

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION
And ITS MEMBER TOWNS:
St. Albans City, St. Albans Town & Fairfield
St. Albans, Vermont**

POLICY ON SUBPOENAS

Code: E12

Whenever an employee of the Franklin Central Supervisory Union member School Districts 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 or to the Superintendent. The Superintendent, Principal/Designee shall provide a copy to school council 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 educational records in response to a subpoena without first consulting with the administration and/or school counsel as described above.

	FCSU	SACS	G10 FFCS	G10 SATEC
First Reading:	10/14/03	11/8/01	11/12/01	11/14/01
Date Warned:	12/06/03	11/9/01	11/14/01	11/26/01
Hearing Date:	12/16/03	12/6/01	11/26/01	12/19/01
Date Adopted:	12/16/03	12/6/01	11/26/01	12/19/01