/26/23) was distributed.

Ms. Parker advised that the document continues to be updated procedurally and with VSBA updates.

Mr. Hennessey advised that since the last meeting, the Team hasn't met for further documentation.

5.2 VSBA Policy Notes

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

Ms. Parker advised regarding the notes which provide information regarding VSBA updates for the policies being discussed this evening.

5.3 Personnel Recruitment, Selection, Appointment, and Background Checks Policy (B20)

Copies of the District and VSBA policies were distributed.

Ms. Parker noted that the policy was last adopted by the District on 05/24/23. Ms. Parker advised regarding recent VSBA updates based on a recent U.S. Supreme Court case. VSBA will be discussing the U.S. Supreme Court Case in their fall newsletter. It was noted that the VSBA policy has one option that needs to be decided by the District, relating to who will carry the cost associated with background checks. Brief discussion was held and it was confirmed that the District had recently decided that the District will shoulder the costs associated with background checks. Brief discussion was held regarding identification of the VSBA update that was providing clarification of the court ruling. Ms. Parker will contact VSBA for additional information on this matter. Information provided by VSBA will be shared with the Board.

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On a motion by Ms. Reynolds, seconded by Mr. Kelly, the Committee unanimously voted to send B20, as amended, to the Board for a First Reading.

5.4 Child Nutrition Act Wellness Policy (C9)

Copies of the District policy and the Vermont Agency of Education Model Local Wellness Policy were distributed.

Ms. Parker advised that VSBA removed this policy on 09/07/23, and has replaced it with the AOE Policy Guide, noting that an AOE issued Policy will be coming soon. VSBA has recommended rescinding Policy C9 and replacing it with the current AOE Vermont Local Wellness Policy Guide. Brief discussion was held regarding what changes are being instituted (currently unknown), and how the District would adopt the AOE Guidelines if they are not in the format of a formal policy. There is no VSBA Model Policy at this time. Mr. Hennessey believes the VSBA is asking that AOE Guidelines replace C9 until a formal policy is written. Mr. Kelly prefers to leave the current policy in place until a formal replacement policy is written.

On a motion by Ms. Reynolds, seconded by Ms. Parker, the Committee voted 2 to 1 to rescind Policy C9 and to send the 'AOE Model Policy' to the Board for review.

Ms. Parker and Ms. Reynolds voted for the motion. Mr. Kelly voted against the motion.

5.5 Fiscal Management & General Financial Accountability Policy (F20)

Copies of the District and VSBA policies were distributed.

Ms. Parker provided an overview of the VSBA policy notes. Brief discussion was held, including discussion on whether or not this policy should be reviewed by the Finance Committee prior to being presented to the Board. It was noted that if a First Reading is presented to the Board, the Board may opt to send the policy to Finance Committee rather than approving the First Reading. Mr. Kelly advised that he is not comfortable recommending the policy until he has additional information.

On a motion by Ms. Reynolds, seconded by Ms. Parker, the Committee voted 2 to 0 to send Policy F20, as amended, to the Board for a First Reading.

Ms. Parker and Ms. Reynolds voted for the motion. Mr. Kelly abstained.

5.6 Capitalization of Assets Policy (F23)

Copies of the District and VSBA policies were distributed.

The situation with this policy is similar to the previous policy. Mr. Kelly has the same concerns as with Policy F20. It was noted that the policy contains an optional section that requires a decision to be made. The Committee agreed that the Board should make the decision on the optional section.

On a motion by Ms. Reynolds, seconded by Ms. Parker, the Committee voted 2 to 0 to send Policy F23, as amended, to the Board for a First Reading, with the recommendation that the Board make the decision on the optional section.

Ms. Parker and Ms. Reynolds voted for the motion. Mr. Kelly abstained.

5.7 Community Use of School Facilities Policy (E20)

Copies of the District and VSBA policies were distributed.

Brief discussion was held and it was noted that there has not been any controversy with the current policy. Ms. Parker noted one option requiring a Board decision (2 G option – possession/use of firearms).

On a motion by Mr. Kelly, seconded by Ms. Reynolds, the Committee unanimously voted to send Policy E20, as amended, to the Board for a First Reading, with the recommendation that the Board make the decision on the optional section.

6. Old Business

None.

7. Future Agenda Items

- E1 – Title I, Part A: Parent and Family Engagement Policy (Parking Lot Item A)
- B5 – Employee Unlawful Harassment Policy (Parking Lot Item D)

8. Next Meeting Date

The December 20, 2023 meeting is cancelled.

The next meeting is Wednesday, January 17, 2024 at 6:00 p.m. at the Spaulding High School Library and via video conference.

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9. Adjournment

On a motion by Mr. Kelly, seconded by Ms. Reynolds, the Committee unanimously agreed to adjourn at 6:42 p.m.

Respectfully submitted,

Andrea Poulin

	1/9/2024	BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX															5.1		
70	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
		(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																	
A																			
	A1											8/15/2023	9/14/2023	Board Member Conflict of Interest	Required	11/29/2023	12/13/2023		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
	B2			X								8/15/2023	9/14/2023	Volunteers and Work Study Students	Required	10/11/2023	10/25/2023		D7
	B3							FH - p34	FH - p33			3/30/2020	6/2/2023	Alcohol & Drug-Free Workplace	Required	6/14/2023	6/28/2023		D8
	B4											8/15/2023	9/14/2023	Drug & Alcohol Testing: Transportation Employees	Required	10/11/2023	10/25/2023		D11
To Cmt 1/17/24	B5							FH - p34-3	FH - p37			10/10/2023	10/26/2023	Prevention of Employee Harassment	Required	12/17/2020	1/14/2021		D12
	B7							FH - p37	FH - p38			8/15/2023	9/14/2023	Tobacco Prohibition	Required	10/11/2023	10/25/2023		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
To Board	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	12/13/2023		To Board 2nd read: January 10, 2024	
	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
	C3								P, O - Athletic Driector			8/15/2023	9/14/2023	Transportation	Required	10/11/2023	11/8/2023		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
	C6			X								8/22/2023	9/14/2023	Participation of Home Study Students	Required	11/8/2023	11/29/2023		F23
	C7								SH - p9-12			2/15/2022	4/18/2022	Student Attendance	Required	4/28/2022	5/12/2022		F25
	C8								P, SH - p55			1/17/2022	4/18/2022	Pupil Privacy Rights	Required	4/28/2022	5/12/2022		F27
	C9							P	P	P	P	9/7/2023	9/14/2023	Nutrition And Wellness	Required	12/13/2023	12/13/2023	Adopted Temporary Replacement while VSBA works on new C9 policy.	F28
	C10							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	9/12/2022	1/1/2023	Homeless Students	Required	1/26/2023	2/9/2023		
	C14							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
	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

		1/9/2024		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.																								
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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)																										
	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									
	D4								SH - p56			8/15/2023	9/14/2023	Title I Comparability	Required	11/8/2023	11/29/2023		G12									
	D5								SH - P16			8/15/2023	9/14/2023	Animal Dissection	Required	11/8/2023	11/29/2023		G13									
	D6						P	P	P	P	P	8/15/2023	9/14/2023	Class Size	Required	11/8/2023	11/29/2023		G14									
	D7								SH - p56			10/11/2021	11/8/2021	Special Education	Required	12/2/2021	12/16/2021		D40									
Under Review	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																												
To Cmt 1/17	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									
To Board	E20								O - Office			10/3/2023	10/10/2023	Community Use of School Facilities	Recommend	12/13/2023		Tabled for Counsel Review: 2nd Read: 1/10/2024	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																												
	F1											8/15/2023	9/14/2023	Travel Reimbursement Policy	Consider	11/8/2023	11/29/2023		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									
To Finance Cmt then Bd 2nd Read	F20											8/15/2023	9/14/2023	Fiscal Management & General Financial Accountability	Recommend	12/13/2023		Board decided to send to Finance Committee for input	E1									
	F22											9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021											
To Finance Cmt then Bd 2nd Read	F23											8/15/2023	9/14/2023	Capitalization of Assets	Recommend	12/13/2023		Board decided to send to Finance Committee for input	E23									
Under Review	F24											11/6/2020	5/18/2020	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019	6/13/2019		E24									
Under Review	F26								P			10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend	10/11/2023	10/25/2023		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									

	1/9/2024	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.																	
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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)																	
	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	
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								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
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	

	1/9/2024	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/ 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)																		
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 - Strikethrough	Moved/Shifted Text - Highlighted

January 17, 2024 Meeting

5.3 E1 (Title I, Part A: Parent and Family Engagement) Sandra Cameron (VSBA) advised that the work performed (by the AOE and VSBA) on this policy was done to assure alignment with Federal requirements and reiterated the need for the District to spend time reviewing the policy.

5.4 B5 (Employee Unlawful Harassment) *REVISED*

The VSBA issued a revised model policy on unlawful harassment (B5) on November 28. Specifically, the section on age discrimination was revised to align it with Vermont's Fair Employment Practices Act (21 V.S.A. 495), which protects anyone age 18 or over from being discriminated against or harassed on the basis of their age. The earlier version of the model policy protected anyone 40 or over from discrimination on the basis of their age. In October, we notified our members that we were re-issuing this model policy to bring our policy into compliance with Vermont law, which was significantly changed under Act 80 of 2023, an act relating to amending the prohibitions against discrimination. Among other changes, Act 80 amended the definition of sexual harassment and added a new definition of harass, and also provided that harassment and discrimination need not be severe and pervasive to be unlawful. Unfortunately, we did not realize at that time that the section on age discrimination was also not aligned with state law, thus the need to revise the model policy again. We apologize for any confusion or inconvenience.

This policy is required by law and we encourage all school boards to adopt this revised policy as soon as possible. Please visit our model policy manual for the most recent version of this model policy.

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

CODE: E 1

1ST READING: 5/9/2019

2ND READING: 6/13/2019

ADOPTED: 6/13/2019

**TITLE 1, PART A PARENTAL AND FAMILY ENGAGEMENT
INVOLVEMENT POLICY**

POLICY

It is the policy of the Barre Unified Union School District (BUUSD) to plan and implement effective needs-based Title I programs, activities, policies and procedures with meaningful consultation and for the involvement of participating Title I parents of students receiving services, or enrolled in programs, under Title I Part A of Elementary and Secondary Education Act. These programs, activities and procedures are described in school district and school level compacts, and family members that comply with all parent and family engagement requirements, specifically those required by federal statute. As such the LEA is responsible for ensuring compliance with development and implementation of the following three documents:

1. LEA PARENT AND FAMILY ENGAGEMENT POLICY: As a Title I Part A served LEA we will outline and describe the ways in which we will be responsible for and address the Parent and Family Requirements listed and will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy that meets all requirements described below.

2. SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PROCEDURE: Each of our school(s) served by Title I Part A will outline and describe the ways in which the school will be responsible for and address the Parent and Family Requirements listed. Each school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement procedure, agreed on by such parents, that will describe the means for carrying out the requirements described below.

2a. SCHOOL-PARENT COMPACT: Each of our school(s) served by Title I Part A, as part of their Parent and Family Engagement Procedure, will develop jointly with, agree on with, and distribute to, parents and family members of participating children a School-Parent compact to outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards.

DEFINITIONS:

Compact: Agreement between the school district/supervisory union and the parent/family/community.

Local Education Agency School District: For the purposes of this policy, Refers to the LEA (Local Educational Agency) which in Vermont is the a Supervisory Union (or Supervisory District is the local education agency (LEA). for communities with no Supervisory Union)

School Level: ~~Refers to the compact for each school, regardless of the governance structure of: (a) one school/one district; (b) multiple schools/one district.~~

Parent: Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

School District Parental Involvement Compact

~~The Superintendent or his or her designee, shall develop an LEA-Level Parental Involvement Compact according to Title I, Part A requirements. The LEA Compact shall include: (1) the school district's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions required by law. The Superintendent or designee shall ensure that the Compact is distributed to parents of students receiving services, or enrolled in programs, under Title I Part A.~~

-

School Level Parental Involvement Compact

~~Each building principal, or his or her designee shall develop a School-Level Parental Involvement Compact in accord with Title I, Part A requirements. The School-Level Parental Involvement Compact shall include: (1) a process for continually involving parents in its development and implementation, (2) how parents, the entire school staff and students share the responsibility for improved academic achievement, (3) the means by which the school and parents build and develop a partnership to help students achieve the State's standards, and (4) other provisions as required by law. Each principal or designee shall ensure that the compact is distributed to parents of students receiving services, or enrolled in programs under Title I, Part A.~~

Parent and Family Engagement (PFE): The inclusion of parents, families, schools, and communities in order to support learning and improve schools. Opportunities for the informed participation of parents and family members, including those who have limited English proficiency, those who have disabilities, and those of migratory children.

Implementation

The BUUSD will ensure the successful development and implementation of the written LEA Parent and Family Engagement Policy, School Parent and Family Engagement Procedure(s), and School-Parent Compact(s) and will address all requirements in specific detail with review and revision on a periodic and timely basis.

1. LEA Parent & Family Engagement Policy

BUUSD

[School Year: XXXX-XXXX] [Date of last revision: XXXX]

In order to provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, the BUUSD receives Title I, Part A funds. Therefore, the BUUSD will develop, with the parents and family members of participating students, a written parent and family engagement policy. This policy will outline the Local Education Agency's (LEA) expectations and objectives for meaningful parent and family engagement and the ways in

which the LEA will implement and support opportunities for parent and family involvement in order to improve student academic achievement.

Part I: General Requirements and Expectations

1. In order to support increased parent and family engagement to improve student academic achievement, the BUUSD has the following objectives:

[Please list general LEA-wide objectives, expectations, and/or goals for meaningful and effective parent and family engagement]

2. The BUUSD agrees to take the following actions to involve parents and family members in the joint development of its Local Educational Agency Plan:

[List/describe how parents will be involved in the development of the LEA Plan. This may include opportunities for parents and family members to provide feedback or input, methods of communication/distribution of information, variable meeting times, etc.]

3. The BUUSD agrees to take the following actions to involve parents and family members in the joint development of Support and Improvement:

[List/describe how parents will be involved in the development of the schools' support and improvement plans. This may include opportunities for parents and family members to provide feedback or input, methods of communication/distribution of information, variable meeting times, etc.]

4. The BUUSD agrees to take the following actions to provide coordination, technical assistance, and other support necessary in order to build capacity for parent and family engagement activities to improve student achievement and school performance:

[List/describe how the LEA will provide support to its Title I school(s) in planning/implementing parent and family engagement activities. These activities should include the development of the School PFE Policy, the School-Family Compact, and all other Title I PFE requirements. This may include meaningful consultation with employers, business leaders, and philanthropic organizations. This may also include professional development, workshops, trainings, and other opportunities to provide support to increase parent and family engagement.]

5. The BUUSD will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Parent & Family Title I, Part A Parent & Family Engagement Policy in improving the academic quality of all its Title I schools. The evaluation will include identifying the following:

- Barriers to greater family participation in Title I parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)
- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

• Strategies to support successful school and family interactions

The BUUSD agrees to take the following actions to conduct this annual evaluation:

[List/describe actions, such as how the evaluation will be conducted, who will conduct it, the roles parents and family members will play, etc. Evaluations may take the form of surveys, interviews, etc.]

6. The BUUSD agrees to take the following actions to use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise the LEA Parent & Family Engagement Policy, if necessary:

[List/describe how findings will be analyzed, how findings will be used to determine strategies, the roles of parents and family members, methods of communication/distribution of information, etc.]

7. The BUUSD agrees to take the following actions to involve parents in the activities of the schools:

[List actions, which may include establishing a parent advisory board that adequately represents the needs of the population served by the LEA in order to develop, revise, and review the parent and family engagement policy.]

Part II: Building Capacity for Involvement

To ensure effective involvement of parents and support a partnership among the schools, parents, and the community in order to improve student achievement, the BUUSD will use the following strategies:

8. The BUUSD will provide assistance to parents of children served by the LEA in understanding the following topics:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements
- How to monitor their child's progress
- How to work with educators to improve their children's achievement

The BUUSD agrees to take the followings actions in order provide this assistance:

[List activities the LEA may provide, such as workshops, conferences, online and printed resources, webinars, meetings, trainings, and any other equipment or materials that may be necessary]

9. The BUUSD agrees to provide materials and training, as appropriate, to help parents work with their children to improve their children's achievement:

[List activities the LEA may provide, such as workshops, conferences, classes, online and printed resources, meetings, and other materials. Examples may include literacy training or using technology.]

10. The BUUSD agrees to take the following actions to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:

- The value of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs
- How to build ties between parents and school

[List activities the LEA may provide, such as professional development, workshops, conferences, classes, online and printed resources, meetings, and any other equipment or materials that may be necessary. Include description of the role of parents and family members.]

11. The BUUSD will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The BUUSD agrees to take the following actions to coordinate and integrate parent involvement programs:

[Describe/List how the district will coordinate with other organizations, programs, and community partners to provide additional supports and resources to families. This may include public preschool programs/Kindergarten readiness programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.]

12. The BUUSD agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:

[List actions, such as providing translation services and other support for English Learners, providing meetings for distribution of information, providing multiple methods of communication, etc.]

13. The BUUSD agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:

[List actions, including how LEA will provide opportunities for parent and family requests, other ways in which LEA will support parent engagement, etc.]

Additional Building Capacity Options

NOTE: The LEA, in consultation with parents and family members, may include additional programs and activities designed to build capacity for parent and family involvement in Title I schools in order to improve student achievement. Any or all of these activities may be included in the LEA's policy at the discretion of the LEA, in agreement with the parents and family members of participating children. If the LEA chooses to include any additional discretionary activities, a description of how the LEA will implement or accomplish those items will be included.

PART III. Policy Adoption

This LEA's Parent & Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. [Include MM/DD/YYYY that review with parents/families occurred and where/how documentation will be maintained]. This policy was adopted by the BUUSD on [Date MM/DD/YY] and will be in effect for the period of [School Year XXXX-XXXX]. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

2. School Parent & Family Engagement Procedure

BUUSD

[School Year: XXXX-XXXX] [Date of last revision]

In order to provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, [Title I School name] receives Title I, Part A funds. Therefore, [Title I School name] will develop, with the parents and family members of participating students, a written parent and family engagement procedure. This procedure will outline how this school will involve parents and family members in procedure development and build capacity for parent and family engagement in order to improve student academic achievement.

Part I: Procedure Involvement

NOTE: The procedure will include a description of how the school will implement or accomplish the following requirements. It will likely be necessary for each Title I school to have their own individualized School Parent and Family Engagement Procedure based on the varying needs of that school from the other Title I schools within the district especially if the district operates both Title I Targeted Assistance Programs, and Schoolwide Programs based on their inherent differences.

1. [Title I School name] will hold an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of the school's participation in Title I, to explain the Title I, and to inform parents of their right to be involved. The [Title I School name] agrees to take the following actions:

[Describe when and where the meeting will be held, how invitations/information will be communicated to parents, how feedback and input from parents and family members will be collected, etc.]

2. [Title I School name] agrees to offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, childcare, or home visits, as related to parent involvement.

[List actions school will take to offer flexibility and encourage parent involvement in meetings]

3. [Title I School name] agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs in the following ways:

[Describe how information will be communicated to parents, how feedback and input from parents and family members will be collected, any meetings that may be held, etc.]

4. [Title I School name] agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the School Parent & Family Engagement Policy and in the joint development of the schoolwide program plan in the following ways:

[Describe how information will be communicated to parents, how feedback and input from parents and family members will be collected, any meetings that may be held, etc.]

5. [Title I School name] agrees to provide parents of participating children the following:

- Timely information about Title I programs
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used, and the achievement levels of the challenging State academic standard
- Opportunities for regular meetings for parents to make suggestions and participate in decisions relating to the education of their children
- Responses to these suggestions as soon as practicably possible The school agrees to provide these in the following ways:

[Describe how information will be communicated to parents, how feedback, input, and requests from parents and family members will be collected, reviewed, and responded to, any meetings that may be held, etc.]

6. [Title I School name] agrees to take the following actions to submit any parent comments about the schoolwide program plan when the school makes the plan available to the LEA, if the schoolwide program plan is not satisfactory to the parents of participating children:

[List actions, including how the school will communicate with the parents, receive feedback and input, etc.]

7. [Title I School name] agrees to take the following actions to jointly develop with participating parents a school-parent compact, outlining how parents, school staff, and students will share the responsibility for improved student academic achievement:

[Describe when and where meetings will be held, how invitations/information will be communicated to parents, how feedback and input from parents and family members will be collected, roles of parents and family members, etc.]

8. [Title I School name] agrees to take the following actions to provide opportunities for the informed participation of parents and family members, including providing information and school reports required, in a format and language that parents can understand:

[List actions, such as providing translation services and other support for English Learners, providing meetings for distribution of information, providing multiple methods of communication, etc.]

Part II: Building Capacity for Involvement

To ensure effective involvement of parents and support a partnership between the school, parents, and the community in order to improve student achievement, [Title I School name] will use the following strategies:

9. [Title I School name] will provide assistance to parents of children served by the school in understanding the following topics:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements
- How to monitor their child's progress
- How to work with educators to improve their children's achievement

The school agrees to take the followings actions in order provide this assistance:

[List activities the school may provide, such as workshops, conferences, online and printed resources, webinars, meetings, trainings, and any other equipment or materials that may be necessary]

10. [Title I School name] agrees to provide materials and training, such as literacy and technology workshops, as appropriate, to help parents work with their children to improve their children's achievement:

[List activities the school may provide, such as workshops, conferences, classes, online and printed resources, meetings, and other materials]

11. [Title I School name] agrees to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:

- The value of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs
- How to build ties between parents and school

The school agrees to take the following actions to provide this support:

[List activities the school may provide, such as professional development, workshops, conferences, classes, online and printed resources, meetings, and any other equipment or materials that may be necessary]

12. [Title I School name] will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The school agrees to take the following actions to coordinate and integrate parent involvement programs:

[Describe/List how the school will coordinate with other organizations, programs, and community partners to provide additional supports and resources to families. This may include public preschool

programs/Kindergarten readiness programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.]

13. [Title I School name] agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:

[List actions, such as providing translation services and other support for English Learners, providing meetings for distribution of information, providing multiple methods of communication, etc.]

14. [Title I School name] agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:

[List actions, including how school will provide opportunities for parent and family requests, other ways in which the school will support parent engagement, etc.]

Additional Building Capacity Options

NOTE: The school, in consultation with parents and family members, may include additional programs and activities designed to build capacity for parent and family involvement in Title I schools in order to improve student achievement. If the Title I school elects to incorporate these activities will be listed here with specific descriptions for implementation.

PART III. Procedure Approval

NOTE: Title I Schools should follow their local procedure for procedure approval.

This School Parent & Family Engagement procedure has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

[Include MM/DD/YYYY that review with parents occurred and where/how documentation will be maintained]. This procedure was approved by the [Title I School name] on [Date MM/DD/YY] and will be in effect for the period of [School Year XXXX-XXXX]. The Title I School will distribute this procedure to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

2a. School-Parent Compact

NOTE: It is each Title I School's responsibility to ensure that compacts are developed and disseminated to parents annually (at the start of the school year). Documentation will be maintained that clearly shows when and how this was done.

[Title I School Name]

[Principal]

[School phone number]

[Website]

[Last Revised: MM/DD/YYYY]

What is a School-Parent Compact?

The School-Parent Compact is a written document designed to build partnerships, be jointly developed with parents and families of Title I Participating students that clearly outlines the goals and shared responsibilities of students, parents, and the entire school staff in improved student academic achievement.

Our Goals

- District goals [include measurable district goals from local planning in family friendly language and actions the district will take to achieve them]
- Schools Goals [include measurable school goals from local planning in family friendly language and actions the school will take to achieve them]

Shared Responsibility [describe the shared responsibility that teachers, parents, and students all share for the improvement of student academic achievement]

- Teachers will: [explain how teachers will provide high-quality curriculum, offer support, and create an effective learning environment]
- Parents will: [provide actions parents will take to be responsible for supporting their children's learning and positive use of extra-curricular time]
- Students will: [provide actions students will take to be responsible for their own learning and academic success]

Building Partnerships [provide information about ongoing parent and family engagement events/opportunities, information on who to contact for volunteer/observation opportunities, information about how parents can participate in decisions relating to their children's education]

Communication [describe how school staff will maintain regular two-way communication with family members]

Jointly Developed [describe how parents, teachers, and students worked together to develop/revise the compact, opportunities to participate in future revisions, information on how parents can contribute comments]

This School-Parent Compact has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. [Include MM/DD/YYYY that review with parents occurred and where/how documentation will be maintained]. This compact was approved by the [Title I School name] on [Date MM/DD/YY] and will be in effect for the period of [School Year XXXX-XXXX]. The Title I School will distribute this procedure to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

CODE E1

(Required) ^[1]

TITLE I, PART A PARENT AND FAMILY ENGAGEMENT

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

*** This policy is issued by the Vermont Agency of Education and located within the VSBA model policy manual for reference.**

(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.

(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.

Instructions: Please delete the brackets and italic instruction/prompts before adopting the policy or approving procedure. Policy, procedure, and compact are not complete until all highlighted prompts and notes are addressed below and developed jointly with parents and families of participating Title I students.

Title I, Part A Parent and Family Engagement Policy

It is the policy of the [SU/SD name] (LEA) to plan and implement effective needs-based Title I programs, activities, policies and procedures with meaningful consultation and involvement of participating Title I parents and family members that comply with all parent and family engagement requirements, specifically those required by federal statute. As such the LEA is responsible for ensuring compliance with development and implementation of the following three documents:

1. LEA PARENT AND FAMILY ENGAGEMENT POLICY: As a Title I Part A served LEA we will outline and describe the ways in which we will be responsible for and address the Parent and Family Requirements listed and will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy that meets all requirements described below.

2. SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT PROCEDURE: Each of our school(s) served by Title I Part A will outline and describe the ways in which the school will be responsible for and address the Parent and Family Requirements listed. Each school will jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement procedure, agreed on by such parents, that will describe the means for carrying out the requirements described below.

2a. SCHOOL-PARENT COMPACT: Each of our school(s) served by Title I Part A, as part of their Parent and Family Engagement Procedure, will develop jointly with, agree on with,

and distribute to, parents and family members of participating children a School-Parent compact to outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards.

Definitions:

Local Education Agency: for purposes of this policy, a supervisory union or supervisory district is the local education agency (LEA).

Parent: Includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). ^[2]

Parent and Family Engagement (PFE): The inclusion of parents, families, schools, and communities in order to support learning and improve schools. Opportunities for the informed participation of parents and family members, including those who have limited English proficiency, those who have disabilities, and those of migratory children.

Implementation

The [SU/SD name] will ensure the successful development and implementation of the written LEA Parent and Family Engagement Policy, School Parent and Family Engagement Procedure(s), and School-Parent Compact(s) and will address all requirements in specific detail with review and revision on a periodic and timely basis.

1. LEA Parent & Family Engagement Policy ^{[3], [4]}

[SU/SD Name]

[School Year: XXXX-XXXX] [Date of last revision: XXXX]

In order to provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, the [SU/SD Name] receives Title I, Part A funds. Therefore, the [SU/SD name] will develop, with the parents and family members of participating students, a written parent and family engagement policy. This policy will outline the Local Education Agency's (LEA) expectations and objectives for meaningful parent and family engagement and the ways in which the LEA will implement and support opportunities for parent and family involvement in order to improve student academic achievement.

Part I: General Requirements and Expectations

1. In order to support increased parent and family engagement to improve student academic achievement, the [SU/SD name] has the following objectives:

[Please list general LEA-wide objectives, expectations, and/or goals for meaningful and effective parent and family engagement]

2. The [SU/SD name] agrees to take the following actions to involve parents and family members in the joint development of its Local Educational Agency Plan:

[List/describe how parents will be involved in the development of the LEA Plan. This may include opportunities for parents and family members to provide feedback or input, methods of communication/distribution of information, variable meeting times, etc.]

3. The [SU/SD name] agrees to take the following actions to involve parents and family members in the joint development of Support and Improvement:

[List/describe how parents will be involved in the development of the schools' support and improvement plans. This may include opportunities for parents and family members to provide feedback or input, methods of communication/distribution of information, variable meeting times, etc.]

4. The [SU/SD name] agrees to take the following actions to provide coordination, technical assistance, and other support necessary in order to build capacity for parent and family engagement activities to improve student achievement and school performance:

[List/describe how the LEA will provide support to its Title I school(s) in planning/implementing parent and family engagement activities. These activities should include the development of the School PFE Policy, the School-Family Compact, and all other Title I PFE requirements. This may include meaningful consultation with employers, business leaders, and philanthropic organizations. This may also include professional development, workshops, trainings, and other opportunities to provide support to increase parent and family engagement.]

5. The [SU/SD name] will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Parent & Family Title I, Part A Parent & Family Engagement Policy in improving the academic quality of all its Title I schools. The evaluation will include identifying the following:

- Barriers to greater family participation in Title I parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)
- The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
- Strategies to support successful school and family interactions

The [SU/SD name] agrees to take the following actions to conduct this annual evaluation:

[List/describe actions, such as how the evaluation will be conducted, who will conduct it, the roles parents and family members will play, etc. Evaluations may take the form of surveys, interviews, etc.]

6. The [SU/SD name] agrees to take the following actions to use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise the LEA Parent & Family Engagement Policy, if necessary:

[List/describe how findings will be analyzed, how findings will be used to determine strategies, the roles of parents and family members, methods of communication/distribution of information, etc.]

7. The [SU/SD name] agrees to take the following actions to involve parents in the activities of the schools:

[List actions, which may include establishing a parent advisory board that adequately represents the needs of the population served by the LEA in order to develop, revise, and review the parent and family engagement policy.]

Part II: Building Capacity for Involvement

To ensure effective involvement of parents and support a partnership among the schools, parents, and the community in order to improve student achievement, the [SU/SD name] will use the following strategies:

8. The [SU/SD name] will provide assistance to parents of children served by the LEA in understanding the following topics:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements
- How to monitor their child's progress
- How to work with educators to improve their children's achievement

The [SU/SD name] agrees to take the followings actions in order provide this assistance:

[List activities the LEA may provide, such as workshops, conferences, online and printed resources, webinars, meetings, trainings, and any other equipment or materials that may be necessary]

9. The [SU/SD name] agrees to provide materials and training, as appropriate, to help parents work with their children to improve their children's achievement:

[List activities the LEA may provide, such as workshops, conferences, classes, online and printed resources, meetings, and other materials. Examples may include literacy training or using technology.]

10. The [SU/SD name] agrees to take the following actions to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:

- The value of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs
- How to build ties between parents and school

[List activities the LEA may provide, such as professional development, workshops, conferences, classes, online and printed resources, meetings, and any other equipment or materials that may be necessary. Include description of the role of parents and family members.]

11. The [SU/SD name] will, to the extent feasible and appropriate, coordinate and integrate Title

I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The [SU/SD name] agrees to take the following actions to coordinate and integrate parent involvement programs:

[Describe/List how the district will coordinate with other organizations, programs, and community partners to provide additional supports and resources to families. This may include public preschool programs/Kindergarten readiness programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.]

12. The [SU/SD name] agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:

[List actions, such as providing translation services and other support for English Learners, providing meetings for distribution of information, providing multiple methods of communication, etc.]

13. The [SU/SD name] agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:

[List actions, including how LEA will provide opportunities for parent and family requests, other ways in which LEA will support parent engagement, etc.]

Additional Building Capacity Options

NOTE: The LEA, in consultation with parents and family members, may include additional programs and activities designed to build capacity for parent and family involvement in Title I schools in order to improve student achievement. Any or all of these activities may be included in the LEA's policy at the discretion of the LEA, in agreement with the parents and family members of participating children. If the LEA chooses to include any additional discretionary activities, a description of how the LEA will implement or accomplish those items will be included.

PART III. Policy Adoption

This LEA's Parent & Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. [Include MM/DD/YYYY that review with parents/families occurred and where/how documentation will be maintained]. This policy was adopted by the [SU/SD name] on [Date MM/DD/YY] and will be in effect for the period of [School Year XXXX-XXXX]. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

2. School Parent & Family Engagement Procedure

[School Name]

[School Year: XXXX-XXXX] [Date of last revision]

In order to provide all children with significant opportunity to receive a fair, equitable, and

high-quality education, and to close educational gaps, [Title I School name] receives Title I, Part A funds. Therefore, [Title I School name] will develop, with the parents and family members of participating students, a written parent and family engagement procedure. This procedure will outline how this school will involve parents and family members in procedure development and build capacity for parent and family engagement in order to improve student academic achievement.

Part I: Procedure Involvement

NOTE: The procedure will include a description of how the school will implement or accomplish the following requirements. It will likely be necessary for each Title I school to have their own individualized School Parent and Family Engagement Procedure based on the varying needs of that school from the other Title I schools within the district especially if the district operates both Title I Targeted Assistance Programs, and Schoolwide Programs based on their inherent differences.

1. [Title I School name] will hold an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of the school's participation in Title I, to explain the Title I, and to inform parents of their right to be involved. The [Title I School name] agrees to take the following actions:

[Describe when and where the meeting will be held, how invitations/information will be communicated to parents, how feedback and input from parents and family members will be collected, etc.]

2. [Title I School name] agrees to offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, childcare, or home visits, as related to parent involvement.

[List actions school will take to offer flexibility and encourage parent involvement in meetings]

3. [Title I School name] agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs in the following ways:

4. [Title I School name] agrees to involve parents in an organized, ongoing, and timely way
[Describe how information will be communicated to parents, how feedback and input from
[Describe how information will be communicated to parents, how feedback and input from
parents and family members will be collected, any meetings that may be held, etc.]

in the planning, review, and improvement of the School Parent & Family Engagement Policy and in the joint development of the schoolwide program plan in the following ways:

5. [Title I School name] agrees to provide parents of participating children the following:

- Timely information about Title I programs
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used, and the achievement levels of the challenging State academic standard
- Opportunities for regular meetings for parents to make suggestions and participate in

decisions relating to the education of their children

- Responses to these suggestions as soon as practicably possible The school agrees to provide these in the following ways:

[Describe how information will be communicated to parents, how feedback, input, and requests from parents and family members will be collected, reviewed, and responded to, any meetings that may be held, etc.]

6. [Title I School name] agrees to take the following actions to submit any parent comments about the schoolwide program plan when the school makes the plan available to the LEA, if the schoolwide program plan is not satisfactory to the parents of participating children:

[List actions, including how the school will communicate with the parents, receive feedback and input, etc.]

7. [Title I School name] agrees to take the following actions to jointly develop with participating parents a school-parent compact, outlining how parents, school staff, and students will share the responsibility for improved student academic achievement:

[Describe when and where meetings will be held, how invitations/information will be communicated to parents, how feedback and input from parents and family members will be collected, roles of parents and family members, etc.]

8. [Title I School name] agrees to take the following actions to provide opportunities for the informed participation of parents and family members, including providing information and school reports required, in a format and language that parents can understand:

[List actions, such as providing translation services and other support for English Learners, providing meetings for distribution of information, providing multiple methods of communication, etc.]

Part II: Building Capacity for Involvement

To ensure effective involvement of parents and support a partnership between the school, parents, and the community in order to improve student achievement, [Title I School name] will use the following strategies:

9. [Title I School name] will provide assistance to parents of children served by the school in understanding the following topics:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements
- How to monitor their child's progress
- How to work with educators to improve their children's achievement

The school agrees to take the followings actions in order provide this assistance:

[List activities the school may provide, such as workshops, conferences, online and printed resources, webinars, meetings, trainings, and any other equipment or materials that may be necessary]

10. [Title I School name] agrees to provide materials and training, such as literacy and technology workshops, as appropriate, to help parents work with their children to improve their children's achievement:

[List activities the school may provide, such as workshops, conferences, classes, online and printed resources, meetings, and other materials]

11. [Title I School name] agrees to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:

- The value of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs
- How to build ties between parents and school

The school agrees to take the following actions to provide this support:

[List activities the school may provide, such as professional development, workshops, conferences, classes, online and printed resources, meetings, and any other equipment or materials that may be necessary]

12. [Title I School name] will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The school agrees to take the following actions to coordinate and integrate parent involvement

programs:

[Describe/List how the school will coordinate with other organizations, programs, and community partners to provide additional supports and resources to families. This may include public preschool programs/Kindergarten readiness programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.]

13. [Title I School name] agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand:

[List actions, such as providing translation services and other support for English Learners, providing meetings for distribution of information, providing multiple methods of communication, etc.]

14. [Title I School name] agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request:

[List actions, including how school will provide opportunities for parent and family requests, other ways in which the school will support parent engagement, etc.]

Additional Building Capacity Options

NOTE: The school, in consultation with parents and family members, may include additional programs and activities designed to build capacity for parent and family involvement in Title I schools in order to improve student achievement. If the Title I school elects to incorporate these activities will be listed here with specific descriptions for implementation.

PART III. Procedure Approval

NOTE: Title I Schools should follow their local procedure for procedure approval.

This School Parent & Family Engagement procedure has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

[Include MM/DD/YYYY that review with parents occurred and where/how documentation will be maintained]. This procedure was approved by the [Title I School name] on [Date MM/DD/YY] and will be in effect for the period of [School Year XXXX-XXXX]. The Title I School will distribute this procedure to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

2a. School-Parent Compact

NOTE: It is each Title I School's responsibility to ensure that compacts are developed and disseminated to parents annually (at the start of the school year). Documentation will be maintained that clearly shows when and how this was done.

[Title I School Name]

[Principal]

[School phone number]

[Website]

[Last Revised: MM/DD/YYYY]

What is a School-Parent Compact?

The School-Parent Compact is a written document designed to build partnerships, be jointly developed with parents and families of Title I Participating students that clearly outlines the goals and shared responsibilities of students, parents, and the entire school staff in improved student academic achievement.

Our Goals

- District goals [include measurable district goals from local planning in family friendly language and actions the district will take to achieve them]
- Schools Goals [include measurable school goals from local planning in family friendly language and actions the school will take to achieve them]

Shared Responsibility [describe the shared responsibility that teachers, parents, and students

all share for the improvement of student academic achievement]

- Teachers will: [explain how teachers will provide high-quality curriculum, offer support, and create an effective learning environment]
- Parents will: [provide actions parents will take to be responsible for supporting their children's learning and positive use of extra-curricular time]
- Students will: [provide actions students will take to be responsible for their own learning and academic success]

Building Partnerships [provide information about ongoing parent and family engagement events/opportunities, information on who to contact for volunteer/observation opportunities, information about how parents can participate in decisions relating to their children's education]

Communication [describe how school staff will maintain regular two-way communication with family members]

Jointly Developed [describe how parents, teachers, and students worked together to develop/revise the compact, opportunities to participate in future revisions, information on how parents can contribute comments]

This School-Parent Compact has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. [Include MM/DD/YYYY that review with parents occurred and where/how documentation will be maintained]. This compact was approved by the [Title I School name] on [Date MM/DD/YY] and will be in effect for the period of [School Year XXXX-XXXX]. The Title I School will distribute this procedure to all parents of participating Title I, Part A children on or before [Date MM/DD/YY].

<i>VSBA Version:</i>	9/24/2021
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference:</i>	20 USC § 7801(38) 20 U.S.C. § 6318 16 V.S.A § 43
<i>Cross Reference:</i>	

[1] This policy is mandatory for LEAs and schools that receive Title I, Part A funds. 20 U.S.C. § 6318(a)(2).

[2] 20 USC § 7801(38) definition of term “parent.”

[3] 20 U.S.C. § 6318

Special Rule: *If the school has a parent and family engagement policy that applies to all parents and family members, the school may amend that policy, if necessary, to meet the requirements.*

[4] 20 U.S.C. § 6318

Amendment: *If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, the LEA may amend that policy, if necessary, to meet the requirements.*

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

CODE: B 5

1ST READING: 12/17/2020

2ND READING: 01/14/2021

ADOPTED: 01/14/2021

EMPLOYEE UNLAWFUL HARASSMENT

Policy

~~Harassment is a form of unlawful discrimination that will not be tolerated in the Barre Unified Union School District (BUUSD).~~ employee harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct constituting harassment as defined herein and by state and federal law, is unlawful and will not be tolerated. violate this policy. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation by the BUUSD pursuant to this policy is prohibited.

Definitions

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district or supervisory union, who may be permitted, required or directed by the BUUSD, in consideration of direct or indirect gain or profit, to perform services for the BUUSD or a member district.
2. **Unlawful Harassment:** ~~Verbal, written or physical~~ Unwelcome conduct based on an employee's race, color, religion, national origin, ~~marital status~~, sex ~~(including pregnancy)~~, sexual orientation, gender identity, ~~political affiliation~~, ancestry, place of birth, age, crime victim status, or physical or mental condition ~~genetic information or disability which has the purpose or effect of substantially that interferes~~ with an employee's work or creates a work environment that is ~~an intimidating, hostile, or offensive environment. In determining whether conduct constitutes harassment:~~
 - a. The determination shall be made on the basis of the record as a whole, according to the totality of the circumstances, and a single incident may constitute unlawful harassment.
 - b. Incidents that may be harassment shall be considered in the aggregate with varying types of conduct and conduct based on multiple characteristics viewed in totality rather than in isolation.
 - c. Conduct may constitute unlawful harassment, regardless of whether: 1) the complaining employee is the individual being harassed; 2) the complaining employee acquiesced or otherwise submitted to or participated in the conduct; 3) the conduct is also experienced by others outside the protected class involved in the conduct; 4) the complaining employee was able to continue carrying out the employee's job duties and responsibilities despite the conduct; 5) the conduct resulted in a physical or psychological injury; or 6) the conduct occurred outside the workplace.
3. **Sexual Harassment:** Sexual harassment is a form of unlawful harassment. Sexual harassment includes Unwelcome sexual advances, requests for sexual favors, and other verbal or physical, written, auditory, or visual conduct of a sexual nature by a District employee or a person engaged to perform work or a service for the District when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of ~~substantially~~ interfering with an individual's work ~~performance~~ or creating an intimidating, hostile or offensive working environment.

- d. Sexual harassment need not be severe or pervasive in order to be unlawful.
4. **Retaliation:** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

Examples

Unlawful harassment can include any unwelcome ~~verbal, written or physical~~ conduct which offends, denigrates, or belittles an employee because of the ~~employee's~~ race, color, religion, national origin, sex ~~(including pregnancy)~~, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, physical or mental condition, marital status, or genetic information or disability. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

1. **Sex -** Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

Please be aware that any sexual harassment allegations must be considered and processed pursuant to the District's Title IX policy.

2. **Race and Color -** Racial or color harassment may include unwelcome ~~verbal, written or physical~~ conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
3. **Religion -** Harassment on the basis of religion includes unwelcome ~~verbal, written or physical~~ conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.
4. **National Origin and Place of Birth -** Harassment on the basis of national origin includes unwelcome ~~verbal, written or physical~~ conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.
5. **Age -** Age harassment includes unwelcome ~~verbal, written or physical~~ conduct directed at someone (an applicant or employee) age ~~40~~ 18 or older, such as offensive remarks about a person's ability to perform certain tasks because of ~~his or her~~ age.
6. **Marital Status -** Harassment on the basis of marital status includes unwelcome ~~verbal, written or physical~~ conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed ~~mother or father~~ parent.
7. **Sexual Orientation -** Harassment on the basis of sexual orientation includes ~~unwelcome verbal, written or physical~~ conduct directed at the characteristics of a person's sexual orientation.
8. **Gender Identity -** Harassment on the basis of gender identity includes unwelcome ~~verbal, written or physical~~ conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.

9. **Disability** - Disability harassment includes any unwelcome ~~verbal, written or physical~~ conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.
10. **Genetic Information** - Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

Training

The District shall implement a reasonable training program to make employees aware of the District's ~~sexual~~ harassment policies and procedures.

Administrative Procedures

1. **Duty to Investigate.** In the event the district or supervisory union receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Barre Unified Union School District (BUUSD) is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:
 Non-Discrimination Coordinators:
 Address: _____
 Telephone number: _____
 Principal: _____
 Address: _____
 Telephone number: _____
3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the district or Supervisory Union will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.
4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.

5. **Alternative Complaint Processes.** Employees may file complaints with both the district or supervisory union and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
- a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
 - b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.
6. **Confidentiality.** Witnesses, complainant, and the accused shall keep confidential matters related to the charge of unlawful harassment.

B5
REQUIRED¹

EMPLOYEE UNLAWFUL HARASSMENT

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.

(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.

Policy

In the _____ School District, employee harassment, as defined herein and by state and federal law, is unlawful and will not be tolerated. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation pursuant to this policy is prohibited.

Definitions

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district or supervisory union.
2. **Unlawful Harassment:** Unwelcome conduct based on an employee's race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, or physical or mental condition that interferes with the employee's work or creates a work environment that is intimidating, hostile, or offensive. In determining whether conduct constitutes harassment:
 - a. The determination shall be made on the basis of the record as a whole, according to the totality of the circumstances, and a single incident may constitute unlawful harassment.
 - b. Incidents that may be harassment shall be considered in the aggregate with varying types of conduct and conduct based on multiple characteristics viewed in totality rather than in isolation.
 - c. Conduct may constitute unlawful harassment, regardless of whether: 1) the complaining employee is the individual being harassed; 2) the complaining employee acquiesced or otherwise submitted to or participated in the conduct; 3) the conduct is also experienced by others outside the protected class involved in the conduct; 4) the complaining employee was able to continue carrying out the employee's job duties and

¹ 21 V.S.A. §495h(b) requires all employers to adopt a policy against sexual harassment. The policy shall include 1) a statement that sexual harassment in the workplace is unlawful, 2) a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment, 3) a description and examples of sexual harassment, 4) a statement of the range of consequences for employees who commit sexual harassment, 5) a description of the process for filing internal complaints about sexual harassment and the names, addresses, and telephone numbers of the person(s) to whom complaints should be made, and 5) the complaint process of the appropriate State and federal employment discrimination enforcement agencies, and directions as to how to contact such agencies.

responsibilities despite the conduct; 5) the conduct resulted in a physical or psychological injury; or 6) the conduct occurred outside the workplace.²

3. **Sexual Harassment:** Sexual harassment is a form of unlawful harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, written, auditory, or visual conduct of a sexual nature by a District employee or a person engaged to perform work or a service for the District when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of interfering with an individual's work or creating an intimidating, hostile or offensive working environment.
 - d. Sexual harassment need not be severe or pervasive in order to be unlawful.³
4. **Retaliation.** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

Examples

Unlawful harassment can include any unwelcome conduct which offends, denigrates, or belittles an employee because of the race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, physical or mental condition, marital status, or genetic information. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

1. **Sex** - Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

Please be aware that any sexual harassment allegations must be considered and processed pursuant to the District's Title IX policy.

2. **Race and Color** - Racial or color harassment may include unwelcome conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
3. **Religion** - Harassment on the basis of religion includes unwelcome conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.
4. **National Origin and Place of Birth** - Harassment on the basis of national origin includes unwelcome conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.
5. **Age** - Age harassment includes unwelcome conduct directed at someone (an applicant or employee) age 18 or older, such as offensive remarks about a person's ability to perform certain tasks because of age.⁴

² 21 V.S.A. §495d definition of "harass"

³ As defined in 21 V.S.A. §495d

⁴ 16 V.S.A. §495

6. **Marital Status** - Harassment on the basis of marital status includes unwelcome conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed parent.
7. **Sexual Orientation** - Harassment on the basis of sexual orientation includes conduct directed at the characteristics of a person's sexual orientation.
8. **Gender Identity** - Harassment on the basis of gender identity includes unwelcome conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.
9. **Disability** - Disability harassment includes any unwelcome conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.
10. **Genetic Information** - Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

Training

The District shall implement a reasonable training program to make employees aware of the District's harassment policies and procedures.

Administrative Procedures

1. **Duty to Investigate.** In the event the district or supervisory union receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The _____ School District is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:
Non-Discrimination Coordinators:
Address:
Telephone number:
Principal:
Address:
Telephone number:
3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the district or Supervisory Union will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.

4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.
5. **Alternative Complaint Processes.** Employees may file complaints with both the district or supervisory union and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
 - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
 - b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.
6. **Confidentiality.** Witnesses, complainant, and the accused shall keep confidential matters related to the charge of unlawful harassment.

<i>VSBA Update</i>	<i>10/10/2023</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>9 V.S.A. §§ 4501 et seq. (Public accommodations)</i>
	<i>21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)</i>
	<i>42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)</i>
	<i>29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)</i>
<i>Cross Reference:</i>	<i>Board Commitment to Non-Discrimination</i>
	<i>Prevention of Sexual Harassment as Prohibited by Title IX</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.