

**CODE D14**

***SUBPOENAS***

**Policy**

It is the policy of the Chittenden South Supervisory Union and its member school districts (Charlotte, Hinesburg, Shelburne, Williston and Champlain Valley Union) that whenever an employee is served with a subpoena that relates to his/her work with the school district, the employee shall immediately provide a copy of the subpoena to the building principal(s) or to the superintendent. The superintendent, principal(s) or designee shall provide a copy to school counsel for review and advice.

Subpoenas served on school personnel sometimes seek production of student records, or testimony concerning students or their parents, which may be subject to confidentiality protections. Employees should not under any circumstances testify or provide school or education records in response to a subpoena without first consulting with the administration and/or school counsel as described above.

A copy or summary of this policy will be included in employee handbooks or other written notice will be provided annually.

	<b>Date Warned</b>	<b>Date Adopted</b>
Chittenden South Supervisory Union	12/26/2009	1/6/2010
Champlain Valley Union High School	12/26/2009	1/11/2010
Charlotte School District	12/26/2009	1/19/2010
Hinesburg School District	12/26/2009	1/6/2010
Shelburne School District	12/26/2009	1/6/2010
Williston School District	12/26/2009	1/7/2010