

BARNET SCHOOL DISTRICT

SCHOOL POLICIES

Updated 7/19/2011



12

BARNET SCHOOL BOARD POLICIES

TABLE OF CONTENTS

- A. Policy Maintenance
- B. Board Membership
 - 1. Board Member Conflict of Interest**
- C. Board Procedures
 - 1. Non Discrimination**
 - 2. Public Participation at Board Meetings**
- D. Personnel
 - 1. Role of Superintendent
 - 2. Role of Principal
 - 3. Evaluation
 - 4. Substitute Teacher**
 - 5. Student Teacher
 - 6. Personnel Records
 - 7. Negotiations
 - 8. Employment of Teachers
 - 9. Interscholastic Sports
 - 10. Volunteers and Work Study Students**
 - 11. Alcohol and Drug-Free Workplace**
 - 12. Mandatory Drug and Alcohol Testing: Transportation Employees**
 - 13. Public Complaints about Personnel**
 - 14. Harassment of Employees (Unlawful Harassment)**
 - 15. Professional Development**
 - 16. HIPPA**
- E. Business & Non-Instructional Operations
 - 1. Bomb threats
 - 2. Tobacco Prohibition**
 - 3. Comprehensive HIV Policy for Schools: PreK-12
 - 4. Policy on Expenses
- F. Students
 - 1. Student Activities
 - 2. Policy Governing Sports Programs
 - 3. Accidental Breakage of Personal Property
 - 4. Handbooks/Manuals of Procedures and Rules for Daily School Operations
 - 5. Due Process Rights

6. Student Discipline, Suspension and Expulsion
7. **Continuance of and Expulsion or Suspension**
8. Bus Discipline
9. Search and Seizure
10. Interrogations and Searches
11. Student Records – Family Privacy
12. Substance Abuse
13. Reporting Suspected Child Abuse or Neglect
- 14. Transportation**
15. Admission of Non-Residential Tuition Students
16. Admission to Kindergarten and First Grade
17. Limited English Proficiency Students
- 18. Prevention of Harassment of Students**
- 19. Weapons**
20. Participation of Home Study Students in School Programs and Activities
21. Payment of Course Tuitions for Home Schooled Students Procedure
22. Hazing
23. Change of Residence During the School Year
24. Tuition Payment for Foreign Study
- 25. Student Attendance**
- 26. Student Conduct and Discipline**
27. Child Nutrition and Wellness Policy
- 28. Pupil Privacy Rights**
- 29. Dissection Policy**
- 30. Truancy**

G. Instruction

1. Citizen's Request for Reconsideration of Educational Materials
2. Curriculum Development
3. Library Materials Selections
4. Library Materials Complaints
5. Library Materials/Gifts
6. Library Materials/Weeding
7. Copyrights
8. Educational Support System & Educational Support Team
9. Special Education Independent Educational Evaluations
- 10. Grade Advancement: Retention, Promotion & Acceleration of Students**
- 11. Acceptable Use of Electronic Resources and the Internet**
- 12. Class Size**

H. School-Community Relations

1. School/Community Relations
2. Visitors
- 3. Use of School Facilities**

4. Program of Volunteer Services
5. Medication in School
6. **Parental Involvement (Title I)**
7. Change of Residence During School Year
8. Parental Consent for Student Support Services

**BARNET SCHOOL BOARD POLICY
BOARD MEMBER CONFLICT OF INTEREST**

Prepared for 1st reading: 9/14/10 Original Policy Warned: 10/2/10 Adopted: 10/12/10

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

Policy

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

Definitions

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

Implementation

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

1. A Board member will not give the impression that he or she would represent special interests or partisan politics for personal gain.
2. A Board member will not give the impression that he or she has the authority to make decisions or take action on behalf of the Board or the school administration.
3. A Board member will not use his or her position on the Board to promote personal financial interests or the financial interests of family members, friends or supporters.
4. A Board member will not solicit or accept anything of value in return for taking particular positions on matters before the Board.
5. A Board member will not give the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
6. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define School Board powers and govern Board member compensation and public bidding processes.

Avoiding Conflicts

When a Board member becomes aware that he or she is in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the Board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

Complaints of Conflict of Interest

When a conflict of interest claim against a Board member is brought to the Board in writing and is signed by another Board member or a member of the public, and the Board member against whom the claim is made does not concur that a conflict in fact exists, the following Board procedures will be followed.

1. Upon a majority vote of the remaining Board members, or upon order of the chair, the Board will hold an informal hearing on the conflict of interest claim, giving both the Board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining Board members will determine by majority vote whether to:
 - a. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 - b. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the Board deliberations or decision related to that issue, as required by Vermont statute; and/or
 - c. Issue a public finding that the conflict of interest charge is supported by the evidence and the Board member should be formally censured or subjected to such other action as may be allowed by law.

CODE C1

**BARNET SCHOOL BOARD POLICY
POLICY ON NON-DISCRIMINATION**

Prepared for 1st reading: 9/14/10 Warned: 10/2/10

Adopted: 10/12/10

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

Policy

The Board will not unlawfully discriminate against any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Barnet School District are hereby notified that this District does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status in admission or access to, or treatment or employment in, its programs and activities.

A person has been designated by the Barnet School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the Barnet School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

Grievance Procedure In the absence of a controlling grievance procedure outlined in a collective bargaining agreement the procedure accompanying this policy will be in effect.

CODE C2

**BARNET SCHOOL BOARD POLICY
PUBLIC PARTICIPATION AT BOARD MEETINGS**

Prepared for 1st reading: 9/14/10 Warned for hearing: 10/2/10 Adopted: 10/12/10

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

Policy

It is the policy of the Board to encourage public participation at its meetings.

Background

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

Any District resident may ask the Board Chair at least 10 days before a meeting to put an item on the agenda for discussion. The Board Chair and the Superintendent shall have the discretion to determine whether the request will be granted.

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

Persons Who May Address the Board

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

Public Comment on Agenda Items

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

Public input on items not on the agenda

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the Board.

2. The time allotted to this item will be assigned by the Chair or the person responsible for organizing the agenda.
3. The Chair shall rule out of order any presentation to the Board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints.

**BARNET SCHOOL BOARD POLICY
SUBSTITUTE TEACHER POLICY**

Prepared for 1st reading: 6/11/02
Prepared for 2nd reading: 7/8/02

Policy Warned for Hearing:

Adopted:

Copies to: Principal: School Library: Board Members: CCSU: Town Clerk: ___ Town Library: ___

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the superintendent or his or her designee for all schools in the district. No person will be placed on the qualified substitute list unless that person has graduated from high school and is deemed appropriate by the Superintendent or his or her designee. *In accordance with Vermont law, all substitute teachers are required to undergo a criminal record check.*

Short-Term Substitute Teachers

Short-term teachers will be paid *a daily rate to be determined on an annual basis by the board* for short-term service without the need to prepare lessons and record student progress.

Unlicensed in Vermont

Substitute teachers who are unlicensed in Vermont may substitute for up to fifteen consecutive days per educator absence. The superintendent must approve, in advance, employment of an unlicensed substitute for more than fifteen consecutive days.

Long-Term Substitute Teachers

Licensed in Vermont, but not Endorsed

Substitute teachers who are licensed but not appropriately endorsed for the subject they will teach will be compensated at a daily rate *to be determined on an annual basis by the board* for long-term substitute teaching, during which time the principal or his or her designee will continue to search for a qualified teacher. Such substitutes may not be employed for more than 30 consecutive days per teacher absence without the superintendent's prior approval.

Licensed and Endorsed in Vermont

If the substitute teacher has been properly licensed and endorsed by the state of Vermont, then after fifteen consecutive days of service, the substitute will be paid at a daily rate of 1/180th of the current base salary at the BA Step 1 level. No additional compensation or benefits will be provided. Such substitutes must hold a Vermont license in the teaching field they will teach, and will be required to prepare lessons, assess and record student progress. Upon prior approval of the superintendent, the substitute may be paid at the per diem rate specified in this policy prior to the fifteenth consecutive day of service.

Legal References: Vt. State Board of Education Manual of Rules & Practices §§5350, 5510, 5520
16 V.S.A. §558

**BARNET SCHOOL BOARD POLICY
VOLUNTEERS AND WORK STUDY STUDENTS**

Prepared for 1st reading: 6/9/09 Policy Warned for Hearing: 8/11/09
Prepared for 2nd reading: 7/14/09

Adopted: 8/11/09

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library ___

The Barnet School Board recognizes the valuable contributions made to the schools by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

Definitions

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

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

Policy

The Superintendent shall develop administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and that only volunteers and work study students who have been screened and approved by the superintendent have extended unsupervised contact with students. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Abuse Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.^{1[2]}

Legal Reference(s): 17 V.S.A. 260

**BARNET SCHOOL BOARD POLICY
ALCOHOL AND DRUG-FREE WORKPLACE**

Prepared for 1st reading: 2/9/99
Prepared for 2nd reading: 3/9/99

Original Policy Warned: 2/25/99

Adopted: 3/9/00

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

No employee will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

"Workplace" means the site for the performance of work for the school district, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment, each employee will notify the superintendent in writing of his or her conviction or any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the superintendent no later than five days after such conviction. Entry of a nolo contendere plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the superintendent will notify any federal or state officers or agencies legally entitled to such notification.

As a condition of employment, each employee must abide by the terms of the school district policy respecting an alcohol and drug free workplace.

An employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension or termination at the discretion of the board.

The board will take such action in accordance with district policies and regulations as well as applicable state and federal law.

The superintendent will establish an alcohol and drug-free awareness program in the district to include information on the dangers of drug abuse in the workplace, the district's policy on a alcohol and drug-free workplace and any alcohol or drug counseling available to employees as well as any available rehabilitation and employee assistance programs.

A copy of this policy will be given by the superintendent or his or her designee to each district employee.

The superintendent or his or her designee will conduct a biennial review of the district's student and employee drug prevention programs as required by the Drug-Free Schools and Communities Act. The review will determine the effectiveness of the prevention programs and the consistency of the enforcement of disciplinary sanctions. Following each review, required changes will be implemented.

Legal Reference(s): Drug Free Workplace Act of 1989 (P.L. 100-690)
Drug Free Schools and Communities Act of 1989 (P.L. 101-226)
Controlled Substances Act (21 U.S.C. 812)
21C.F.R. 1308.11 through 1308.15

BARNET SCHOOL BOARD POLICY
MANDATORY DRUG & ALCOHOL TESTING: TRANSPORTATION EMPLOYEES

Prepared for 1st reading: 11/10/98 Original Policy Warned: 12/24/98 Adopted: 1/12/99
Prepared for 2nd reading: 12/9/98

The BARNET SCHOOL DISTRICT will comply with the Omnibus Transportation Employee Testing Act of 1991. The superintendent or his or her designee will implement procedures to conduct alcohol and drug test for all safety sensitive transportation employees as required by the Testing Act.

Specific Categories of Employees Subject to Testing

This policy applies to safety sensitive employees. Safety sensitive employees are those who hold commercial drivers' licenses or who operate vehicles which may only be operated by holders of commercial drivers' licenses, or those who perform safety sensitive functions as defined in federal regulations.

Where to Go for More Information About the Program

Information about the school district's drug and alcohol testing programs may contact the Superintendent, whose address is P.O. Box 216, Danville, VT 05828, and whose phone number is 684-3801.

What an Employee Will be Tested

Employees will be tested as follows:

1. Pre-employment tests will be conducted before applicants are hired or after an offer to hire, but before actually performing safety sensitive functions for the first time. Employees will also be tested when transferring from a non-safety sensitive position to a safety-sensitive position.
2. Post-accident test will be conducted after accidents (as defined by federal regulation) on employees whose performance could have contributed to the accident.
3. Reasonable suspicion tests will be conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol or prohibited drug use.
4. Random tests will be conducted on an unannounced basis just before, during or just after performance of safety sensitive functions.

Refusal to Take Tests

Refusal to submit to testing as required by this policy will constitute a verified drug or alcohol test result. An employee who refuses a required test will be subject to the same sanctions as an employee who tests positively for drug or alcohol misuse.

Consequences of Alcohol Misuse

Employees who engage in prohibited alcohol conduct will, at a minimum, be immediately removed from safety sensitive functions. *Employees who have engaged in alcohol misuse will not be returned to safety sensitive duties.* In addition, employees who engage in prohibited alcohol conduct may be subject to further disciplinary action, up to and including dismissal.

Consequences of Drug Use

Employees who test positively for drug use will, at a minimum, be immediately removed from safety sensitive duty. Removal will not take place until a physician designated as the district's Medical Review Officer has interviewed the employee to determine whether the positive drug test resulted from the unauthorized use of a controlled substance. If the positive test result is determined by the Medical Review Officer to be caused by the authorized use of a controlled substance, the employee will not be returned to safety sensitive duties until he/she has been evaluated by a substance abuse professional designated by the district Medical Review Officer, has complied with rehabilitation recommendations, and has a negative result on a return to duty test. Follow-up testing will be conducted to monitor the returned employee's continued abstinence from drug use. In addition, employees who engage in the unauthorized use of controlled substances may be subject to disciplinary action up to and including dismissal.

Employee Education Programs

The superintendent or his or her designee will provide information and educational materials to safety sensitive employees and supervisors of safety sensitive employees on the consequences of drug and alcohol abuse and treatment resources in accord with the requirements of the Testing Act. At a minimum, supervisors of safety sensitive employees will annually be required to attend at least one hour of training on the signs and symptoms of drug use and an additional hour on the signs and symptoms of alcohol abuse.

Rehabilitation and Treatment Programs

The district will not pay for the rehabilitation and treatment of any employee who has tested positive for drug or alcohol use.

Cost of Testing

The district will pay for tests required by the Testing Act.

Dissemination of Policy Procedures

Each employee covered by this policy will be provided with written notice of the district's anti-drug and anti-alcohol policies and procedures.

Legal Reference(s): Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143, Title V)
49 C.F.R. Parts 382, 391, 392, 395 and 653

Cross Reference:

**BARNET SCHOOL BOARD POLICY
PUBLIC COMPLAINTS ABOUT PERSONNEL**

Prepared for 1st reading: 10/22/02
Prepared for 2nd reading: 11/12/02
Prepared for 5th reading: 1/09/03

Prepared for 3rd reading: 11/26/02
Prepared for 4th reading: 12/10/02
Warned for hearing: 3/10/03

Adopted: 3/10/03

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

Policy

It is the policy of the Barnet School District to see that complaints about school personnel are considered in a timely manner (15 calendar days) that is fair to all parties. The District places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

Resolving Complaints

The complainant shall be expected to first bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. It shall be the policy to invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting to present facts, give further explanations and clarify issues. The complaint should clearly state the issues and supporting facts in accordance with complaint procedure (*attached*).

In cases of alleged discrimination, the complainant should follow the procedures accompanying its anti-discrimination policy.

Appeal to the Board

The complainant may request a session of the Board for the purpose of reviewing the Superintendent's decision. If the School Board reviews the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting in executive session to present facts, give further explanations and clarify issues. The Board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the Board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

Legal Reference: 16 V.S.A. §§1752 (Suspension, Dismissal); 1 V.S.A. §§310 et seq. (Open Meetings)

Cross Reference: Board Commitment to Non-Discrimination, Barnet School Complaint Procedure.

**BARNET SCHOOL BOARD POLICY
PROFESSIONAL DEVELOPMENT POLICY**

Prepared for 1st reading: 10/09/07 Policy Warned for Hearing: 06/03/08 Adopted: 06/03/08
Prepared for 2nd reading: 05/13/08

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk:___

POLICY

It is the policy of the Barnet School District to support the important connection between educator professional development and improved student achievement and assure that professional and para-professional staff members broaden their knowledge and skills in order to contribute effectively to the achievement of the goals and strategies articulated by the school action plan.

Principles to Guide Professional Development:

School priorities for professional development will be directly linked to student performance goals identified in the annual action plan. Professional development that increases educators' knowledge of content, pedagogy, and creating effective learning environments will ultimately contribute to enhanced student performance.

The school will develop a professional development system that is characterized as follows:

1. its primary focus is on improved student learning and achievement
2. it is based on current, documented research findings
3. it provides structure and substance that allow continuity
4. it focuses on content and curricular needs as well as teaching methodology
5. it includes the needs of all who contribute to the education system
6. it is developed and directed by professional educators

Implementation

The Superintendent will develop a process to analyze student performance data, best-practices research, state and local standards compliance and the action plan priorities all of which provide input to the creation of annual and multi-year professional development programs.

The Superintendent in collaboration with the Principal will:

1. coordinate professional development activities with supervisory union District goals with the school's action plan and the professional development needs of teachers.
2. provide adequate opportunities to prepare educators to utilize assessment data for the purpose of increasing student achievement and to improve the overall effectiveness of the curriculum;
3. for new teachers, ensure that appropriate training in standards-based instruction be provided, implement a system of mentoring for professional staff during the first two years of employment

and encourage the new teacher to work with the local and regional standards Boards to establish an IPDP for the licensure period.

The Principal, working in collaboration with the Superintendent will at least annually report to the School Board the effectiveness of staff professional development and the relationship to the student achievement goals identified within the annual action plan.

The School Board will negotiate employment contracts that place high priority on provisions that will support the District's professional development system.

CODE D16

**BARNET SCHOOL BOARD POLICY
HEALTH INSURANCE PORTABILITY AND
ACCOUNTABILITY ACT COMPLIANCE POLICY
(HIPAA)**

Prepared for 1st reading: 10/09/07 Policy Warned for Hearing: 6/3/08 Adopted: 06/03/08
Prepared for 2nd reading: 05/13/08

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk:___ Town Library: ___

The Barnet School District shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent and his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

CODE F3

**BARNET SCHOOL BOARD POLICY
TOBACCO PROHIBITION**

Prepared for 1st reading: 2/9/99 Original Policy Warned: 2/25/99 Adopted: 3/9/99
Prepared for 2nd reading: 3/9/99

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk:___ Town Library: ___

The use of tobacco on school grounds is a violation of state law and is hereby prohibited. This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. In addition, it is a violation of state law for any student to use or possess tobacco either on school grounds or at a school sponsored function.

The superintendent or his or her designee is directed to make reasonable steps to inform students and employees of this policy, to post signs on school property and to provide notice to visitors and those who are invited to attend school activities in bulletins, programs and announcements related to school events.

Students who violate this policy will be disciplined under the school's disciplinary policy and procedures. Tobacco will be confiscated, and referral may be made to an appropriate law enforcement agency by the principal.

Employees who violate this policy will be subject to disciplinary action in accord with applicable employee policies, employment contracts and requirements of law.

Others who use tobacco on school grounds will be informed of this policy and asked to comply. A person failing to comply will be asked to leave school grounds. A person who refuses to comply or to leave school grounds when requested to do so under this policy may be referred for prosecution as a trespasser.

For purposes of this policy, "school grounds" means any property and facilities owned or leased by the school and used at any time for school related activities, including but not limited to school building, areas adjacent to school buildings, athletic fields and parking lots.

Legal Reference(s): 16 V.S.A. § 140
16 V.S.A. § 131

Cross Reference: Smoking in the Workplace (D8)

CODE E7

**BARNET BOARD POLICY
CONTINUANCE OF AN EXPULSION OR SUSPENSION**

Prepared for 1 st reading: 7/24/01	Original Policy Warned: 9/15/01	Adopted: 10/9/01
Prepared for 2 nd reading: 8/21/01		

Copies to: Board Members: __ CCSU: __

Regardless of residency at the time of application for enrollment, no student who has been expelled or suspended by any public or independent school (whether or not a member district in the CCSU) shall, during the period of expulsion or suspension, be admitted to the Barnet School, unless otherwise required by law.

If the student is currently a resident of the School District, the school board may use its authority under 16 V.S.A. §1121 (3) to excuse the parent(s) or guardian of the student from responsibility for mandatory attendance until the period of expulsion has expired.

Legal Reference: 16 V.S.A. §1163

16 V.S.A. §1121 (3)

Cross Reference: Policy on Admission of Non-Resident Tuition Students

**BARNET SCHOOL BOARD POLICY
POLICY ON TRANSPORTATION**

Prepared for 1st reading: 3/14/00 Warned: 12/26/00 Adopted: 1/9/01
Prepared for 2nd reading: 4/11/00

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

The district will provide transportation to Barnet students attending the Barnet School and other sites at the discretion of the board.

The school board, in accordance with the provisions of Vermont law, shall have overall responsibility for the provision of transportation. The administration, in collaboration with the school bus system coordinator, will design routes and designate stops in consideration of the safety and operational factors included in, but not limited to, the list below.

1. The presence or absence of sidewalks or paths off the highway.
2. Width, condition and class of highways, including curves, hills, intersections, turn-arounds, and seasonal road conditions.
3. Density and speed of traffic.
4. Proximity of dwellings.
5. Physical nature of any area that may pose a hazard to students.
6. The number of children required to congregate at any designated stop.
7. Health, physical impairment or disabilities of students being transported.
8. Distance traveled on a single route, and the length of time spent on a bus by any given student going to or returning from school.

The routes and designated stops shall be reviewed and approved on an annual basis by the board of school directors.

Legal References: 16 V.S.A. §1221-1222

16 V.S.A. §1551

**BARNET SCHOOL BOARD
STUDENT HARASSMENT PREVENTION POLICY**

Prepared for 1st reading: 10/9/01
Prepared for 2nd reading: 11/5/01

Policy Warned for Hearing: 12/15/01

Adopted: **1/8/01**

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

General Statement of Policy

It is the policy of the Barnet School District to prohibit the unlawful harassment of students based on race, color, creed, national origin, marital status, sex, sexual orientation, or disability.

The Barnet School District shall address all complaints of harassment according to procedures established by this policy, and shall take appropriate action against any person subject to the jurisdiction of the board who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

Definitions

"School employee" means all teachers, student teachers, support staff, administrators, bus drivers, custodians, cafeteria workers, coaches, contractors, and other agents of the school, whether employed by the school district or by a contractor or subcontractor of the school, or acting in a volunteer capacity pursuant to the board's policy on the appointment of volunteers.

"Harassment" means unwelcome verbal, written or physical conduct based on a student's actual or perceived race, religion, creed, color, national origin, marital status, sex, sexual orientation or disability which has the effect of substantially undermining and detracting from, or interfering with, the victim's educational performance or access to the school's resources and activities, or creating a hostile, offensive or intimidating school environment. Such conduct includes derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of written materials or pictures when such conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Racial or color harassment" means unwelcome verbal, written or physical conduct, directed at a person's race or color, such as, racial slurs, taunts or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (A) submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- (B) submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- (C) the conduct has the effect of substantially undermining and detracting from, or interfering with, a

student's educational performance or access to the school's resources and activities, or creating an intimidating, hostile or offensive environment.

Sexual harassment includes unwelcome verbal, or physical conduct of a sexual nature, such as sexual gossip or personal comments of a sexual nature, sexually suggestive language, sexual jokes, comments or anecdotes, offensive touching, pinching or grabbing, or restraining someone's movement when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Religious or creed harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of the person's religion or creed, such as religious slurs, taunts or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"National origin harassment" means unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin, such as ethnic slurs, insults or taunts when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Marital status harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as taunts, insults or slurs regarding pregnancy or the status of being an unwed mother or father when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Sexual orientation harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation, such as ridicule, taunts, insults or slurs when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Disability harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling mental or physical condition, such as intimidation, ridicule or insults based on manner of speech or movement, cognitive ability, receipt of educational services outside the general education environment, or other manifestation of a person's disability when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

Reporting

Any student who believes that s/he has been harassed by a person subject to this policy, or who witnesses conduct that s/he believes might constitute harassment, may report the conduct to a person designated under this policy as a complaint officer, or to any other school employee. An employee who witnesses conduct that s/he believes might constitute harassment under this policy shall report the conduct to a complaint officer. A complaint or report may be made either orally or in writing.

Any school employee who witnesses conduct, or otherwise has reasonable cause to believe that conduct which, either as a single incident or if continued or repeated, could constitute harassment shall take action to stop the conduct and to prevent its recurrence. When a student reports such conduct to a school employee, the person to whom the conduct is reported shall refer the report to a complaint officer for informal or formal resolution in accord with the procedures related to this policy. A person to whom conduct has been reported under this policy may consult informally with a complaint officer to determine whether informal resolution should be attempted.

In the event that the school employee is unable to take appropriate and prompt action after witnessing or receiving a complaint about conduct that could constitute harassment, the employee must report the incident or complaint to a complaint officer designated by this policy. The following are the designated complaint officers:

Guidance Counselor

Principal

If one of the designated complaint officers is the person alleged to be engaged in the conduct complained of, the complaint shall be filed with the superintendent or other complaint officer, or, if the allegation is against the superintendent, with a complaint officer other than the superintendent.

Procedures

Informal Procedure

If possible to resolve a complaint through a conversation between the complainant and the respondent, an informal resolution of the complaint may be attempted by a school employee or designated complaint officer acceptable to the complainant and the subject of the complaint. When informal resolution is attempted, and the complaining student, or the student about whom a complaint is made, is under the age of 18, his/her parent(s) or guardian shall be notified in accord with the school's disciplinary policies.

Any complaint against a school employee shall be handled through the formal procedure.

Formal Procedure

If the complainant chooses not to utilize the informal procedure, the school employee to whom the complaint was brought shall assist the complainant in contacting a designated complaint officer. The formal procedure shall also be initiated when a school employee, either before or after informal resolution is attempted, other adult responsible under this policy for forwarding complaints to a complaint officer, or a person about whom a complaint has been made, refers the complaint to a complaint officer. The superintendent or his or her designee may develop administrative procedures governing the formal complaint process as long as those procedures are consistent with the following minimum requirements.

- A) The complaint officer shall complete a harassment complaint form based on the written or verbal allegations of the complainant. This complaint form shall be maintained by the complaint officer in a locked file, and shall not be revealed to any unauthorized person.
- B) The complaint shall detail the alleged facts and circumstances of the incident or pattern of behavior.
- C) If a student under 18 years of age is involved, his/her parents shall be notified by the complaint officer as soon as is practical under the circumstances, but no later than 3 working days (72 hours).
- D) The complaint officer shall initiate or cause to be initiated without undue delay, an investigation of the allegations which shall include interviews with the complainant, the accused, and with any other individuals who may have information bearing on the incident in question.
- E) Within 3 working days of completing the investigation, the complaint officer shall submit a written report to the superintendent and the school principal. The report shall include a statement of the conclusions of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes a violation of this policy.
- F) In the report, the complaint officer shall consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires consideration of all the facts and surrounding circumstances. Although conduct may be found to be in violation of other standards of student or employee conduct or decorum, harassment will not be reported by the complaint officer when the subject of a complaint is a single incident that is not shown to have substantially interfered with the victim's educational performance, to have created a hostile,

offensive or intimidating environment, to have substantially limited the victim's access to the school's resources and opportunities.

- G) When the complaint officer concludes that a student has engaged in harassment, the superintendent and/or school principal shall initiate disciplinary or other appropriate action in accord with the school's policies and procedures.
- H) When a complaint officer concludes that an employee has engaged in harassment against a student, the superintendent and/or principal shall initiate disciplinary or other appropriate action in accord with the school's policies and procedures, the employee's contract of employment and applicable state or federal law.
- I) The superintendent and/or school principal shall maintain the written report of the investigation and results in a locked file for at least six years after the report has been completed. When an investigation is conducted by the school district, the superintendent shall be given a copy of the investigation report and results by the school principal.
- J) If a claim of harassment against a professional educator is substantiated, a report of the findings shall, when required by State Board of Education Rule 5711.7, be forwarded by the superintendent to the Licensing Office of the Vermont Department of Education.
- K) The privacy of the complainant, the individual against whom the complaint is filed, and the witnesses shall be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. Subject to any limitations imposed by law, the complainant, complainant's parents if the complainant is under 18 years of age, the person against whom the complaint is made, and his or her parents if he or she is under the age of 18, shall be informed in writing by the complaint officer of the results of the investigation.

Reporting Potential Physical and/or Sexual Abuse

When a person responsible for reporting suspected child abuse under 33 V.S.A. §4911, et seq., determines that a complaint made pursuant to this policy must be reported to the Commissioner of Social and Rehabilitation Services, he or she shall make the report as required by law and school board policy. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. §6901, et seq.

Consequences

The Barnet School District shall take appropriate action, including disciplinary action where warranted, in all cases where the investigating official concludes that this policy has been violated. Any person who is determined to have violated this policy may be subject to action including but not limited to, warning, exclusion, suspension, expulsion, transfer, remediation, termination or discharge. Action taken for violation of this policy shall be consistent with the requirements of any applicable collective bargaining agreements, state and federal law and supervisory union and/or school district policy.

Retaliation; False Reports

It shall be a violation of this policy for any person to retaliate against a person who alleges harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to harassment allegations. Any person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated. Retaliation may take the form of intimidation, reprisal or harassment, and shall be subject to the reporting, investigation, and enforcement procedures set forth in this policy.

A person who knowingly makes a false report of harassment shall be subject to disciplinary action in accord with school discipline procedures and policies.

Alternative Complaint Procedures

In addition to, or as an alternative to, filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office of Civil Rights or the Office for Civil Rights of the U.S. Department of Education at the addresses below.

Vermont Human Rights Commission
135 State Street
Montpelier, VT 05633
(802) 828-2480
(800) 416-2110

Office for Civil Rights
U.S. Department of Education, Region 1
McCormack Post Office & Courthouse
Room 222, Post Office Square
Boston, MA 02109
(617) 223-9667

Notice and Publication

The board shall provide notice of this harassment policy and procedures to students, custodial parents or guardians and school employees. Notice to students shall be in age-appropriate language and shall include examples of harassment. This policy shall be posted in each school building in areas accessible to students and employees. Notice of this policy shall also appear in the school handbook, if any, and any other publication of the school district or supervisory union that sets forth the comprehensive rules, procedures and standards of conduct for students or employees. The board shall develop and initiate age-appropriate programs it believes to be appropriate to effectively inform students and school employees about the substance of the policy and procedures in order to help prevent harassment.

BARNET SCHOOL BOARD POLICY WEAPONS

Prepared for 3rd reading: 2/10/98

Original Policy Warned: 3/7/98

Adopted: 3/17/98

Copies To: Principal:

School Library:

Board Members:

CCSU:

Town Clerk:

Town Library:

It is the policy of the Barnet School District to maintain a positive, safe, secure learning and working environment. It is also the intent of the Board to comply with the federal Gun Free Schools Act of 1994, and Act No. 35 of the 1995 session of the Vermont General Assembly. In striving to attain such an environment, the Board takes the position of no tolerance for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments except for educational purposes as authorized in advance by the building principal or designee. School environment include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses, rented or owned; and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after school hours is subject to administrative and/or legal action.

Possession: Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments listed above.

Student Reporting: Students who see or become aware of a weapon at school must be not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

Weapons: "Weapons" means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

The Board takes a position of "zero tolerance" on the following objects;

- All firearms whether loaded or unloaded, etc.
- Other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others, etc.
- Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
- Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
- Blackjack, clubs, nunchucks, throwing stars, etc.
- Explosives
- Poisons, chemicals, or substances capable of causing bodily harm
- Bow and arrows, sling-shots, etc.
- Any other device or instrument used to intimidate, threaten or inflict harm

Student offenses:

The procedure for all student offenses is:

- Confiscation of the weapon(if it can be done safely), or call the police and request assistance if needed
- Notification of the superintendent or designees
- Notify the parent/guardian
- Holding an administrative hearing with student(s), which will:
 - a. inform the student of the policy provision that has been violated
 - b. confront the student with the evidence
 - c. provide an opportunity for the student to respond to the allegations

Except for firearms and guns, the administrator will assess, based upon the hearing, whether it is necessary to continue with the procedures listed below for suspension, police involvement, and expulsion.

- Initially, suspension of up to 10 days (cumulative) from school until the school board can meet to review the incident
- Involvement of police with recommendation to charge
- Recommendation to the superintendent regarding expulsion

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

- The student was unaware that he or she had brought a weapon to school
- The student did not intend to use the weapon or threaten or endanger others
- The pupil is disabled and the misconduct is related to the disability
- The pupil does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil

An expulsion hearing conducted under this policy shall afford due process as required by law.

Violation by Other Youths and Adults, Including Employees:

- Immediate police involvement with recommendation to charge
- Employees will also be subject to district investigation and application of relevant district policies and disciplinary procedures.

Possession of Objects That May or May Not Be Considered Weapons: While this policy represents a “no tolerance” position on weapons and/or look-alike weapons, there are several objects that are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his or her discretion when interpreting use and intent with such objects. Such potentially dangerous objects may include, but are not limited to:

- Small pocket knives
- Throwing darts
- Nuisance items and toys
- Unauthorized tools

A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the Principal’s office shall not be considered in possession of a weapon.

While this policy represents a “no tolerance” position to weapons possession on school property and on or at those places or vehicles listed above and is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school property or is in one’s possession. If such an occasion is clearly the case, the principal, after a thorough investigation, may use discretion in demanding the appropriate discipline and removal of the weapon from school property.

Authorized Instructional and Work-Related Equipment and Tools: While this policy represents a “no tolerance” position on weapon and/or look-alike weapons, it is meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

Exceptions:

- Licensed police officers, military personnel, or students participating in military training, who are performing official duties.
- School district-approved possession and use of dangerous weapons by a ceremonial color guard.
- School district-approved gun or knife show held on school property.
- School district-approved possession and use of starter guns for athletic contests.
- Possession of dangerous weapons with prior written permission of the principal.
- Such as historical or antique weapons, weapons used in hunter safety course, etc.

Student with Disabilities: If the alleged violator is a “student with a disability” special due process procedures are required. Within ten cumulative days of a suspension, an Individual Education Plan (IEP) meeting shall occur. The team shall determine whether the weapon policy violation is related to the disability. If the team determines that the misconduct is unrelated to the student’s disability, the student may be disciplined in the same manner as the students without disabilities. The disabled student who violates this weapons policy shall not be expelled if the assessment team determines that the misconduct is related to the student’s disability. If the misconduct is related to the student’s disability, and if the following suspension and readmission to the school the student continues to violate this policy; and if the parent or guardian will not agree to an appropriate placement, school officials may file due process or seek and order from a hearing officer or court to provide services to the student in another setting due to dangerousness. Educational services must continue for any disabled student who is suspended for more than 10 days or expelled.

**BARNET SCHOOL BOARD POLICY
PARTICIPATION OF HOME STUDY STUDENTS IN
SCHOOL PROGRAMS AND ACTIVITIES**

Prepared for 1st reading: 2/13/01
Prepared for 2nd reading: 3/13/01

Warned: 3/16/01

Adopted: 3/27/01

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

BACKGROUND

The Barnet School District recognizes that some families believe that home schooling is the best educational format for their children. The Barnet School District believes that home study and fully enrolled students can benefit from participating together in school activities and programs and strives to provide educational services in ways which are consistent with the needs of both fully enrolled students and home study students.

POLICY

In accordance with Act 119 of the 1998 Vermont legislative session, home study students may participate in courses, programs, activities, and services and use school educational materials and equipment. Close communications between home study students and their local public schools are encouraged to promote the benefits of joint participation.

GENERAL GUIDELINES FOR HOME STUDY STUDENT PARTICIPATION

Special Services: Special education services are available to all students found eligible under criteria set forth in state and federal regulations.

Compliance with Procedures: All students will comply with the application and enrollment deadlines as well as all legal and policy requirements such as immunization and the provision of student information including health records, emergency contacts and other necessary background information outlined in the administrative procedures.

All students must abide by rules of conduct and other conditions set forth in the student handbook, school policies and procedures.

Supervision of Students: School personnel are responsible for supervising students during their approved participation in school-sponsored activities. Parents of home study students must provide supervision for their children when they are at school but not participating formally in school activities.

Transportation: Home study students may participate in the regular school transportation arrangements to attend school programs in which they are enrolled. The school will not supply special transportation except as provided for in law.

PARTICIPATION OF HOME STUDY STUDENTS IN PROGRAMS AND ACTIVITIES SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Home study students must supply to the school a copy of their formal home study enrollment notification from the Commissioner of Education.

2. All students are subject to the same age, performance and pre-requisite standards for admission to courses and co-curricular activities.

Barnet School Board Policy

Participation of Home Study Students in School Programs and Activities

Page Two

3. Home study students seeking admission to courses requiring prerequisites will be asked to demonstrate academic achievement comparable to that required of fully enrolled students meeting prerequisite standards. The principal will discuss alternative ways to demonstrate achievement with the parents of home study students. Final determination of a student's qualifications to enroll in a course requiring prerequisites will be made by the principal.

4. Students may not enroll for single subjects that are taught as part of integrated courses - those courses that cover two or more subjects and are taught by a single individual or team - but may seek admission to the integrated course.

5. Participation in athletic and other extra-curricular programs and activities will comply with the school's eligibility requirements as well as with the current guidelines adopted by the Vermont Principals Association.

6. It may be neither practical nor feasible for home study students to participate in special programs that have unclear or flexible schedules. The parents of home study students must take the initiative to check with the school on the scheduling of events and possible changes that may occur.

7. The parents of home study students may be asked to provide supervision for some activities on the same basis as the parents of fully enrolled students.

8. Home study students may participate in the school's standardized testing program at the regularly scheduled times after giving appropriate notice to the school as outlined in the administrative procedures.

USE OF FACILITIES, EQUIPMENT AND MATERIALS BY HOME STUDY STUDENTS IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. The use by home study students does not interrupt or disrupt regularly scheduled uses.
2. Request for use has been made and approved according to the administrative procedures that apply to all requests for such use.
3. The use does not involve removal of equipment from the school premises except as explicitly allowed.
4. Library books and other materials are signed out according to established procedures and are subject to replacement or fines for damage or loss as defined in the administrative procedures.

SCHOOL ADMINISTRATION

1. The school will include home study students on the school register and count them for the purpose of state aid for the portion of the school day in which students are enrolled in academic courses.
2. For each co-curricular activity in which a non-enrolled home study student participates, the school shall count 0.03 FTE as allowed under rule 9200.3.1.
3. The capacities of classroom courses and other co-curricular activities are outlined in administrative procedures and updated regularly to reflect the class sizes specifically desired by the district. The capacity of special equipment used in science, language, business laboratories or other specialized classrooms may cause further

limitations on participation.

4. In cases where applications for enrollment exceed capacity, first priority for enrollment in curricular and co-curricular activities will be determined considering the following for all students:

- a. Is the course or activity needed as a pre-requisite to another course or activity?
- b. Is graduation of the student dependent upon completion of the course?
- c. In the absence of other prevailing factors, enrollment will be determined by: first-come, first-served

5. When choices for admission to either academic or co-curricular programs must be made because of limited space, the Barnet School District will report to the Commissioner of Education on the form provided. The District shall provide other information on the integration of home study students into the public schools as requested by the Commissioner.

6. The principal (or designee) is responsible for administering this policy and for all decisions made under the direction of this policy. The principal will act on all requests within 10 working days of receiving the request.

7. Appeals Process: Should a parent disagree or have concerns with the principal's decision, an appeal may be made to the Superintendent of Schools. Within ten working days of receiving an appeal, the Superintendent shall meet with the parent(s) and make a decision on the appeal in prompt fashion. A final appeal from the Superintendent's decisions may be made to the Barnet School Board which will schedule a timely hearing and render a final decision within ten working days of the hearing date.

Vermont State Board of Education Manual of Rules & Practices §§4400, 9200.3.1, 2367

20 U.S.C. §§1400 et seq., IDEA

34 C.F.R. §§300, 450-2, 76.650-662

**BARNET SCHOOL BOARD POLICY
POLICY ON STUDENT ATTENDANCE**

Prepared for 1st reading: 6/11/02

Warned for hearing: 9/30/02

Adopted: 10/10/02

Prepared for 2nd reading: 7/8/02Prepared for 3rd reading: 8/13/02Prepared for 4th reading: 7/3/02Prepared for 5th reading: 9/24/02

 Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

Introduction:

Vermont State law, title 16, Section 1121 requires children between the ages of 6 and 16 to attend school. In addition to this legal responsibility, regular school attendance is important for a number of reasons. First, it is critical to the academic, social and emotional growth of all children. Second, regular and punctual attendance is important to the development of responsible and effective work/study habits. Finally, as set forth in our vision statement, education is a responsibility shared by individuals, families, schools and communities. Clear expectations regarding student attendance support a shared responsibility.

Policy Statement:

All children between the ages of 6 and 16 whose parents or legal guardians reside in Barnet are required to attend public school unless they are enrolled in parochial or independent schools, have a state-approved home study program or are excluded according to law.

Definitions:

Truant: A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for the school day or portion thereof.

Valid cause for absence: A child may be absent from school due to illness, observance of a religious holiday, death in the immediate family, family emergency, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant: A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause for seven (7) days of attendance during the course of a semester. A twenty-one (21) non-consecutive day of absence within one school year defines truancy according to state law. Such absences may result in retention.

Truant minor: A child (and family) to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative program, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Procedures

The Superintendent will determine if the student is a truant, chronic or habitual truant, or a truant minor.

The Superintendent or Principal will direct the appropriate school district staff to investigate develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- Parent-teacher conferences;
- Student and/or family counseling;
- Information about community agency services.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies or the truant officer. The School Board, Superintendent, Principal and teachers shall assist and furnish such information as they have to aid the truant officer.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant or his family for his or her truancy unless available supportive services and other school resources have been provided to the student.

Early Dismissals: The school will honor early dismissals only for family emergencies, family trips, or professional appointments that cannot be scheduled outside of school time. A note should be presented to the office on the morning of the dismissal explaining why the student is being dismissed. After the school day begins (7:55 am), dismissals will only be allowed with administrative approval. No person except the parent or legal guardian may pick up a student unless the parent or legal guardian has authorized other arrangements.

Absence from School: Parents/guardians will notify school on the day of a child's absence by calling in and/or sending in a note with a sibling. If the school is not notified of the child's absence, the school will make all reasonable attempts to contact the parent/guardian/emergency contact regarding the status of the child. A parental note validating the absence must be submitted upon return to school so that the record can accurately reflect the excused absence.

Participation in Activities on a day of Absence: In order to participate in any after-school activity, a student must attend school all day on the day of the activity. Activities include athletics, drama events, musical events, and other club activities after school. Documented medical appointments and genuine medical emergencies will be an exception. The Principal must approve all exceptions to this policy.

Tardiness: Students are expected to be on time for school and for classes. The school expects that tardiness will be a rare occurrence. If students arrive after school begins, they must report to the office. A note explaining the reason for the tardiness must be presented within 24 hours. Three days of being tardy to school or a class will equal one absence. Unexcused days of being tardy will be referred to the principal who will schedule a meeting with the parent or legal guardian.

Family Vacations: The Barnet School realizes that there may be times when a family vacation needs to be taken during the school year. It is the family's responsibility to notify the school two weeks in advance to work out the details of the student making up the missed assignments.

Legal Reference(s): 16 V.S.A. §1121

Cross-Reference: Barnet School Board Policy on Grade Advancement: Retention, Promotion & Acceleration of Students

CODE F26

**BARNET SCHOOL BOARD POLICY
STUDENT CONDUCT AND DISCIPLINE**

Prepared for 1st reading: 2/13/07
Prepared for 2nd reading: 7/10/07

Policy Warned for Hearing: 9/11/07
Prepared for 3rd reading: 8/14/07

Adopted: 9/11/07

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town library: ___

Policy

It is the policy of the Barnet School District to maintain a safe, orderly, civil and positive learning environment. In order to ensure that the school is free from hazing, harassment, bullying and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan.

Student Responsibilities

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the School District and individual classrooms.

Administrative Responsibilities

The Principal, in consultation with the educational staff will develop an overall discipline plan. The plan will include clear guidelines for student behavior. Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

The rules of conduct will be distributed to, and discussed with, all students at the beginning of each school year in accord with procedures stated in the school discipline plan. Students will be instructed to share the student handbook with their parents. Copies of the handbook will be provided to parents or guardians in a manner determined by the Principal. The Principal may ask that parents sign a form indicating that they have reviewed the rules of conduct with their children. When new students enroll during the school year, they and their parents will be given copies of the rules of conduct as part of the pre-enrollment process.

The Principal or his or her designee shall be responsible for carrying out discipline procedures conforming with the following guidelines.

1. A student may request a meeting with the Principal or his or her designee to review any disciplinary action, other than a suspension or expulsion, affecting the student. If requested, the Principal or designee shall hold an informal meeting to review the incident and to hear the views of the student and any other persons who may have information that the Principal or designee believes to be relevant in the circumstances. The Principal or designee shall issue a prompt decision to the student, which may be oral or written. Except as otherwise provided in this policy, the decision of the Principal will be final.
2. Suspension or expulsion of students shall be imposed in accordance with state and federal law and regulations, due process requirements, and the following rules and procedures:
 - A. The Principal or his or her designee may assign a student to in-school detention for up to 10 consecutive school days for any infraction of school rules. As provided in the school's overall discipline plan, students assigned to in-school detention will be provided with reasonable opportunities to complete academic assignments and to benefit from counseling or other activities designed to bring about improvements in their behavior.
 - B. A student who poses an immediate danger to persons or property or a significant threat of disrupting the academic process of the school shall be removed from the school or to a place within the school determined by the Principal, Superintendent or their designee to be sufficiently secure to ensure the safety of students and school personnel and the continuation of the academic process. The Superintendent or Principal or their designee shall notify a parent or guardian of a student who is removed from school without undue delay. If the parent, guardian or other responsible person designated as an emergency contact by the parent or guardian cannot be notified, the student will be detained at school or at another safe and secure setting for the remainder of the school day.
 - C. No student will be removed from school for more than the remainder of a school day unless the student and his or her parents are given an opportunity for an informal hearing pursuant to paragraph "D" of this policy. When immediate removal of a student is necessary prior to a hearing, the hearing shall be held as soon as possible following the removal.
 - D. The Superintendent or Principal may suspend a student from school for a period of 10 days or less for misconduct occurring on or off school grounds. Except as provided in paragraph b above, prior to such a suspension, the student and his or her parent or guardian shall be given an opportunity for an informal hearing with the Principal or his or her designee. The student and his or her parent or guardian must be given notice of the charges, an explanation of the evidence against the student, an opportunity for the student to tell his or her side of the story, and a decision in writing to the parent or guardian.
 - E. The Superintendent or Principal may, with the approval of the Board, impose a long-term suspension or expulsion of a student (for longer than ten days and up to 90 school days or the remainder of the school year, whichever is longer) for misconduct on school property, on a school bus or at a school-sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school.
 - F. In accord with the overall discipline plan, short-term (ten days or less) or long-term suspension or expulsion may be imposed for misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.
 - G. Long-term suspension or expulsion must be preceded by notice and formal due process procedures, including the opportunity for a hearing before the School Board. The Superintendent shall notify the student and his or her parents in writing of the nature of the charges, the date, time and place of the hearing, the right to legal representation, and the disciplinary action to be recommended to the board. This notice shall be provided in sufficient time to allow the student and his or her parents to prepare for the hearing. At

the hearing, the student and parent/guardian shall be given an opportunity to present evidence and to cross-examine witnesses. The Board shall issue a written decision within 3 days of the conclusion of the hearing.

3. Notwithstanding the above provisions, a legal pupil who has a disability or is suspected of having a disability, and is eligible for special education services or Section 504 services may be removed from his or her current educational placement for disciplinary reasons for more than 10 consecutive days, or for more than 10 cumulative days in a school year, only in accordance with Vermont State Board of Education rules. The school Principal, with the agreement of a special education administrator, may impose short-term disciplinary sanctions on special education students as provided in Vermont State Board of Education rules. The Superintendent and coordinator of special education will develop additional procedures as needed to govern the discipline of students with disabilities.
4. In the event a student brings a weapon to school, the procedures set forth in the District's Weapons policy shall apply.

CODE F28

**BARNET SCHOOL BOARD POLICY
PUPIL PRIVACY RIGHTS**

Prepared for 1st reading: 10/09/07 Policy Warned for Hearing: 06/03/08 Adopted: 06/03/08
Prepared for 2nd reading: 05/13/08

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___

It is the intent of the Board to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) governing the administration of certain student surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education.

Definitions:

As used in this policy, the following terms shall mean:

"Invasive physical examination" means a medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

"Personal information" means individually identifiable information including a student's or parent's name, address, telephone number, or social security number.

"Instructional material" means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

"Parent" means a natural or adoptive parent, 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 welfare of a child).

Student Rights

The rights provided to parents under the Pupil Rights Amendment and this policy transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable Vermont law.

POLICY

1. No student shall be required, without parental consent, to take part in a survey, analysis, or evaluation funded by the U.S. Department of Education that reveals information concerning:
 - a. political affiliations or beliefs of a student or a student's parents;
 - b. mental or psychological problems of a student or student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating and demeaning behavior;
 - e. critical appraisals of other individuals with whom student respondents have close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians or members of the clergy;
 - g. income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program; or
 - h. religious practices, affiliations, or beliefs of the student or the student's parents.
2. Parents shall have the right to inspect any survey created by a third party before the survey is administered or distributed to a student. Requests for inspection shall be in writing, and shall be made in sufficient time to allow a response at least two weeks in advance of any survey to be given.
3. Parents shall be notified at least annually, at the beginning of the school year or when enrolling students for the first time in district schools, of this policy. The notification shall explain that parents/guardians have the right to "opt out" of participation in the following activities:
 - A. the collection, disclosure and use of personal information gathered from students for purpose marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational services for, or to students.
 - B. the administration of any survey not funded in whole or part by the U.S. Department of Education that includes the eight subject areas listed in paragraph 1 above; or
 - C. the administration of any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of a student or other students and not otherwise permitted or required by state law.
4. In addition parents shall be notified, through U.S. Mail, email or other direct means, at least annually at the start of each school year of the specific or approximate dates of any activities described in sub-paragraphs A-C of paragraph 3 above, and shall be provided an opportunity to opt out of participation in those activities.
5. Parents shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.
6. The superintendent or his or her designee shall develop administrative procedures as required to ensure implementation of this policy.

**BARNET SCHOOL BOARD POLICY
ANIMAL DISSECTION**

Prepared for 1st reading: 10/14/08
Prepared for 2nd reading: 11/11/08

Prepared for 3rd reading: 12/9/08 Adopted: 1/13/09
Policy Warned for Hearing: 1/13/09

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town library: ___

Policy

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

Definition

As used in this policy, the word “animal” means any organism of the kingdom animalia and includes an animal’s cadaver or the severed parts of an animal’s cadaver.

Alternative Education Method

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

Discrimination

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

Procedures

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

BARNET SCHOOL BOARD POLICY
TRUANCY POLICY

Prepared for 1st reading: 10/12/10 Policy Warned for Hearing: Adopted:
Prepared for 2nd reading: 11/09/10

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___

To ensure students and families in Barnet School, PreK-8, have support in obtaining the maximum benefit from public education, a strict protocol for shared responsibility and communication about truancy is necessary. Daily school attendance is critical to success in school.

The school will contact the parent/guardian whenever a student is absent from school, without excuse, to be sure every child is safe and accounted for on every school day.

The parent/guardian is expected to ensure that every child arrives at school on time on every day school is in session.

Community agencies such as DCF, the State's Attorney's Offices in Caledonia and Essex Counties, Northeast Kingdom Human Services, and state and local law enforcement officials will assist the school and families in resolving attendance issues.

When a student is truant as defined in Barnet Policy, Student Attendance, F 25, the following protocol will be followed:

5 days cumulative unexcused absence during any school year. The principal or designee will make reasonable attempts to contact the parent/guardian by phone or in person to inquire about excessive absences. Support services shall be offered if appropriate. A follow-up 5-day absence form letter will be sent. Documentation of all oral and written contact shall be maintained by the school and may be used when filing truancy reports.

10 days of cumulative unexcused absence during any school year. The principal or designee shall again make contact with the parent/guardian and offer support services. The parent/guardian must be reminded of the consequences for subsequent absences and the warning of the possibility of possible prosecution for truancy.

More than 10 days unexcused absence during any school year shall. The school requires parent/guardian to attend a conference with representatives from the school and appropriate support agencies. A plan for ensuring the student's future attendance will be developed and a person will be identified who will follow-up with the family if the plan is not followed. A letter outlining the plan will be sent to the parent/guardian, all agencies involved, and the Superintendent of Schools.

If the parent fails to attend the conference, the school truant officer or other school personnel will make a home visit. If the truant officer, school personnel or Superintendent of Schools determines there was no valid reason for missing the conference or if truancy continues, an affidavit regarding the absences will immediately be filed with the county State's Attorney's Office. The State's Attorney's Office will determine whether to pursue the matter as truancy or as a child in need of care and supervision. The parent shall be notified of the filing and the

possibility of criminal prosecution for truancy or a petition to determine if the student is a child in need of care and supervision.

CODE G10

BARNET SCHOOL BOARD POLICY

GRADE ADVANCEMENT: RETENTION, PROMOTION & ACCELERATION OF STUDENTS

Prepared for 1st reading: 6/11/02

Policy Written for Hearing:

Adopted:

Prepared for 2nd reading: 7/8/02

Prepared for 3rd reading: 8/13/02

Copies to: Principal: __ School Library: __ Board Members: __ CCSU: __ Town Clerk: __ Town Library: __

Policy

It is the policy of the Barnet School District to assure that all students are progressing in their educational program and have reached a standard of achievement necessary for satisfactory progress in the next grade.

Special education students who are working under an Individual Education Plan are excluded from this policy and will be promoted or retained in accordance with their IEP.

Background

The Board believes that the primary goal of the education system is to educate all students. Since each child develops physically, mentally, emotionally, and socially at an individual rate, every student may not complete a prescribed course of study at the same. Some students may need additional time, while others may need less.

The Vermont Framework of Standards and Learning Opportunities defines what students should know and be able to do at various stages of their school careers. Schools are responsible for adopting curricula that provide students with opportunities to master the standards. Promotion from grade to grade as well as retention and acceleration should be based on a student's ability to meet the standards over time.

Definitions

1. **Acceleration** is the advancement of a student by more than one grade beyond the current grade level.
2. **Promotion** is the single grade step most students take from year to year.
3. **Retention** allows students to repeat all or part of a grade in order to more fully prepare for the work of the next grade.

Implementation

Classroom educators are responsible for assessing student progress and recommending the promotion of students each year. Educators will assess academic readiness to advance to the next grade using a thorough evaluation process that will include but not be limited to standardized testing – those offered by the State as well as others chose by the District – classroom-based testing, portfolios and teacher observation. The evaluation will also take into account social, emotional, physical and mental growth, past academic performance and behavior, motivation, attendance, and other pertinent circumstances.

The principal will develop rules to implement this policy that will specify a process for the consideration of retention or acceleration that will include the following characteristics:

1. Will seek the involvement of parents/guardians in a highly collaborative working relationship.
2. Focus on the use of retention in the early primary grades at which time research indicates it is most effective.
3. Acceleration may be considered in rare cases after all enrichment opportunities have been thoroughly explored.
4. Students will be retained or accelerated if it is expected that the action will be beneficial to the student socially, emotionally, academically and when there are not other ways to meet student's needs.

When considering retention, such actions as remediation in class or out, tutoring in class or after school, mentoring, cooperative efforts with families, or summer school should be evaluated.

Before considering acceleration, actions such as inclusion in a full or part-time gifted program, enrichment in the classroom, or other advanced courses through correspondence, distance learning, or through another institution should be examined.

5. Will outline steps and time frames that provide for a great deal of interaction with parents/guardians.
6. The final decision will be made by the Principal after consultation with parents/guardians, classroom teacher and other professional staff.
7. Parents may appeal a decision of the Principal to the Superintendent.

Legal References: Vt. State Board of Education Manual of Rules & Practices §2120.2.2 (b)

Cross-Reference: Barnet School Board Policy on Student Attendance

CODE G11

**BARNET SCHOOL BOARD POLICY
ACCEPTABLE USE OF ELECTRONIC RESOURCES AND THE INTERNET**

Prepared for 1st reading: 10/09/07 Policy Warned for Hearing: 06/03/08 Adopted: 06/03/08
Prepared for 2nd reading: 05/13/08

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___

POLICY

It is the policy of the Barnet School District to use electronic resources including the Internet to support and enrich the curriculum.

General Information:

The Board supports access to rich information resources by students and staff as well as the development of staff instructional skills to analyze, evaluate and incorporate electronic resources within the curriculum. This policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) and promotes the safe, ethical, responsible and legal use of District electronic resources including the Internet to support the effective

use of these resources for educational purposes. CIPA requires the installation and use of filtering software or services on all computers with access to the Internet to prevent access to visual depictions of obscenity, child pornography or other materials harmful to minors.

Access to District electronic resources including the Internet will be available to students and staff who agree to act in a considerate and responsible manner and abide by the requirements of this policy.

Violation of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state or federal law enforcement officials.

Administrative Responsibilities:

The Superintendent or designee will coordinate and oversee the use of District electronic resources including the Internet. The Principal or designee will serve as the building-level coordinator for use of the electronic resources including the Internet and will develop building-level procedures necessary to implement this policy. The procedures will include provision for educators to receive proper training, guidelines for the supervision of students using the system, monitoring the use of the system, and overseeing management of the “acceptable use procedures” agreement process.

The District will stipulate in any agreement or contract with Internet service providers will not collect, analyze and/or sell individual or anonymous student use data for the purpose of commercial advertising and marketing research activities. The collection and analysis of student use data strictly for the purpose of educational evaluation is acceptable, providing that student confidentiality standards are maintained.

The Principal or designee will conduct an annual analysis of the effectiveness of the selected filtering product or service and make recommendations to the Superintendent and Board regarding current and future use of the product or services.

Staff Responsibilities:

School staff members are responsible for assuring that students are instructed and supervised in a manner that is appropriate to the age of the students and circumstances regarding the safe, ethical, legal and responsible use of electronic resources including the Internet. The Principal or designee will develop and disseminate staff supervision guidelines for their respective schools.

Student electronic records are confidential and should be treated like all other student records.

User Responsibilities:

During school hours, users may access electronic resources including the Internet for educational purposes only. The term “educational purpose” includes use of the system for classroom activities, which may involve e-mail communication, career development, and curriculum driven research.

The District will provide e-mail access for staff, staff may use real-time electronic communication, such as chat or instant messaging **only for specifically organized educational activities.**

Students will not post personal contact information about themselves or other people and agree to follow communication safety requirements outlined in administrative procedures when using electronic communications including the Internet.

Students and staff may access the District’s electronic resources for limited personal use. Limited personal use of the District’s electronic resources including the Internet shall be allowed if permission is granted in advance, and the use:

- *Imposes no tangible cost to the District;*
- *Does not unduly burden the District's electronic resources;*
- *Occurs during non-instructional time and does not impede other student or staff access for educational purposes; and*
- *Does not violate this policy.*

Users will respect the rights of copyright owners and will not plagiarize works they find on the District electronic network including the Internet by presenting them as their own.

Users should not expect that any files and records of their online activity created on the District's system are private. Users will be fully and regularly informed about the District's supervision and monitoring activities and the limitations on their privacy.

Students and staff may not access materials for any purpose that the District deems to be potentially harmful, inappropriate, illegal, and non-educational. This includes materials that are obscene or child pornography.

Parental Notification and Responsibility:

Each school will provide written notice to parents/guardians about student use of District electronic resources including the Internet, the policies and procedures governing their use, and the limitation of liability of the District. Parents/guardian must sign on agreement to allow their child(ren) (all students 18 years of age or older must sign their own agreement) to access District electronic resources including the Internet and return this agreement to the school before access will be granted.

Limitation/Disclaimer of Liability

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the Internet.

The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

Due Process:

In the event there is an allegation that a user has violated this policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary policy. Staff member infractions will be dealt with in accordance with contractual agreements.

Notice of violation of this policy shall be forwarded to the Principal to evaluate compliance with this policy and the appropriate implementation procedures.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of the District's electronic resources including the Internet.

**BARNET SCHOOL BOARD POLICY
CLASS SIZE POLICY**

Prepared for 1st reading: 1/11/11 3rd reading: Adopted:
Prepared for 2nd reading: Policy Warned for Hearing:

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

It is the intent of the Board to comply with Sections 15 and 16 of Act 153 of 2010 requiring superintendents to work with school boards to develop policy guidelines for minimum and optimal average class sizes in regular and technical education classes. Class size guidelines will be used to inform annual decisions related to staffing and program offerings.

Implementation

1. The superintendent or his or her designee shall, in consultation with building principals, develop supervisory union-wide class minimum and optimum average class size guidelines that take into account the instructional needs of specific elementary grade intervals and required and elective courses at the secondary level. See chart below.
2. Class size guidelines may vary as necessary to reflect differences among grades due to total student enrollment and programmatic needs.
3. The guidelines shall also ensure compliance with state or federal requirements.
4. The superintendent shall report to the Board at least annually on the implementation of this policy, and shall include in his or her report information related to the use of the guidelines in determining actual class sizes and program offerings in the schools within the supervisory union.
5. The Vermont Department of Education’s *Class Size Policy Guidelines* shall be considered in developing class size guidelines.

Barnet School District-Specific Class Size Chart (Minimum and Optimal)

Grade Cluster	Instructional Area	Minimum Average per Grade Cluster	Optimal Average Range per Grade Cluster
K-8	All	12	18-22

**BARNET SCHOOL BOARD POLICY
USE OF SCHOOL FACILITIES**

Prepared for 1st reading: 05/06/03
Prepared for 2nd reading: 06/10/03

Warned for hearing:

Adopted:

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: _

The Barnet School Board believes that the building, grounds, equipment, and related services should be made available to responsible individuals and (acceptable community organizations) for (appropriate) types of activities. In the event of conflicting request to use school facilities, the following priorities will be observed:

1. Curricular and co-curricular programs of the school;
2. Courses and classes sponsored by accredited educational institutions;
3. Activities sponsored by non-profit individuals or (acceptable) organizations;
4. Activities sponsored by profit individuals or (acceptable) organizations.

Community sponsored activities will receive priority over activities by similar non-community individual or groups.

The actual expense of such activities shall be paid by the individual or organization involved. The Board may establish, procedures and fees and will charge for additional costs to the district. All appropriate state laws and Board Policies shall be followed. The Principal of the school shall be responsible for the administration of this policy.

Legal Reference:

16 VSA 562 (11), 563 (1), (3), (4), (5)

Attachments:

USE OF FACILITIES PROCEDURE
Appendix A. Application
Appendix B. Hold Harmless Agreement

**BARNET SCHOOL BOARD POLICY
NCLB PARENTAL INVOLVEMENT POLICY**

Prepared for 1st reading: 2/10/09 Policy Warned for Hearing: 06/09/09 Adopted:06/09/09
Revised: Prepared for 2nd reading: 4/28/09

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

In order to ensure compliance with NCLB regarding Parental Involvement, the Board endorses the concept that parent involvement in school is essential if the school system and parents are to form a partnership and work together to improve the quality of education for students.

In accordance with this and pursuant to the provisions of NCLB, the school district will:

1. Involve parents in the development, implementation and evaluation of the local school-wide action plan.
2. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of parental involvement.
3. Convene an open house, to which all parents shall be invited.
4. Provide parents their child's individual student assessment results, including interpretation of such results and opportunities for regular meetings, if parents so desire, relating to the education of their children.
5. Ensure a shared responsibility for high student performance through school-parent compact.
6. Utilize state and local assessment results to assist in designing strategies for school improvement and involve parents through the action planning process.