

Grand Isle Supervisory Union  
**Alburgh School District**  
School Board Regular Meeting  
Monday, June 17, 2019, at 5:30 p.m.  
Location: Alburgh Education & Community Center  
**Agenda**

**Call to Order**

1. Call to Order (M. Savage)
  
2. Adjust the Agenda
  
3. Citizens and/or Staff to be Heard
  
4. Consent Agenda (Action)
  - a. Approve the minutes from 6/3/2019
  - b. Approve Building Use Request
  
5. Reports
  - a. Principal's Report

**Board Business.**

6. Approval of bills (M. Savage)(Action)
7. Policy updates (M. Clark)(Action & Discussion)
9. Personnel Update (M. Clark)(Executive Session)(Possible Action)
10. New Playground (B. Hemingway)(Action)
11. Possible contract ratification (Executive session)(Action)
12. Other

**Closure**

13. Setting the next agenda
14. Adjourn

Note: Executive Session: If discussion warrants and the Board so votes, some items may be discussed in Executive Session pursuant to VSA 1 §313(a)

*Discussion Items - Issues the Board needs to discuss and deliberate, but upon which no action is taken at this meeting.*

*Action Items - Issues that require the Board to make a decision by vote, may have been discussed over several meetings prior to this point.*

*Consent Items - Routine matters that need no discussion by the Board, but require Board approval. They are grouped together as a single agenda item. Background materials are provided in the Board packet to be reviewed ahead of the meeting. If there are no concerns, they are approved with a single vote. Any member can request the Board remove an item to be discussed and voted on separately. This frees up time at meetings.*

*Information Items [Incidental Information] - Matters the Board needs to know about, but for which no Board action is needed. The information flow is one way, from presenter to the Board. Questions for clarification are entertained as time allows.*

**Alburgh School Board**  
**Alburgh Community Education Center**  
**June 3, 2019**

**Present:** Board Chair Michael Savage, Board Vice Chair Trevor Creller, Board Member Mallory Ovitt, Principal Beth Hemingway, GISU Superintendent Michael Clark, Alburgh Staff Members Rick Baker and Staci Ladd

Meeting called to order at 5:30 P.M. by Mike Savage

**Adjustment of Agenda:**

- Added purchase order discussion to financial report
- Added executive session for a personnel matter

**Citizens/Staff to be Heard:**

- None at this meeting

**Consent Agenda:**

- Approved 5/20/19 Minutes
- Building Use Requests: Approved one request

**Reports:**

- Superintendent's Report: Michael Clark shared his report, which updated the board on negotiations, individual contracts, the hiring process, CIUUSD principal hiring, moving GISU office, FY18 Audit/Grant Funds, and local audits
- Financial Report: Rob Gess shared budget to actuals and reviewed the status of the budget at this point in the school year. Gess also suggested that smaller requisitions be taken care of at the school level, rather than at the central office for final approval. Mike Savage requested that he check with the auditor about the change of procedure.
- Principal's Report: Beth Hemingway updated the board on building maintenance, hiring updates, curriculum and instruction, 8th grade trip, and graduation.
  - Rick Baker shared quotes received for bleachers, ceiling tiles, and playground work.

**Board Business:**

- Audit Update: Rob Gess reviewed the status of the audit. All materials have been submitted and the auditor has everything needed to complete Alburgh's audit.
- Approval of Bills: Trevor Creller reviewed current bills with the board.
- Alburgh Club House: Beth updated the board on this project. The archeological report found that the playground project can proceed with no concerns. A letter was prepared to send to the selectboard, agreeing to move forward with exploring the project and designating Beth Hemingway as the school liason for the project.
- Graduation: The board discussed community concerns around graduation. Beth Hemingway updated the board on graduation preparations and schedule. Trevor Creller will hand out diplomas on behalf of the board.

- Calendar: Michael Clark shared updates on the board for next school year. The new calendar is short a student day. Clark recommended that a day be added to the end of the calendar to align with the current contract.
- Kindergarten Configuration: For the 2019-2020 school year there are 27 students enrolled in kindergarten. Beth Hemingway and Staci Ladd shared some possible configurations to handle the large class size and best meet the needs of students.
- Setting the Next Agenda: policy review

**Board Action:**

- Trevor Creller moved to accept the minutes of May 20, 2019 (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to approve a building request for June 19th (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to approve an expenditure to Beaulac Excavating for playground work (removing stone and replacing with fabric and wood chips), not to exceed \$6200 (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to approve an expenditure to Chazy Hardware and Building Supply for hallway ceiling tile replacement, not to exceed \$2200 (2nd Mallory Ovitt) Unan.
- Upon review by Trevor Creller, Mallory Ovitt moved to authorize the payment of current valid invoices (2nd Trevor Creller) Unan.
- Trevor Creller moved to authorize Mike Savage to sign the Alburgh Club House agreement with the selectboard on behalf of the board (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to add one student day to the 19-20 calendar (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to enter executive session at 6:28 P.M. for a personnel matter (2nd Mallory Ovitt) Unan.
  - The board exited executive session at 6:40 P.M.
  - No action was taken.
- Trevor Creller moved to adjourn at 6:44 P.M. (2nd Mallory Ovitt) Unan.

Respectfully Submitted,

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Stephanie Waters

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Virginia Wright

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Mallory Ovitt

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Trevor Creller, Vice Chair

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Michael Savage, Chair

## CODE A1 - BOARD MEMBER CONFLICT OF INTEREST

### Policy

It is the policy of the Grand Isle Supervisory Union and its member districts that 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.

“Majority vote”, for the purposes of this policy, means a majority of the full board less the individual board member(s) subject to a complaint of a conflict of interest under this policy. A quorum of the board would not be sufficient for the board to take action under the complaint section of this policy.

### Implementation

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

1. Board members will be familiar with the VSBA or similar Code of Ethics, and will observe their provisions.
2. 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.
3. A board member will not take any action which is intended to give the impression that he or she would represent special interests or partisan politics for personal gain.
4. A board member will do nothing intended to give the false impression that he or she has the authority to make decisions or take action on behalf of the board or the school administration.
5. A board member will not use his or her position on the board in any manner intended to unfairly promote personal financial interests or the financial interests of family members, friends or supporters.
6. A board member will not solicit or accept anything of value in return for taking particular positions on matters before the board.
7. A board member will do nothing intended to leave 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.

### 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:
  1. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
  2. 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,
  3. 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.

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*Legal Reference(s): 16 VSA §262(d) (Election of Officers)  
 16 VSA §557 (Gratuity/Compensation Prohibited)  
 16 VSA §558 (Eligibility for Election to School Board)  
 16 VSA §559 (Public Bids)  
 16 VSA §563(20) (Powers of School Boards)  
 VSBA Code of Ethics for School Board Members – Code B3-R*

## CODE B1 - SUBSTITUTE TEACHERS

### **Policy**

It is the policy of the Grand Isle Supervisory Union and its member School Districts to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

### **Qualifications**

No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:

All substitutes will have comply with all current statutory regulations such as a criminal records check.

### **Unlicensed Persons**

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

### **Licensed Educators**

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

### **Administrative Responsibilities**

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.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year. Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

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*Legal Reference(s): Vt. Standards Board for Professional Educators Rules §§5381 et seq.  
16 VSA §558 (Employment of school board members)  
16 VSA §251 et seq. (Access to Criminal Records)*

*Cross Reference:*

CODE B2 - VOLUNTEERS AND WORK STUDY STUDENTS

The Grand Isle Supervisory Union and its member School Districts recognize the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

**Definitions**

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

1. **Volunteer** means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits unless otherwise stipulated in a memorandum of understanding.
  
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.

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*Legal Reference(s): 16 VSA §260*

*Cross Reference:*



## CODE B3 - ALCOHOL AND DRUG-FREE WORKPLACE

**Policy**

It is the policy of the Grand Isle Supervisory Union and its member School Districts to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while unlawfully under the influence of drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is unlawfully under the influence of drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of his or her duties.

**Definitions**

**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 or Supervisory Union, 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 or 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.

**Employee** means all persons directly or indirectly compensated by the School District or Supervisory Union for providing services to the district and all employees of independent contractors who provide services to the district.

**Volunteer** means an individual not employed by the School District or Supervisory Union who works on an occasional or regular basis or under a memorandum of understanding, in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.

**Work Study Student** means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

**Employee Responsibilities**

As a condition of employment, each employee will notify the Superintendent in writing of his or her conviction of 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.

An employee, volunteer or work study student who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Superintendent. In addition, 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 Superintendent or, if required, the Board.

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CODE B4 - DRUG & ALCOHOL TESTING: TRANSPORTATION OF EMPLOYEES

**Policy**

The Grand Isle Supervisory Union and its member School Districts will comply with state and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The superintendent or his or her designee will implement procedures to conduct alcohol and drug tests for all safety sensitive transportation employees as required by the federal Omnibus Transportation Employee Testing Act of 1991.

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*Legal Reference(s): 49 USC §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 CFR Parts 40, 382, 391, 392, 395 and 653  
21 VSA 511 et seq.*

*Cross Reference:*

CODE B6 – HIPAA Compliance

The Grand Isle Supervisory Union and its member School Districts 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 or his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

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*Legal References: 42 USC 1320d-2 and 1320d-4  
45 CFR Subpart C*

## CODE C2 – STUDENT ALCOHOL AND DRUGS

It is the policy of the Grand Isle Supervisory Union and its member School Districts that no student shall unlawfully possess, use, sell, give or otherwise transmit, or be under the influence of any drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. It is further the policy of the district to make appropriate referrals in cases of substance abuse.

### **Definitions**

*Substance Abuse* is the ingestion of drugs and or alcohol in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.

*Drug* means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

### **Educational Program**

The Superintendent and his or her designees shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program. The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan. If the school district is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.

### **Support and Referral System**

In each school the principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems. The support and referral system will include processes to determine the need for further screening, education, counseling or referral for treatment in each referred case. In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.

### **Cooperative Agreements**

The Superintendent shall annually designate an individual to be responsible for providing information to students and parents or guardians about outside agencies that provide substance abuse prevention services and to encourage the use of their services and programs when appropriate.

The District/Supervisory Union has entered into a cooperative agreement with Northwestern Counseling and Support Services (NCSS) will provide substance abuse treatment to students who are referred through the school's support and referral system, or who refer themselves for treatment.

### **Staff Training**

The Superintendent and his or her designee will work with appropriate staff to provide training for teachers and health and guidance personnel who teach or provide other services in the school's alcohol and drug abuse prevention education program. The training provided will meet the requirements of State Board Rules related to staff training.

### **Community Involvement**

The Principals will work with school staff and community members to implement a program to inform the community about substance abuse issues in accord with State Board of Education rules.

## Annual Report

In a standard format provided by the Vermont Department of Education, the Superintendent will submit an annual report to the Commissioner of Education describing substance abuse education programs and their effectiveness.

## Notification

The Principals shall ensure that parents and students are given copies of the standards of conduct and disciplinary sanctions contained in the procedures related to this policy, and are notified that compliance with the standards of conduct is mandatory. Notice to students will, at a minimum, be provided through inclusion of these standards and sanctions in the student handbook distributed to all students at the beginning of each school year or when a student enrolls in the school.

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CODE C3 - TRANSPORTATION

**Policy**

Where it is reasonable and necessary to enable a student entitled or required to attend an elementary or a secondary school within the Grand Isle Supervisory Union and its member School Districts, the District/Supervisory Union may furnish transportation on public roads to students who reside within the District. The District/Supervisory Union may also provide transportation to non-resident students as authorized by the board(s).

*For districts furnishing transportation:*

The superintendent and his or her designee will establish routes and designate stops after considering both the safety of children and efficiency of operation. The superintendent will consider the following factors when determining routes and stops.

1. The age and health of pupils,
2. Distance to be traveled,
3. Condition of the road, and
4. Type of highway.

The superintendent may consider any other factors he or she deems appropriate when establishing routes and designated stops.

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

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*Legal Reference(s): 16 VSA §§1221, 1222, 1224 (Student transportation)  
16 VSA §1551 (Technical center transport)*

*Cross Reference:*

CODE D6 - CLASS SIZE POLICY

It is the intent of the Board to comply with 16 V.S.A § 242(5) 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, maximum 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.
2. Class size guidelines in the supervisory union may vary as necessary to reflect differences among school districts due to geography and other factors, such as school size and programmatic needs.
3. The guidelines shall also ensure compliance with state or federal requirements related to matters such as student-teacher ratios, special education, technical education and English Language Learners.
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. This policy shall be posted on the supervisory union’s website and forwarded to the Secretary of Education.

Class sizes by Rule 2000:

K-3 fewer than 20 when banded together

4-8 fewer than 25 when banded together

Grade Cluster	Instructional Area	Minimum Average per Grade Cluster	Optimal Range Per Grade Cluster	Vermont State Board Rule 2000 Maximums
K-3	<i>All</i>	15	<i>15-20</i>	<i>20</i>
4-8	<i>All</i>	15	<i>15-25</i>	<i>25</i>

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CODE F1 – TRAVEL REIMBURSEMENT

**Policy**

It is the policy of the Grand Isle Supervisory Union and member districts to reimburse the reasonable expenses for travel for school business on actual cost, except IRS rate for mileage by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Grand Isle Supervisory Union and member districts. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the Superintendent or his or her designee will be required.

**Implementation**

Pursuant to the policy and consistent with relevant collective bargaining agreements, the Superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

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*Legal Reference(s): 2 CFR 200.474*

# June Policy Quest Sheet

Current policy	VSBA name and code change	Revision?	Suggested Revision
Student records F5	Education Records C1	yes	rescind GISU policy and adopting VSBA model policy. Superintendent develop procedures as set forth in model policy (include details in current policy)
Limited English Proficiency Students F19	Limited English Proficiency Students C4	no	
Participation of Home Study Students in School Programs and Activities F23	Participation of Home Study Students C6	yes	rescind GISU policy and adopting VSBA model policy Superintendent develop and implement procedures that comply w/ state board rules 4400 and 9200.3.1
Pupil Privacy F27	Pupil Privacy Rights C8	yes	rescind GISU policy and adopting VSBA model policy. Superintendent develop or review procedures set forth in model policy
Federal Child Nutrition Act Wellness Policy F28	Federal Child Nutrition Act Wellness Policy C9	yes	rescind GISU policy and adopt VSBA model policy, revising to meet local community needs - not sure how you would like to adjust
Student Computer and Internet Use G11	Responsible Computer, Network and Internet Use D3	no	
Title I Comparability Policy G13	Title I Comparability Policy D4	no	
Animal Dissection G14	Animal Dissection D5	no	
Title I, Part A, Parental Involvement H7	Title I, Part A, Parental Involvement E1	no	

## CODE F5 - EDUCATION RECORDS

### Policy

The Grand Isle Supervisory Union and its member School Districts recognize the importance of keeping accurate and appropriate education records for students as part of a sound educational program and are committed to act as trustees of this information, maintaining these records for educational purposes to serve the best interests of its students.

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

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

### Definitions

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

- a. ***Other school official determined to have legitimate educational interests*** means a person who needs to review a student's education record or receive information therefrom in order to fulfill his or her employment or official responsibilities and who is:
  - a. A person employed by the Grand Isle Supervisory Union Town School Districts as an administrator, supervisor, educator or substitute therefore, paraprofessional or support staff member, including tutorial, health, law enforcement, custodial, transportation, nutrition, athletic, extra-or-co-curricular, clerical or other support staff;
  - b. A member of the Grand Isle Supervisory Union Town School Districts School Board;

- c. A person or company with whom the Grand Isle Supervisory Union Town School Districts / District has contracted to perform a special task, including an attorney, auditor, medical consultant, therapist, evaluator;
  - d. A volunteer assisting another school official in the performance of his or her tasks; and
  - e. Any other person designated by the Grand Isle Supervisory Union Town School Districts or Principal of any school within the GISU to have legitimate educational interests.
- b. Directory Information.** The school will release directory information without prior written consent unless the parent or guardian or eligible student informs the Principal in writing that any or all of the information designated below should not be released without prior consent.
- a. Student's name, address, date of birth, dates of enrollment;
  - b. Parent or guardian's name and address;
  - c. Student's grade level classification;
  - d. Student's participation in recognized school activities and sports;
  - e. Weight and height of member of athletic teams;
  - f. Student's diplomas, certificates, awards and honors received.

*NOTE: FERPA regulations permit the identification as directory information any "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." The above list is, therefore, suggestive.*

### **Implementation**

- i. *Release/Review of Student Information*
  - a. Disclosure of student information will be made only with the written consent of the parent or guardian or eligible student subject to the following exceptions:
    - i. Information may be disclosed to officials of the school in which the student enrolled who have a legitimate educational interest in the records and require the information to adequately carry out their jobs;
    - ii. Information may be disclosed upon request to officials of a school in which the student seeks or intends to enroll;
    - iii. Under court order or subpoena;
    - iv. To individuals seeking Directory Information: see definitions
    - v. In connection with a student's request for financial aid;
    - vi. To appropriate parties in a health or safety emergency.
  - b. Parents or guardians of students or eligible students may inspect and review the student's records upon request. Parents or guardians should submit requests to the Principal in writing specifying as precisely as possible the information he/she wishes to inspect. The Principal will make appropriate

arrangements to meet with the parent(s) or guardian(s) for such inspection according to procedures developed by the school's administration.

If an eligible student or parent or guardian believes the education records contain information that is inaccurate, misleading or in violation of any of the student's rights, he/she may request the building Principal to amend the record. If the building Principal decides not to amend the record as requested, the student or parent or guardian may appeal using the District's general appeal process.

- c. Non-custodial Parents: Access to a student's school records shall not be denied to a parent solely because that parent has not been awarded parental rights and responsibilities by a court. However, access will be denied where a court order or other legally binding document specifically revokes a parent's right of access to such records.
  - d. Each contract entered into between the Grand Isle Supervisory Union Town School Districts and persons or entities who may either receive a student's education records or personally identifiable information shall contain a provision setting forth the restrictions on re-disclosure of information from education records.
  - e. School District will maintain a record of all requests for and/or disclosures of information from a student's records according to the school's procedures. The District will record, also, all requests for amendments of the record and the disposition of the request(s).
- ii. *Juvenile Court Records*. Vermont Superior Court, Family Division, is required to inform in writing the Superintendent of the District in which a student is enrolled within seven days of a court finding that the student has committed a delinquent act requiring notice. In the event notification is received from Vermont Superior Court that a student has committed a delinquent act:
- a. Sharing of Information. The Superintendent shall inform only those for whom the information is necessary for the rehabilitation program of the child or for the protection of staff or students, and only after evaluating rehabilitation and protection measures that do not involve informing staff or students. "Need to know" should be narrowly and strictly interpreted. Persons receiving this information shall not discuss the information with anyone except the Superintendent, the child, the child's parent or guardian, law enforcement personnel, the student's probation officer or others who have been similarly informed.
  - b. Maintenance of Records. The notice from the Superior Court shall be maintained by the Superintendent in a file separate from the student's education record. Upon the graduation of

the student or when the student turns 18, the Superintendent shall destroy the record. If a student transfers to another public or private school, the Superintendent shall forward the written notice in the original marked envelope to the Superintendent or headmaster of the school to which the student is transferring.

- c. Transfer of Records. When a student transfers to another school or school district, all student records shall be forwarded.

*Date Warned:* 9/6/15, 10/8/15

*Date Adopted:* 10/20/15

Proposed

CODE C1

## CODE C1 - EDUCATION RECORDS

### **Policy**

The Grand Isle Supervisory Union and its member Districts recognize the importance of keeping accurate and appropriate education records<sup>ii</sup> for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records. It is the policy of the district to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform<sup>iii</sup> parents, guardians, and students eighteen years and older of their right to inspect, review, and seek amendment of the student's education records. The district will inform parents guardians, and students eighteen years and older of items considered directory information through notices distributed at the beginning of each school year or when a student enrolls.<sup>iv</sup>

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

### **Definitions**

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

- a. ***Other school official determined to have legitimate educational interests*** means a person who needs to review a student's education record or receive information therefrom in order to fulfill his or her employment or official responsibilities and who is:
  - a. A person employed by the Grand Isle Supervisory Union Town School Districts as an administrator, supervisor, educator or substitute therefore, paraprofessional or support staff member, including tutorial, health, law enforcement, custodial, transportation, nutrition, athletic, extra-or-co-curricular, clerical or other support staff;
  - b. A member of the Grand Isle Supervisory Union Town School Districts School Board;

- c. A person or company with whom the Grand Isle Supervisory Union Town School Districts / District has contracted to perform a special task, including an attorney, auditor, medical consultant, therapist, evaluator;
  - d. A volunteer assisting another school official in the performance of his or her tasks; and
  - e. Any other person designated by the Grand Isle Supervisory Union Town School Districts or Principal of any school within the GISU to have legitimate educational interests.
- b. Directory Information.** The school will release directory information without prior written consent unless the parent or guardian or eligible student informs the Principal in writing that any or all of the information designated below should not be released without prior consent.
- a. Student's name, address, date of birth, dates of enrollment;
  - b. Parent or guardian's name and address;
  - c. Student's grade level classification;
  - d. Student's participation in recognized school activities and sports;
  - e. Weight and height of member of athletic teams;
  - f. Student's diplomas, certificates, awards and honors received.

*NOTE: FERPA regulations permit the identification as directory information any "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." The above list is, therefore, suggestive.*

### **Implementation**

- i. *Release/Review of Student Information*
  - a. Disclosure of student information will be made only with the written consent of the parent or guardian or eligible student subject to the following exceptions:
    - i. Information may be disclosed to officials of the school in which the student enrolled who have a legitimate educational interest in the records and require the information to adequately carry out their jobs;
    - ii. Information may be disclosed upon request to officials of a school in which the student seeks or intends to enroll;
    - iii. Under court order or subpoena;
    - iv. To individuals seeking Directory Information: see definitions
    - v. In connection with a student's request for financial aid;
    - vi. To appropriate parties in a health or safety emergency.
  - b. Parents or guardians of students or eligible students may inspect and review the student's records upon request. Parents or guardians should submit requests to the Principal in writing specifying as precisely as possible the information he/she wishes to inspect. The Principal will make appropriate



arrangements to meet with the parent(s) or guardian(s) for such inspection according to procedures developed by the school's administration.

If an eligible student or parent or guardian believes the education records contain information that is inaccurate, misleading or in violation of any of the student's rights, he/she may request the building Principal to amend the record. If the building Principal decides not to amend the record as requested, the student or parent or guardian may appeal using the District's general appeal process.

- c. Non-custodial Parents: Access to a student's school records shall not be denied to a parent solely because that parent has not been awarded parental rights and responsibilities by a court. However, access will be denied where a court order or other legally binding document specifically revokes a parent's right of access to such records.
  - d. Each contract entered into between the Grand Isle Supervisory Union Town School Districts and persons or entities who may either receive a student's education records or personally identifiable information shall contain a provision setting forth the restrictions on re-disclosure of information from education records.
  - e. School District will maintain a record of all requests for and/or disclosures of information from a student's records according to the school's procedures. The District will record, also, all requests for amendments of the record and the disposition of the request(s).
- ii. *Juvenile Court Records*. Vermont Superior Court, Family Division, is required to inform in writing the Superintendent of the District in which a student is enrolled within seven days of a court finding that the student has committed a delinquent act requiring notice. In the event notification is received from Vermont Superior Court that a student has committed a delinquent act:
- a. Sharing of Information. The Superintendent shall inform only those for whom the information is necessary for the rehabilitation program of the child or for the protection of staff or students, and only after evaluating rehabilitation and protection measures that do not involve informing staff or students. "Need to know" should be narrowly and strictly interpreted. Persons receiving this information shall not discuss the information with anyone except the Superintendent, the child, the child's parent or guardian, law enforcement personnel, the student's probation officer or others who have been similarly informed.
  - b. Maintenance of Records. The notice from the Superior Court shall be maintained by the Superintendent in a file separate from the student's education record. Upon the graduation of

the student or when the student turns 18, the Superintendent shall destroy the record. If a student transfers to another public or private school, the Superintendent shall forward the written notice in the original marked envelope to the Superintendent or headmaster of the school to which the student is transferring.

- c. Transfer of Records. When a student transfers to another school or school district, all student records shall be forwarded.

	GISU	Alburgh	CIUUSD	South Hero
Date Warned			5/14/2019	
Date Adopted				

<sup>i</sup> The federal Family Educational Rights and Privacy Act (FERPA) does not explicitly require a school board policy on the protection of student records. Its requirements are stated in the negative... "no funds shall be made available to any educational agency...which has a policy of denying...the right of parents...to review and inspect educational records. 20 U.S.C. 1232g; 34 C.F.R. Part 99. Nor does the State Board Manual of Rules and Practices explicitly require a school board policy on student records. "Each school shall develop and implement a system of maintaining student records...which is in compliance with FERPA." SBE Rule 2120.8.3.3.

<sup>ii</sup> A "record" means any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. The term "education records" means those records that are (1) directly related to a student, and (2) maintained by the school district, a school within the district, or a party acting for the school district or a school within the school district. It does not include a teacher's notes that are in the teacher's sole possession and shared only with a substitute teacher. 20 U.S.C. 1232g; 34 C.F.R. 99.3.

<sup>iii</sup> School districts are required to find an effective way to notify parents whose primary language is not English. 34 C.F.R. §99.9.

<sup>iv</sup> The Family Educational Rights and Privacy Act allows schools to designate certain information as "directory information" and release it after providing public notice of the categories of information it seeks to release. "Directory information" includes, but is not limited to, a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Additional information may be released with specific parental consent. 12 U.S.C. §1232g; 34 C.F.R. §99.3.

<sup>v</sup> 12 U.S.C. §1232g; 34 C.F.R. §99.3.

Current

CODE F19 (Mandatory)

## CODE F19 - LIMITED ENGLISH PROFICIENCY STUDENTS

### **Policy**

It is the policy of the Grand Isle Supervisory Union and its member School Districts to ensure that students whose primary or dominant language is not English, and who therefore have limited-English proficiency (LEP), have equitable access to school programs as required by law.

### **Implementation**

The superintendent or his or her designee shall be responsible for developing and implementing procedures to comply with federal and state laws, which define standards for serving LEP students.

*Date Warned:* 9/6/15, 10/8/15

*Date Adopted:* 10/20/15

*Legal Reference(s):* 42 USC §§ 2000 d et seq. (Title VI of the Civil Rights Act of 1964);  
20 USC 6801 et seq. (English Language Acquisition, Enhancement, and Academic Achievement Act)  
20 USC § 7801(25) (Definition of Limited English Proficiency)  
34 CFR Part 100  
9 VSA § 4502 (Discrimination, public accommodations)  
Vermont State Board of Education Manual of Rules and Procedures § 1250

*Cross Reference:*

## CODE C4 - LIMITED ENGLISH PROFICIENCY STUDENTS

### Policy

It is the policy of the Grand Isle Supervisory Union and its member School Districts to ensure that students whose primary or dominant language is not English, and who therefore have limited-English proficiency (LEP), have equitable access to school programs as required by law.

### Implementation

The superintendent or his or her designee shall be responsible for developing and implementing procedures to comply with federal and state laws, which define standards for serving LEP students.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>			<i>5/14/2019</i>	
<i>Date Adopted</i>				

*Legal Reference(s): 42 USC §§ 2000 d et seq. (Title VI of the Civil Rights Act of 1964);  
20 USC 6801 et seq. (English Language Acquisition, Enhancement, and Academic Achievement Act)  
20 USC § 7801(25) (Definition of Limited English Proficiency)  
34 CFR Part 100  
9 VSA § 4502 (Discrimination, public accommodations)  
Vermont State Board of Education Manual of Rules and Procedures § 1250*

*Cross Reference:*

## CODE F23 - PARTICIPATION OF HOME STUDY STUDENTS

### **Policy**

It is the policy of the Grand Isle Supervisory Union and its member School Districts to comply with the requirements of Act 119 of 1998 by allowing home study students to participate in courses, programs, activities, and services and use school educational materials and equipment.

The Superintendent will develop administrative procedures that comply with rules promulgated by the Vermont State Board of Education as is necessary to implement this policy.

### **General Guidelines for Home Study Student Participation**

1. **Special Services:** Special education services are available to all students found eligible under criteria set forth in state and federal regulations.
2. **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.
3. **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.
4. **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.
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 teach/guidance counselor/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 teacher/ guidance counselor/Principal.
4. Students may not enroll for single subjects which 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 be in compliance with the school's eligibility requirements as well as with the guidelines adopted by the Vermont Principal's 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**

- The use by home study students does not interrupt or disrupt regularly scheduled uses.
- Request for use has been made and approved according to the administrative procedures that apply to all requests for such use.
- The use does not involve removal of equipment from the school premises except as explicitly allowed.
- 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**

● 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. 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. 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, or other limitations on participation.

● 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:

- Is the course or activity needed as a pre-requisite to another course or activity?
- Is graduation of the student dependent upon completion of the course?

In the absence of other prevailing factors, enrollment will be determined in the following order of priority:

● First priority given to fully enrolled students (in co-curricular activities only; this option may not be applied to admissions to academic programs)

● First come, first served.

When choices for admission to either academic or co-curricular programs must be made because of limited space, the Supervisory Union will report to the Secretary of Education

and shall provide other information on the integration of home study students into the public school as request by the Secretary. The Principal (or designee) is responsible for administering this policy and for all decision made under the direction of this policy. The Principal will act on all requests within 10 working days of receiving the request.

### **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) or guardian(s) and make a decision on the appeal in a prompt fashion. A final appeal from the Superintendent's decision may be to the School Board which will schedule a timely hearing and render a final decision within ten working days fo the hearing date.

*Date Warned:* 9/6/15, 10/8/15  
*Date Adopted:* 10/20/15

proposed  
CODE C6<sup>1</sup>

## CODE C6 - PARTICIPATION OF HOME STUDY STUDENTS

### Policy

It is the policy of the Grand Isle Supervisory Union and its member School Districts to comply with the requirements of Act 119 of 1998 by allowing home study students to participate in courses, programs, activities, and services and use school educational materials and equipment.

The Superintendent will develop administrative procedures that comply with rules promulgated by the Vermont State Board of Education as is necessary to implement this policy.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>			<i>5/14/2019</i>	
<i>Date Adopted</i>				

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*Legal Reference(s): 16 V.S.A. 563 (24) (Powers of school boards)*

*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*

*Cross Reference: Policy Dissemination, Administration & Review (A3)*

<sup>1</sup> 16 V.S.A. 563(24). School boards are required to "... adopt a policy which, in accordance with rules adopted by the state board of education, will integrate home study students into its schools through enrollment in courses, participation in cocurricular and extracurricular activities and use of facilities." See also SBE Rules 4400-4405.



Current

**CODE F27 (Mandatory)**

**CODE F27 - PUPIL PRIVACY RIGHTS: STUDENT SURVEYS**

**Policy**

It is the intent of the Grand Isle Supervisory Union and its member School Districts to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA) and Vermont State Board of Education Rules governing the administration of certain student surveys, analyses or evaluations.

**Administrative Responsibilities**

The superintendent or his or her designee shall develop administrative procedures to ensure school district compliance with applicable federal and state laws related to pupil privacy. The administrative procedures shall include provisions related to the following legal requirements:

1. The right of parents or eligible students to inspect surveys created by third parties before administration or distribution of the surveys to students;
2. Any applicable procedures for granting request by a parent for access to such survey within reasonable time after a request is received;
3. Arrangements of protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal Pupil Privacy Rights Amendment;
4. The right of a parent to inspect any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.
5. The administration of physical examinations or screenings that the school district may administer to a student;
6. The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, including arrangements to protect student privacy in the event of such collection, disclosure or use.
7. The right of a parent of a student to inspect any instrument used in the collection of personal information under subparagraph (6) above, and any applicable procedures for granting a request for such inspection within a reasonable time after receiving the request;
8. Provisions to ensure that parents are notified of the school district policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, notification of activities involving the collection of personal information from students, the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment.

**Definitions**

As used in this policy 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 the child).

**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 a 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. In addition parents shall be notified, through the 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 1 & 2 above, and shall be provided an opportunity to opt out of participation in those activities.
4. Parents shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

**Students 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 and under applicable Vermont law.

*Date Warned: 9/6/15, 10/8/15*

*Date Adopted: 10/20/15*

## CODE C8 - PUPIL PRIVACY RIGHTS

### Policy

It is the intent of the Grand Isle Supervisory Union and its member School Districts to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA)<sup>2</sup> and Vermont State Board of Education Rules<sup>3</sup> governing the administration of certain student surveys, analyses or evaluations.<sup>4</sup>

### Administrative Responsibilities

The Superintendent or his or her designee shall develop administrative procedures to ensure school district compliance with applicable federal and state laws related to pupil privacy. The administrative procedures shall include provisions related to the following legal requirements.<sup>5</sup>

1. The right of parents or eligible students to inspect surveys created by third parties before administration or distribution of the surveys to students;
2. Any applicable procedures for granting request by a parent for access to such survey within reasonable time after a request is received;
3. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal Pupil Privacy Rights Amendment;<sup>6</sup>
4. The right of a parent to inspect any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.<sup>7</sup>
5. The administration of physical examinations or screenings that the school district may administer to a student;<sup>8</sup>
6. The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, including arrangements to protect student privacy in the event of such collection, disclosure or use.<sup>9</sup>
7. The right of a parent of a student to inspect any instrument used in the collection of personal information under subparagraph (6) above, and any applicable procedures

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<sup>1</sup> This policy is required by the Federal Protection of Pupil Rights Act, 20 U.S.C. §1232h; Vermont State Board Manual of Rules and Practices, Rule 2120.8.12(f).

<sup>2</sup> See 20 U.S.C. 1232h.

<sup>3</sup> See Vermont State Board of Education Rule 2120.8.12(f).

<sup>4</sup> The federal law and state regulations requiring board policies on this subject are in some instances limited to surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education. See 20 U.S.C. § 1232h(c)(1). At the board's discretion, the protections provided by this policy could be expanded to include all surveys conducted by the school district, regardless of the survey's funding source.

<sup>5</sup> See 20 U.S.C. §1232h(c)(1).

<sup>6</sup> See 20 U.S.C. §1232h(c)(1)(B) for the list of eight items that must be included.

<sup>7</sup> See 20 U.S.C. §1232h(c)(1)(C).

<sup>8</sup> See 20 U.S.C. §1232h(c)(1)(D).

<sup>9</sup> See 20 U.S.C. §1232h(c)(1)(E).

for granting a request for such inspection within a reasonable time after receiving the request;<sup>10</sup>

8. Provisions to ensure that parents are notified of the school district policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, notification of activities involving the collection of personal information from students, the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment.<sup>11</sup>

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<sup>10</sup> See 20 U.S.C. §1232h(c)(1)(F)

<sup>11</sup> See 20 U.S.C. §1232h(c)(2).

Current

**CODE F28 (Mandatory)**

**CODE F28 - FEDERAL CHILD NUTRITION ACT WELLNESS**

**Purpose**

It is the intent of the Grand Isle Supervisory Union and its member School Districts to comply with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004. This policy has been developed in accordance with all requirements as presented in current federal and state legislation.

**Policy Statement**

It is the policy of the Grand Isle Supervisory Union and its member School Districts to establish goals for nutrition education, physical activity and other school based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.

**Goals for Nutrition Promotion and Education**

5. The school district shall provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the district shall provide a nutrition component in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Framework of Standards and Learning Opportunities.
6. Nutrition education and promotion programs shall be conducted by appropriately licensed staff members.
7. To the extent practicable, nutrition education and promotion shall be integrated into core curricula in areas, such as science and family and consumer science courses.

**Goals for Physical Activity**

- a. The district shall provide physical education classes for all students as required by Education Quality Standards.
- b. The district shall provide other physical activity opportunities for students through recess periods in appropriate grades and, as appropriate, before or after school activities such as interscholastic athletics and physical activity clubs or intramural sports.

**Goals for Other School Based Activities**

- i. The district shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to sections (a) and (b) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.
- ii. The district shall provide adequate space for eating and serving school meals.
- iii. The district shall provide a clean and safe meal environment for students.
- iv. The district shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
- v. Food shall not be used in district schools as a reward or punishment.
- vi. The district shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness.

### **Nutrition Guidelines**

1. No foods of minimal nutritional value, as listed in 7 CFR 210, Appendix B and 7 CFR 220, Appendix B shall be sold in food service areas during breakfast and lunch periods.
2. The sale of foods during meal periods in food service areas shall be allowed only if all income from the sale, including the sale of approved foods or drinks from vending machines, accrues to the benefit of the school, the school food service program, or the student organizations sponsoring the sale.
3. To the extent practicable, the district shall ensure that foods offered at school other than through the National School Lunch or School Breakfast programs, including foods sold through vending machines, shall comply with the A la Carte and Vending Guidelines established by the Vermont Departments of Health and Education.

### **Policy Implementation**

1. The superintendent or his or her designee shall periodically monitor district programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy. The district shall periodically inform and update the public about the content and implementation of this policy, including the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model local school wellness policies and a description of the progress made in attaining the goals of this policy.
2. The district shall permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.

The superintendent or his or her designee shall report at least annually to the board and to the public on the district's compliance with law and policies related to student wellness. The report shall include information as to the content and implementation of this policy, and an assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

*Date Warned:* 9/6/15, 10/8/15

*Date Adopted:* 10/20/15

*Dates Revised:*

*Legal Reference(s):* 16 VSA §§131 & 906(b)(3).

*Richard B. Russell National School Lunch Act, 42 USC 1751 et seq.*

*Child Nutrition Act of 1966, 42 USC 1771 et seq.*

*Healthy, Hunger Free Kids Act of 2010, Section 204 of Public Law 111-296.*

Code of Federal Regulations, 7 CFR Part 210 and Part 220.

## CODE C9 - FEDERAL CHILD NUTRITION ACT WELLNESS

### **Purpose**

It is the intent of the Grand Isle Supervisory Union and its member School Districts to comply with the local policy requirements of the federal Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). In accord with those requirements, this policy has been developed in consultation with parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public.

### **Policy Statement**

It is the policy of the Grand Isle Supervisory Union and its member School Districts to establish goals for nutrition promotion and education, nutrition guidelines, physical activity and other school based activities that are designed to promote student wellness. The district will review and consider evidence-based strategies in determining these goals.

### **I. Goals for Nutrition Promotion and Education.**

- A. The school district shall provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the district shall provide a nutrition component in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Education Quality Standards.
- B. Nutrition education and promotion programs shall be conducted by appropriately licensed staff members.
- C. To the extent practicable, nutrition education and promotion shall be integrated into core curricula in areas such as science and family and consumer science courses.
- D. The district will limit food and beverage marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on school campus.

## **II. Goals for Physical Education and Physical Activity.**

- A. The district shall provide physical education classes for all students as required by Education Quality Standards.
  
- B. The district shall offer opportunities for students in grades K-12 to participate in at least 30 minutes of physical activity within or outside of the school day. Physical activity may include recess and movement built into the curriculum, but does not replace physical education classes.

## **III. Goals for Nutrition Services**

- A. The district shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to sections (a) and (b) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.
  
- B. The district shall provide adequate space for eating and serving school meals.
  
- C. The district shall provide a clean and safe meal environment for students.
  
- D. The district shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
  
- E. Food shall not be used in district schools as a reward or punishment.
  
- F. The district shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness.
  
- G. Schools participating in the National School Lunch and School Breakfast programs shall make free potable water available to children in the meal service areas.

## **IV. Nutrition Guidelines.**

- A. The National School Lunch and School Breakfast Programs will meet the requirements provided in 7 CFR 210 and 7 CFR 220 (National School Lunch Program and School Breakfast Guidelines.)
  
- B. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet the USDA Smart Snacks nutrition standards<sup>i</sup>.



- C. School district fundraisers that occur during the school day will meet the USDA Smart Snack nutrition standards<sup>ii</sup>.
- D. The district is required to establish nutrition guidelines for all other foods provided, but not sold to students during the school day. Foods provided but not sold may include food that is part of a classroom celebration or provided by parents or community organizations free of charge. *[Districts should choose either 1 or 2 below, or write their own guidelines.]*
- (1) It is the policy of the district that, when feasible, food provided but not sold should be limited to those foods that improve the diet and health of students, help mitigate childhood obesity, and model healthy choices.*
- (2) Food provided but not sold will, at minimum, comply with the Smart Snacks Standards<sup>iii</sup>.*

## **V. Other School Based Activities**

The district will implement other wellness based school activities from time to time at the discretion of the superintendent or his or her designee. These activities will be in accordance with evidence-based strategies such as those provided in the Vermont School Wellness Policy Guidelines.

## **VI. Assessment:**

The District will conduct an assessment of the wellness policy every 3 years. This assessment will determine: compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.

## **VII. Policy Implementation.**

- A. The district will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public to participate in the development, implementation, monitoring, and periodic review and update of this policy.

- B. The superintendent or his or her designee shall periodically monitor district programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy.
- C. The district shall annually inform and update the public about the content and implementation of this policy, including the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model local school wellness policies and a description of the progress made in attaining the goals of this policy.
- D. The superintendent or his or her designee shall report at least annually to the board and to the public on the district's compliance with law and policies related to student wellness. The report shall include information as to the content and implementation of this policy, and an assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>			<i>5/14/2019</i>	
<i>Date Adopted</i>				

*Legal Reference(s): 16 V.S.A. §§131 & 906(b)(3).*

*Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.*

*Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.*

*Healthy, Hunger Free Kids Act of 2010, Section 204 of Public Law 111-296.*

*Code of Federal Regulations, 7 CFR Part 210 and Part 220.*

*Vermont Education Quality Standards 2120.5*

*Vermont School Wellness Policy Guidelines, Joint Guidance from Vermont Agency of Agriculture, Food and Markets, the Vermont Agency of Education and Vermont Department of Health. 2016.*

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<sup>i</sup> [See Resource: Summary, Nutrition Standards for All Foods Sold in School,  
<https://www.fns.usda.gov/sites/default/files/cn/allfoods-summarychart.pdf> ]

<sup>ii</sup> See above

<sup>iii</sup> <sup>iii</sup> A useful summary of the Smart Snacks Standards can be found at  
<https://www.fns.usda.gov/sites/default/files/cn/allfoods-summarychart.pdf>

## CODE G11 - RESPONSIBLE COMPUTER, NETWORK & INTERNET USE

### Purpose

The Grand Isle Supervisory Union and its member School Districts recognize that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

- a. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
- b. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network and web resources.
- c. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

### Policy

It is the policy of the Grand Isle Supervisory Union and its member School Districts to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise responsible use of these resources. The use by students, staff or others of district IT resources is a privilege, not a right.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district's harassment and bullying policies.

The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files and electronic communications.

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. The Principal or their designee will develop annually, a program for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
  1. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
  2. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.

3. **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
4. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
5. **Protects Intellectual Property.** Users request to use the software and media others produce.
2. Provisions necessary to ensure that Internet service provider(s) and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
3. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
4. Methods to address the following:
  - a. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
    1. Lewd, vulgar, or profane
    2. Threatening
    3. Harassing or discriminatory
    4. Bullying
    5. Terroristic
    6. Obscene or pornographic
      - b. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
      - c. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
      - d. Unauthorized disclosure, use, dissemination of personal information regarding minors.
      - e. Restriction of minors' access to materials harmful to them.
5. A process whereby authorized persons may temporarily disable the district's Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

### **Policy Application**

This policy applies to anyone who accesses the district's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the district's IT devices either on or off-site.

### **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.

### **Enforcement**

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. 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.

Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

*Date Warned:* 9/6/15, 10/8/15

*Date Adopted:* 10/20/15

*Legal Reference(s):* 17 USC §§101-120 (Federal Copyright Act of 1976 as amended)  
20 USC § 6777 et seq. (Enhancing Education Through Technology Act)  
18 USC §2251 (Federal Child Pornography Law—Sexual Exploitation and Other Abuse of Children)  
47 USC §254 (Children’s Internet Protection Act)  
47 CFR §54.520 (CIPA Certifications)  
13 VSA §§2802 et seq. (Obscenity, minors)  
13 VSA § 1027 (Disturbing Peace by Use of...Electronic Means)  
13 VSA §2605(Voyeurism)

**SAMPLE FORM**  
**Student Acceptable Use Procedures Agreement**

**General Procedures**

Students in the South Hero School District have access to the school's electronic resources for the purpose of enhancing learning. To gain access to these resources, all students under the age of 18 must obtain parental permission and must sign and return this form to the person designated. Students 18 and over may sign their own forms.

Students may access the school's electronic resources for educational purposes only. Acceptable use includes classroom activities, career development, and curriculum driven research and may involve electronic communication, as designated by the school. The school's electronic resources shall not be used for commercial or entertainment purposes, as a public access service or a public forum, unless permission is allowed by the school. Students are expected to follow the rules of personal conduct outlined in the student handbook, as well as abide by state and federal laws in the use of the school's electronic resources.

Parents/guardians are warned that some material accessible via the Internet, through the school's electronic resources, may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While it is the school's intent to provide appropriate electronic resources to enhance the curriculum, students may find ways to access other materials as well. The District believes the benefits to students from access to electronic resources and the Internet for information gathering, research and to provide opportunities for collaboration, exceed the potential disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources. To that end, we support and respect each family's right to decide whether or not to apply for access.

**Individual User Responsibilities**

System users shall:

1. Understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;
2. Not distribute personally identifiable information about themselves or others by means of the school's electronic communication system;
3. Be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password;
4. Not use another person's system account or password, or present themselves another person, without written permission from the system administrator or school coordinator;
5. Not purposefully access or send materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Purge electronic mail in accordance with established school e-mail retention guidelines;
7. Not use the school's electronic resources and internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy; not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright

holder or designee in accordance with applicable copyright laws, school policy, and administrative regulations;

8. Not plagiarize work using the school's electronic resources (plagiarism is taking the ideas or writings of others and presenting them as one's own);
9. Not use the school's electronic mail, or other personal email accounts, in any way that causes recipients or other readers to assume the email message represents the opinion of educators or other school officials, or anyone else without their explicit permission;
10. Not waste school resources related to the electronic communication system, or damage or attempt to damage computers, computer systems, computer networks or software;
11. Not abuse the school's electronic communication system by downloading large files or sending annoying or unnecessary messages to a large number of people;
12. Not gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;
13. Not upload, download or redistribute public domain programs to the system for their own use without advance permission;
14. Be responsible for determining whether a program is in the public domain and follow the school virus protection procedures in downloading software.

### **Disciplinary Actions**

The school's electronic resources system is a limited forum, similar to the school newspaper, and therefore the school may restrict individual user's speech for valid educational reasons. The District school will not restrict speech on the basis disagreement with the opinions expressed. Users should not expect privacy in the contents of their personal files or record of web research activities. Routine maintenance and monitoring of system resources may lead to discovery of violations of District policy, disciplinary code, or state and federal law. An individual search may also be conducted by the system administrator if there is reasonable suspicion that a user has violated this Acceptable Use Procedures agreement. If there is evidence that a violation has occurred the school Principal shall be notified and will determine appropriate consequences.

### **Due Process**

If any of the conditions of this Acceptable Use Procedures agreement are breached, parents/guardians will be notified (if student is under 18 years of age) and may be given an opportunity to review the contents of their child's electronic files. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's electronic system or the Internet. In the event there is a claim that an individual user has violated school policy, procedures or disciplinary code, the user will be provided with written notice and the opportunity to be heard in the manner set forth by the school disciplinary policy.

### **Limitation of Liability**

The school makes no guarantee that the functions or the services provided by or through the school's electronic system will be error-free or without defect. The school will not be responsible for any damage individual users may suffer, including but not limited to, loss of data or interruptions of service. Other than for student records, the school is not responsible for the accuracy or quality of the information obtained through or stored on the system.

The school will not be responsible for financial obligations arising through the unauthorized student use of the system. Parents/guardians of the individual user may be held financially responsible for any harm to the system as a result of carelessness or intentional misuse. Parent/Guardian Permission



As the parent/guardian of this student, I have read the "Student Acceptable Use Procedures Agreement." I understand that school access is designed for educational purposes only. The school has taken precautions in an attempt to eliminate student access to controversial materials. However, I also recognize it is impossible for the school to restrict access to all controversial materials. Thus, I will not hold teachers, staff, administrators or the school board responsible for materials acquired on the school system. Further, I accept full responsibility for supervision if and when my child's electronic resources use is not in the school setting. I hereby give permission for the school to issue an account for my child and certify that I have read the Student Acceptable Use Procedures agreement and have signed below giving my son/daughter permission to access the school's electronic resources.

Student Name (please print):

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Date:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

#### **Student Permission**

I have read, understand and agree to abide by the "Student Acceptable Use Procedures Agreement." I further understand that any violation of the Procedures may enact school disciplinary action or constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action may be initiated.

Student's Name (please print):

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

**SAMPLE FORM**  
**Student Acceptable Use Procedures Agreement**

**Staff Agreement on Use of Technology**

I have been given the privilege of using technology owned by the School District in the form of access to telecommunications and computer hardware and software. I understand that this is a privilege and not a right of my employment and that I must employ this technology in a manner that complies with the District's policies.

I understand that the District extends no rights of privacy or ownership to work completed by me on District-owned technology.

I understand that it is prohibited for me to:

1. Use the District's technology for my personal gain or profit or for any commercial use not sanctioned by the School District;
2. Use any software or technology in a manner inconsistent with the District's/school's licensing agreements;
3. Distribute any information about any student's records or files to persons outside the school system, unless such distribution is authorized by law or there is written permission from the parent/guardian or student to do so;
4. Use offensive, obscene or racially demeaning language in any communications;
5. Download software protected by copyrights; and
6. Store personal software on any computer owned by the District.
7. I understand that the School Board may revoke these privileges at any time and that any illegal activity will be reported to the appropriate authorities.

My signature on this document indicates that I have received and understand the School District's policy and regulations and that I agree to abide by their terms.

Name (Printed)

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Central personnel file  
School personnel file

## CODE D3 - RESPONSIBLE COMPUTER, NETWORK & INTERNET USE

### Purpose

The Grand Isle Supervisory Union and its member School Districts recognize that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

- a. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
- b. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network and web resources.
- c. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

### Policy

It is the policy of the Grand Isle Supervisory Union and its member School Districts to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise responsible use of these resources. The use by students, staff or others of district IT resources is a privilege, not a right.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district's harassment and bullying policies.

The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files and electronic communications.

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. The Principal or their designee will develop annually, a program for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
  1. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
  2. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person's system account or password or from presenting themselves as another person.

3. **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
4. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
5. **Protects Intellectual Property.** Users request to use the software and media others produce.
2. Provisions necessary to ensure that Internet service provider(s) and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
3. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
4. Methods to address the following:
  - a. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
    1. Lewd, vulgar, or profane
    2. Threatening
    3. Harassing or discriminatory
    4. Bullying
    5. Terroristic
    6. Obscene or pornographic
  - b. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
  - c. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
  - d. Unauthorized disclosure, use, dissemination of personal information regarding minors.
  - e. Restriction of minors' access to materials harmful to them.
5. A process whereby authorized persons may temporarily disable the district's Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

### **Policy Application**

This policy applies to anyone who accesses the district's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the district's IT devices either on or off-site.

### **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.

**Enforcement**

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. 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.

Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>			<i>5/14/2019</i>	
<i>Date Adopted</i>				

*Legal Reference(s): 17 USC §§101-120 (Federal Copyright Act of 1976 as amended)  
 20 USC § 6777 et seq. (Enhancing Education Through Technology Act)  
 18 USC §2251 (Federal Child Pornography Law—Sexual Exploitation and Other Abuse of Children)  
 47 USC §254 (Children’s Internet Protection Act)  
 47 CFR §54.520 (CIPA Certifications)  
 13 VSA §§2802 et seq. (Obscenity, minors)  
 13 VSA § 1027 (Disturbing Peace by Use of...Electronic Means)  
 13 VSA §2605(Voyeurism)*

**SAMPLE FORM**  
**Student Acceptable Use Procedures Agreement**

**General Procedures**

Students in the <School> District have access to the school's electronic resources for the purpose of enhancing learning. To gain access to these resources, all students under the age of 18 must obtain parental permission and must sign and return this form to the person designated. Students 18 and over may sign their own forms.

Students may access the school's electronic resources for educational purposes only. Acceptable use includes classroom activities, career development, and curriculum driven research and may involve electronic communication, as designated by the school. The school's electronic resources shall not be used for commercial or entertainment purposes, as a public access service or a public forum, unless permission is allowed by the school. Students are expected to follow the rules of personal conduct outlined in the student handbook, as well as abide by state and federal laws in the use of the school's electronic resources.

Parents/guardians are warned that some material accessible via the Internet, through the school's electronic resources, may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While it is the school's intent to provide appropriate electronic resources to enhance the curriculum, students may find ways to access other materials as well. The District believes the benefits to students from access to electronic resources and the Internet for information gathering, research and to provide opportunities for collaboration, exceed the potential disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources. To that end, we support and respect each family's right to decide whether or not to apply for access.

**Individual User Responsibilities**

System users shall:

1. Understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;
2. Not distribute personally identifiable information about themselves or others by means of the school's electronic communication system;
3. Be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password;
4. Not use another person's system account or password, or present themselves another person, without written permission from the system administrator or school coordinator;
5. Not purposefully access or send materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Purge electronic mail in accordance with established school e-mail retention guidelines;
7. Not use the school's electronic resources and internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy; not redistribute copyrighted

programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, school policy, and administrative regulations;

8. Not plagiarize work using the school's electronic resources (plagiarism is taking the ideas or writings of others and presenting them as one's own);
9. Not use the school's electronic mail, or other personal email accounts, in any way that causes recipients or other readers to assume the email message represents the opinion of educators or other school officials, or anyone else without their explicit permission;
10. Not waste school resources related to the electronic communication system, or damage or attempt to damage computers, computer systems, computer networks or software;
11. Not abuse the school's electronic communication system by downloading large files or sending annoying or unnecessary messages to a large number of people;
12. Not gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;
13. Not upload, download or redistribute public domain programs to the system for their own use without advance permission;
14. Be responsible for determining whether a program is in the public domain and follow the school virus protection procedures in downloading software.

#### **Disciplinary Actions**

The school's electronic resources system is a limited forum, similar to the school newspaper, and therefore the school may restrict individual user's speech for valid educational reasons. The District school will not restrict speech on the basis disagreement with the opinions expressed. Users should not expect privacy in the contents of their personal files or record of web research activities. Routine maintenance and monitoring of system resources may lead to discovery of violations of District policy, disciplinary code, or state and federal law. An individual search may also be conducted by the system administrator if there is reasonable suspicion that a user has violated this Acceptable Use Procedures agreement. If there is evidence that a violation has occurred the school Principal shall be notified and will determine appropriate consequences.

#### **Due Process**

If any of the conditions of this Acceptable Use Procedures agreement are breached, parents/guardians will be notified (if student is under 18 years of age) and may be given an opportunity to review the contents of their child's electronic files. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's electronic system or the Internet. In the event there is a claim that an individual user has violated school policy, procedures or disciplinary code, the user will be provided with written notice and the opportunity to be heard in the manner set forth by the school disciplinary policy.

#### **Limitation of Liability**

The school makes no guarantee that the functions or the services provided by or through the school's electronic system will be error-free or without defect. The school will not be responsible for any damage individual users may suffer, including but not limited to, loss of data or interruptions of service. Other than for student records, the school is not responsible for the accuracy or quality of the information obtained through or stored on the system.

The school will not be responsible for financial obligations arising through the unauthorized student use of the system. Parents/guardians of the individual user may be held financially responsible for any harm to the system as a result of carelessness or intentional misuse. Parent/Guardian Permission

As the parent/guardian of this student, I have read the "Student Acceptable Use Procedures Agreement." I understand that school access is designed for educational purposes only. The school has taken precautions in an attempt to eliminate student access to controversial materials. However, I also recognize it is impossible for the school to restrict access to all controversial materials. Thus, I will not hold teachers, staff, administrators or the school board responsible for materials acquired on the school system. Further, I accept full responsibility for supervision if and when my child's electronic resources use is not in the school setting. I hereby give permission for the school to issue an account for my child and certify that I have read the Student Acceptable Use Procedures agreement and have signed below giving my son/daughter permission to access the school's electronic resources.

Student Name (please print):

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Date:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

**Student Permission**

I have read, understand and agree to abide by the "Student Acceptable Use Procedures Agreement." I further understand that any violation of the Procedures may enact school disciplinary action or constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action may be initiated.

Student's Name (please print):

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date:

\_\_\_\_\_



SAMPLE FORM  
Student Acceptable Use Procedures Agreement

**Staff Agreement on Use of Technology**

I have been given the privilege of using technology owned by the <School> District in the form of access to telecommunications and computer hardware and software. I understand that this is a privilege and not a right of my employment and that I must employ this technology in a manner that complies with the District's policies.

I understand that the District extends no rights of privacy or ownership to work completed by me on District-owned technology.

I understand that it is prohibited for me to:

1. Use the District's technology for my personal gain or profit or for any commercial use not sanctioned by the School District;
2. Use any software or technology in a manner inconsistent with the District's/school's licensing agreements;
3. Distribute any information about any student's records or files to persons outside the school system, unless such distribution is authorized by law or there is written permission from the parent/guardian or student to do so;
4. Use offensive, obscene or racially demeaning language in any communications;
5. Download software protected by copyrights; and
6. Store personal software on any computer owned by the District.
7. I understand that the School Board may revoke these privileges at any time and that any illegal activity will be reported to the appropriate authorities.

My signature on this document indicates that I have received and understand the School District's policy and regulations and that I agree to abide by their terms.

Name (Printed)

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Central personnel file  
School personnel file

## CODE G13 - TITLE I COMPARABILITY POLICY

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

The superintendent or his or her designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.

*Date Warned:* 9/6/15, 10/8/15  
*Date Adopted:* 10/20/15  
*Date Last Reviewed:*  
*Legal Reference:* 20 USC §6321 (c).  
20 USC 7801 (26) (LEA defined)

16 VSA 144

### CODE D4 - TITLE I COMPARABILITY POLICY

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

The superintendent or his or her designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>			<i>5/14/2019</i>	
<i>Date Adopted</i>				

*Date Last Reviewed:*

*Legal Reference:* 20 USC §6321 (c).  
20 USC 7801 (26) (LEA defined)  
16 VSA 144

## CODE G14 - ANIMAL DISSECTION

### **Policy**

It is the intent of the Grand Isle Supervisory Union and its member School Districts 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 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.

*Date Warned:* 9/6/15, 10/8/15  
*Date Adopted:* 10/20/15

Proposed

CODE D5

## CODE D5 - ANIMAL DISSECTION

### Policy

It is the intent of the Grand Isle Supervisory Union and its member School Districts 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 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.

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	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>			<i>5/14/2019</i>	
<i>Date Adopted</i>				

Current

## CODE H7

### CODE H7 – TITLE I, PART A PARENTAL INVOLVEMENT POLICY

The Grand Isle Supervisory Union maintains programs, activities, and procedures for the involvement of parents of students receiving services, or enrolled in programs, under Title I Part A of Elementary and Secondary Education Act. These programs, activities and procedures are described in school district and school level compacts.

#### **Definition**

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

#### **School District Parental Involvement Compact**

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

#### **School Level Parental Involvement Compact**

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

*Date Warned:* 9/6/15, 10/8/15

*Date Adopted:* 10/20/15

*Date Last Reviewed:*

*Legal Reference(s):* 20 USC §6318 Title I, Part A of the Elementary and Secondary Education Act ("No Child Left Behind Act")

16 VSA §144b Definition of "LEA" for NCLBA purposes.

## CODE E1 – TITLE I, PART A PARENTAL INVOLVEMENT POLICY

The Grand Isle Supervisory Union and its member districts maintain programs, activities, and procedures for the involvement of parents of students receiving services, or enrolled in programs, under Title I Part A of Elementary and Secondary Education Act. These programs, activities and procedures are described in school district and school level compacts.

### Definition

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

### School District Parental Involvement Compact

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

### School Level Parental Involvement Compact

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

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>			<i>5/14/2019</i>	
<i>Date Adopted</i>				

*Date Last Reviewed:*

*Legal Reference(s): 20 USC §6318 Title I, Part A of the Elementary and Secondary Education Act (“No Child Left Behind Act”)  
16 VSA §144b Definition of “LEA” for NCLBA purposes.*