



Reading Elementary School
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Subpoena Policy

Whenever an employee of the Windsor Central Supervisory Union is served with a subpoena relating to his/her work with the district, and directing him/her to appear and testify and/or to produce records, that employee shall immediately provide a copy to the building principal or to the Superintendent. The Superintendent, Principal, or designee shall provide copy to school counsel for review and advice.

The subpoena shall be served directly to the employee. The teacher or administrator so served will be regarded as an expert witness, and as such, shall be paid by the summoning party his/her daily wage for those days required to produce records and/or to testify.

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 such a subpoena without first consulting with the administration and/or school counsel as described above.

<u>Unit: Board of:</u>	<u>Warned</u>	<u>Adopted</u>	<u>Re-warned:</u>	<u>Re-adopted</u>
Reading	4/25/06	5/16/06		