



Policy Committee Meeting
Tuesday, November 12, 2024
9:00 AM
Remote Session

- I. CALL TO ORDER, VERIFICATION OF QUORUM
- II. APPROVAL OF MINUTES
 - A. Approval of minutes from the October 1, 2024 Policy Committee Meeting.
- III. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS
 - A. 6146: Graduation Requirements
 - B. 1331: Video Monitoring and Recording Devices
 - C. 3150: Board Budget Procedures and Line Item Transfers
 - D. 1258: Non-Discrimination (Community)
 - E. MOU Between Weston Board of Education and Weston Youth Services
- IV. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS
- V. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE
 - A. The next scheduled meeting of the Policy Committee is December 3, 2024 (remote meeting).
- VI. ADJOURNMENT

Policy Committee Meeting
Tuesday, October 1, 2024
9:00 AM
Remote Session

Present: Steven Ezzes, Sharon Ferraro, Michael Guido. Present: 3.

I. **CALL TO ORDER, VERIFICATION OF QUORUM**

The meeting was called to order at 9:01 AM

Additional Attendees:

Lisa Barbiero, Superintendent; Tina Henckel, Assistant Superintendent

Move that the Policy Committee begin the October 1, 2024 meeting.

Carried with a motion by Guido, Michael and a second by Ezzes, Steven.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Michael Guido: Yea

Yea: 3, Nay: 0

II. **APPROVAL OF MINUTES**

A. **Approval of minutes from the September 10, 2024 Policy Committee Meeting.**

Move that the Policy Committee approve the minutes from the September 10, 2024 meeting. Carried with a motion by Guido, Michael and a second by Ezzes, Steven.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Michael Guido: Yea

Yea: 3, Nay: 0

III. **DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS**

A. **4118.11 and 5145: Non Discrimination (Personnel and Students)**

There have been recent changes to these policies which we are required to make, so we are providing these updates to the committee before bringing them to the Board for a first read.

B. **4118.13 and 5114.7: 504/Disabilities (Personnel and Students)**

There have been recent changes to these policies which we are required to make, so we are providing these updates to the committee before bringing them to the Board for a first read.

C. **MOU Between Weston Board of Education and Weston Youth Services**

Superintendent Barbiero presented this MOU and indicated it is still in a draft phase. It is being reviewed by Weston Youth Services. It will come back to the committee at the next meeting and then go to the Board.

D. **6146: Graduation Requirements**

The full update isn't ready to bring to the committee at this time. There are four specific updates to the law that have not just been reflected in our graduation policy. We have begun to make some language edits and clean up the way that the graduation

policy currently looks and will be presented to the policy committee in November.

IV. DISCUSSION OF POLICIES, REGULATIONS, AND BYLAWS IN FUTURE MEETINGS

V. NEXT SCHEDULED MEETING OF THE POLICY COMMITTEE

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A. The next scheduled meeting of the Policy Committee is November 5, 2024 (remote meeting).

The committee agreed to change the date of the next committee meeting to November 12 due to the conflict with Election Day on November 5.

VI. ADJOURNMENT

The meeting adjourned at 9:48 AM.

Move that the Policy Committee adjourn the October 1, 2024 meeting. Carried with a motion by Ezzes, Steven and a second by Guido, Michael.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Michael Guido: Yea
Yea: 3, Nay: 0

Respectfully submitted by:
Jodi Sacchetta

InstructionGraduation RequirementsHigh School

I. To meet the requirements for a diploma from Weston High School, a student must successfully complete a minimum of twenty-five (25) credits in grades nine through twelve as outlined below, unless otherwise determined by a student's PPT in accordance with state and federal law ~~(PA No. 24-25, Section s 9 and 10)~~

I.	A.	Humanities, Including World Language and the Arts	10.0
		i. English (See Section II)	4.0
		ii. Social Studies	3.0
		• 1.0 US History	
		• 0.5 American Government	
		• 1.5 Other	
		iii. Visual and Performing Arts	1.0
		iv. World Language	1.0
		v. Humanities Elective	1.0
	B.	Science, Technology, Engineering and Mathematics	9.0
		i. Mathematics	3.0
		ii. Science	3.0
		• 1.0 Lab life science	
		• 1.0 Lab physical science	
		• 1.0 Other	
		iii. STEM Electives	3.0
	C.	Physical Education and Wellness	1.0
	D.	Health and Safety	1.0
	E.	Electives – any area	2.5 3.0

E.F. Personal Finance .5

~~F.G. Mastery Based Assessment – Portrait of the Graduate (See Section III)~~ 1.0

~~G.H. Personal Finance and Financial Literacy:~~

- ~~i. (Starting with the Class of 2027, Can fulfill a 0.5 overall elective or Humanities elective credit and must be fulfilled through a personal finance and Financial Literacy courses.~~

TOTAL **25.0**

~~H. Every student must successfully complete the Weston High School Writing Portfolio.~~

~~III. Every student must successfully complete the Weston High School Portrait of the Graduate.~~

IV. In addition to other graduation requirements, seniors must pass a minimum of three credits during the senior year, including one credit in English, to qualify for graduation.

V. Full-Time Status – The course load expectations for full-time status are:

- A. Freshmen and Sophomores: Seven courses each semester, all of which must be graded “A” – “F”.
- B. Juniors and Seniors: Six courses each semester, all of which must be graded “A” – “F”.

Notwithstanding the foregoing, the minimum number of credits required for graduation is 25.

VI. Credits awarded by accredited secondary public and private high schools will be accepted toward fulfillment of the twenty-five (25) required credits.

- A. Courses completed prior to enrollment at Weston High School will be documented by attaching the official transcript from the previous institution, reflecting course completion and earned credit, to the Weston High School transcript. Grades awarded for such courses shall not be included in the student’s GPA.
- B. Courses completed for credit recovery while enrolled at Weston High School will be reflected on the Weston High School transcript.

VII. Credit for courses taken online will be subject to Policy 6146.2

~~VIII.~~ The .5 Personal Finance credit may be applied to the Humanities elective, math course or general elective requirements.

VIII. ~~IX.~~ Community Service statement: A (.5) credit in community service, may be awarded to a student who completes ____ hours of community related activities, which may include partisan political activities, and is approved by the principal.

~~IX.X.~~ All exceptions, including any courses taken pursuant to paragraphs VI and VII above, must be specifically pre-approved in writing by the principal.

Regulation approved	March 5, 1991
Regulation revised	February 25, 2014 June 6, 2016 February 28, 2017 May 20, 2019 November 15, 2021

WESTON PUBLIC SCHOOLS
Weston, Connecticut

1331

Use of Video Monitoring and Recording Devices and Video Recordings

The Weston Board of Education (“Board”) recognizes the need to maintain appropriate conduct in the buildings and on the grounds of the Weston Public Schools (the “District”). Accordingly, the Board authorizes the installation ~~of~~ and use of video monitoring and recording devices ~~which produce video coverage and recordings~~ in its school buildings and on school grounds to aid in maintaining enhance the safety and security of students, staff, and visitors; to protect school property; to monitor student and adult and ensuring appropriate behavior in the school setting; and as may otherwise be permitted by state and federal law.

The video records from these devices, which provide video coverage only, may be used to assist school administrators in deciding appropriate disciplinary action or for other appropriate purposes as determined by the school administration. In cases where video recordings concern conduct that may be in violation of the law, the video recordings may be shared with police officials.

The Board ~~of Education~~ further authorizes the administration to allow access to video monitoring and recording devices and video recordings by law enforcement for the limited purposes, and in the limited manner, specified in Aadministrative Regulation 1331.

Legal References:

Connecticut General Statutes §10-221; _____ -Boards of ~~e~~Education to prescribe rules, policies and procedures

Connecticut General Statutes §31-48b, _____ Use of electronic surveillance devices employers limited. Prohibition on recording negotiations between employers and employees

Connecticut General Statutes §31-48d _____ -Employers ~~e~~Engaged in ~~e~~Electronic ~~M~~onitoring required to give prior notice to employees. Exceptions. Civil penalty

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.

Office of the Public Records Administrator, Retention Schedule M1-General Administration Records

Office of the Public Records Administrator, Retention Schedule M8-Education Records

Title I— Amendments to the Individuals with Disabilities Act. (PL 105-17) Family Education Rights and Privacy Act

Commented [ADP1]: The law is complex when surveillance equipment has audio capability. As such, we recommend that Weston not audio record as part of its general electronic monitoring of school buildings and grounds, and that the Board make that clear in its policy.

If the Board allows audio recordings on school buses, that can be addressed in the Board’s separate policy regarding video surveillance on buses, which we would be happy to discuss.

Policy References:

Policy and Administrative Regulation 5145.12, Search and Seizure

Policy and Administrative Regulation 5131.2, Video and Audio Recording on School Buses

Policy adopted: July 21, 2014

Policy Revised: July 27, 2020

[Policy Revised:](#)

WESTON PUBLIC SCHOOLS

Weston, Connecticut

Commented [ADP2]: We recommend that the Board review this policy and would be happy to assist in that process, if helpful.

Commented [ADP3]: Insert new revision date if Board revises the policy.

R 1331

Use of Video Monitoring Devices and Video Recordings

The Weston Board of Education (“Board”) recognizes the need to maintain appropriate conduct in the buildings and on the grounds of the Weston Public Schools (the “District”). Accordingly, the Board authorizes the installation and use of video monitoring and recording devices in its school buildings and on school grounds to aid in maintaining security of and ensuring appropriate behavior in the school setting. The video records from these devices, which provide video coverage only, may be used to assist school administrators in deciding appropriate disciplinary action or for other appropriate purposes as determined by the school administration. In cases where video recordings concern conduct that may be in violation of the law, the video recordings may be shared with police officials.

A. Video Surveillance Rules

1. The District shall annually notify its students, their parents/guardians, and its staff that video surveillance may occur on any school property or grounds, and the District shall post signs at each building with video cameras.
2. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building administrator or designee.
3. The system can be used for live, day-time viewing and/or night-time monitoring and surveillance of school buildings and grounds.
4. The use of video recordings from surveillance equipment shall be subject to the other policies of the District, including policies concerning the confidentiality of student and personnel records.
5. The District or its administrators may use video surveillance for any legitimate educational or operational purposes, including but not limited to: a) monitoring and protecting District property from vandalism or theft; b) fostering the safety and security of students, staff, and visitors during or after school and/or while participating in school functions; c) cooperating with specific law enforcement inquiries and proceedings; and d) when warranted, investigating and/or remediating specific disciplinary situations.
6. Authorized officials of the District may access the videotapes as needed to fulfill their professional responsibilities.

B. Operation of the Video Surveillance System

Cameras will be installed and used as directed by the Superintendent of Schools or his/her designee.

1. Video cameras will be installed and utilized in areas recommended by the building administration and approved by the Superintendent.
2. Video recording equipment will be installed prominently. Equipment will not be placed in areas where students, employees, and the general public have a reasonable expectation of privacy.
- ~~2-3.~~ Video recording equipment may be in operation 24 hours per day.
- ~~3-4.~~ Building principals, other administrators, and other personnel working with the video surveillance system will be required to review and apply these regulations in performing their duties and functions related to operation of the system.
- ~~4-5.~~ Staff and students are prohibited from unauthorized use of, tampering with, or otherwise interfering with video records and/or video camera equipment. Staff and/or students found to violate this regulation will be subject to appropriate disciplinary action, consistent with District policies and procedures.
- ~~5-6.~~ The District will provide reasonable safeguards including, but not limited to, password protection and controlled physical access to protect the surveillance system from hackers, unauthorized users, and unauthorized use.
- ~~6-7.~~ Video monitors will be located in administrative offices.
8. Video surveillance equipment will be used in accordance with all Board policies.

Commented [ADP4]: Please confirm or modify, as appropriate.

C. Storage/Security

- ~~1. Recordings, and all copies thereof, will be stored and secured to ensure confidentiality.~~
1. Surveillance video recordings shall be maintained by the District for at least two weeks, after which time the tapes may be recycled. If a video recording becomes evidence in any kind of disciplinary proceeding or litigation; if notice of pending action has been filed with the town clerk and provided to the Board; if a request for access has been made and is still pending; or if a video recording otherwise takes on a status that would require a longer retention period according to the applicable retention schedule, the video recording must be retained for the amount of time specified by the records retention schedule of the State of Connecticut Public Records Administrator, or until all actions have been resolved, whichever time period is greater.
2. ~~Recordings-~~ Video recordings identified for review of student or adult incidents will be maintained in their original digital format pending resolution. The Recording will then be either released for erasure, copied for authorized law enforcement agencies, or retained as necessary as a part of the student's behavioral record, employee's personnel record District's records in accordance with -, or in another appropriate location in the case of an adult who is not an employee in accordance with the established Board policy, District procedures, and applicable law.

Commented [ADP5]: Please confirm the digital format is the original format.

3. ~~For bus videos, retrieval and viewing of stored video recordings will include a school administrator and/or transportation official from the district bus company designated by the Superintendent of Schools. Employees of the district bus company will sign an agreement reflecting that they will abide by the district's student records confidentiality policy and FERPA.~~

Commented [ADP6]: The Board maintains a separate policy on bus recordings.

Use

1. ~~Cameras will be installed and used as directed by the Superintendent of Schools or his/her designee.~~
2. ~~Staff and students are prohibited from tampering with or otherwise interfering with Camera equipment.~~
3. ~~Recordings will be stored for the period of at least fourteen (14) days.~~

D. Viewing Requests

1. ~~Requests to review video records will be addressed in accordance with all applicable state and federal laws and Board policy.~~

1.

2. All requests for review of video recordings that are considered an education record will be as follows:

~~Requests for viewing Recordings will be limited to the administration, security personnel, and other individuals authorized by the Superintendent or his/her designee. In the event that a Recording is utilized in connection with student discipline, the parent/guardian of the student, and/or the student if he/she has reached the age of eighteen (18), will be permitted to view the recording being used in connection with the discipline.~~

- a. All viewing requests must be submitted in writing to the Superintendent within five (5) school days of the date of the recording. Requests for viewing will be limited to those parents/guardians, students, and/or law enforcement officials with a direct interest in the proceedings. Only the portion of the video record concerning the related specific incident will be made available for viewing.

~~Approval/denial for viewing will be made in writing within no more than seven (7) school days of receipt of request and so communicated to the requesting individuals(s).~~

b.

~~Recordings will generally be made available for viewing within no more than five (5) school days of the request approval.~~

c.

d. Timelines may be adjusted as reasonably necessary, including for requests for viewing which arise at the end of a school year or prior to vacation periods.

~~2.~~ In the event that a video recording is utilized in connection with staff discipline, the staff member (and ~~his/her~~ the staff member's union representative, at the request of the employee) will be permitted to view the recording being used in connection with the discipline.

3.

~~3.~~ Except as stated below under Law Enforcement, requests for viewing recordings by parties other than those listed herein will only be granted as may otherwise be required by law. ~~Video recordings are related to school security, and in some cases may constitute confidential educational records pursuant to the Family Educational Rights and Privacy Act ("FERPA"), and are thus exempt from disclosure under the Freedom of Information Act ("FOIA").~~

4.

~~4. Approval/denial for viewing will be made in writing within no more than seven (7) school days of receipt of request and so communicated to the requesting individual(s).~~

~~5.4 Recordings will be made available for viewing within no more than five (5) school days of the request approval.~~

E. Viewing Process

~~1. Actual viewing will be permitted at school sites only or as otherwise required by law.~~

~~2.1~~ All viewing will include the building principal or designee and will take place in the school's administrative offices or as otherwise required by law, be done in the presence of a school administrator and/or a transportation official designated by the Superintendent of Schools.

~~3.2~~ A written log will be maintained of ~~those any persons~~ viewing video recordings. Such log shall include the date of viewing, the reason for viewing, the date the recording was made, and the signature of the viewer.

~~4.3~~ Video recordings remain the property of the District and may be reproduced only in accordance with law, applicable Board policy and regulations, District procedures regarding student and personnel records ~~policies and procedures~~, and applicable labor agreements.

- ~~1.~~
- ~~1.~~
- ~~2.~~
- ~~3.~~
- ~~4.~~

F. Student Records

1. A video surveillance record may become a part of a student's education record if it is directly related to a student and the video record is maintained by the District.
2. The District will comply with all applicable state and federal laws and Board policies related to maintenance, retention, access, and review of such records.

Student Records

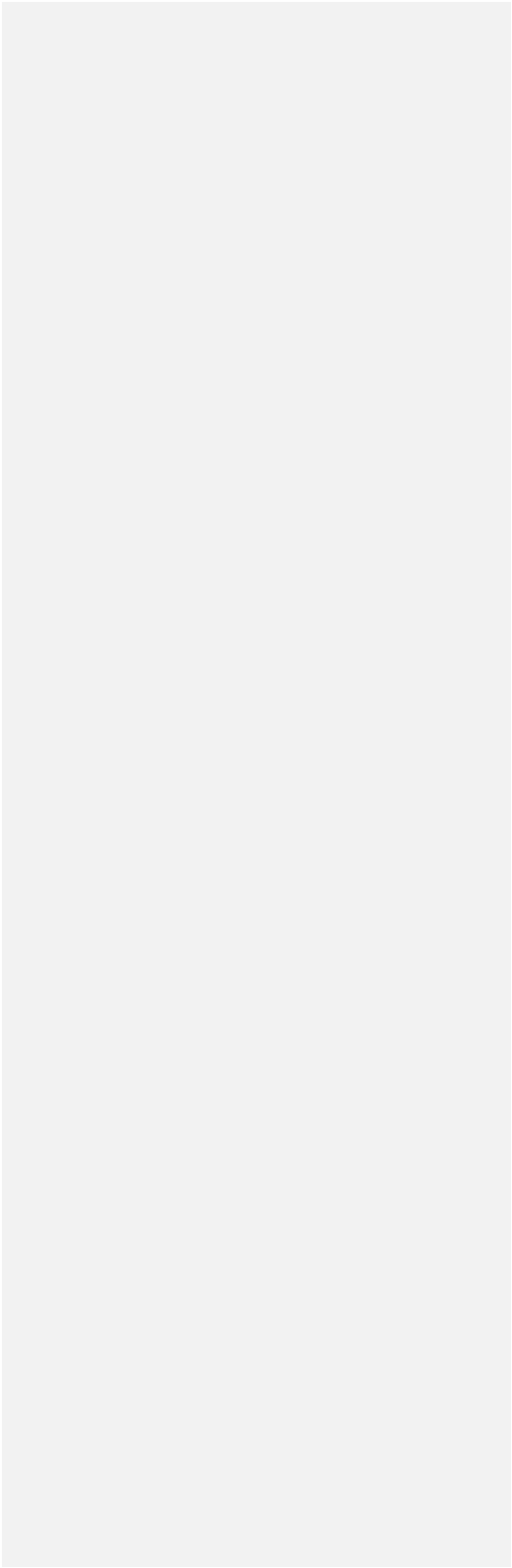
- ~~1. The District will comply with provisions of law regarding student records including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA), as applicable, in the District's use of video recordings ("Recordings"). Recordings considered for retention as a part of a student's behavioral record will be maintained in accordance with established procedures governing access, review and release of student records.~~
- ~~2. The District will include notice in parent/student handbooks that video monitoring and recording devices ("Cameras") are in use in schools and on school grounds. The District will include, as a part of its notice procedures, a link to this regulation and the governing policy.~~
- ~~3. Students should assume that the Cameras are in operation at all times.~~
- ~~4. A notice shall be posted at the entrance to each school indicating that Cameras are in operation. Such notice will be posted in a conspicuous location.~~

G. Staff Employee Records

1. Recordings considered for retention as part of an employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review, and release of employee personnel records.
2. This provision applies to all employees of the District as well as all contractors, agents, and their employees, as applicable.
- ~~2. The District will post notices in the main office of each school, and in a conspicuous location at other school facilities, that Cameras are in use in the District.~~
- ~~3. Staff should assume that the Cameras are in operation at all times.~~

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H. Law Enforcement

- ~~1. For the purposes of this section (“Law Enforcement”), “External Cameras” shall mean Cameras which monitor the areas on the outside of the schools and other District buildings. “Internal Cameras” shall mean Cameras which monitor the interior space of the schools and other District buildings.~~
- ~~2. The Weston Police Department (“WPD”) will be granted access to live video coverage of all External Cameras which monitor the areas outside of the school buildings.~~
- ~~3. The WPD will be provided with a code to gain access to the live video on the Internal Cameras which may only be used in the case of an active threat of physical violence within the District. The District will monitor the use of this code to ensure compliance with this section.~~
- ~~4. The District does not authorize the use of the Internal Cameras for criminal investigations or monitoring other than may be related to the monitoring authorized in subsection 3 above. However, the Superintendent of Schools or his/her designee, in his/her discretion, may authorize the WPD to access the Internal Cameras for use in an active police investigation. Such authorization must be in writing.~~
- ~~5. The District does not authorize the WPD to make recordings of the live video on the External Cameras and Internal Cameras. The WPD and/or other law enforcement agencies may request access to recordings by contacting the Superintendent or his/her designee. Unless access to recordings is required by law, access to such recordings will be at the discretion of the Superintendent or his/her designee. In the event that a recording constitutes a confidential student record, the recording may only be provided to the WPD, or other law enforcement agency, as permitted by FERPA.~~
1. In the event of a criminal investigation, the Weston Police Department (the “Department”) or other law enforcement agencies may request access to video images, live or recorded, by making a request for access to the Superintendent. Access may be granted by the Superintendent or other such certified administrator as designated by the Superintendent only when determined by the Superintendent to be appropriate under state and federal law.
2. In the absence of express permission from the Superintendent, the Department may only access the District’s live streaming video and/or recorded images from school cameras in emergency circumstances, including an emergency

Commented [ADP7]: This section was revised to reflect the provisions of the SRO MOU. In the alternative, the district could simply state that the Weston Police Department, other law enforcement agencies, and the School Resource Officer (“SRO”) will be permitted access to video images, live and recorded, in accordance with applicable law and the SRO agreement between the parties.

alarm originating from one of the school facilities or grounds or a 911 call pertaining to a school facility/grounds. Any such access by the Department shall only be made for the purpose of the Department and other law enforcement or first responders aiding in the public safety emergency response to a school facility.

3. A virtual private network will be used for live viewing by the Department when authorized by these regulations. Other than system tests conducted by the Chief of Police or designee(s), conducted on a periodic basis at times when students are not present in the building, the Department will not be permitted to routinely view District video images, live or recorded, to monitor the schools or grounds.
4. Notwithstanding the above, any School Resource Officer (“SRO”) assigned to the District’s schools will have access to live video images captured at the school at which the SRO is assigned, during the days and hours in which the SRO is performing such assignment, in order to help maintain school security.

Legal References:

Connecticut General Statutes §10-221 Boards of education to prescribe rules, policies and procedures

Connecticut General Statutes §31-48b, Use of electronic surveillance devices employers limited. Prohibition on recording negotiations between employers and employees

Connecticut General Statutes §31-48d Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.

Office of the Public Records Administrator, Retention Schedule M1-General Administration Records

Office of the Public Records Administrator, Retention Schedule M8-Education Records

Connecticut General Statutes, 10-221, Boards of Education to prescribe rules

Connecticut General Statutes, Section 31-48d, Employers Engaged in Electronic Monitoring

Titles I—Amendments to the Individuals with Disabilities Act (PL 105-17)

Family Educational Rights and Privacy Act

Policy References:

Policy and Administrative Regulation 5145.12, Search and Seizure

Policy and Administrative Regulation 5131.2, Video and Audio Recording on School Buses

Adopted:

Commented [ADP8]: Insert relevant dates.

~~[NOTE TO CLIENT: Effective July 1, 2024, Public Act 24-45 authorizes a local board of education, rather than the town, to make deposits of unexpended education funds into a nonlapsing account, provided certain conditions are met, including that the board of education authorize expenditures from such account only for educational purposes. If a board of education would like to include policy language setting forth additional guidelines or criteria for expenditures from such account, it may do so. Shipman & Goodwin is available, on a case-by-case basis and upon request, to provide legal advice regarding such additional guidelines or criteria.]~~

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS *(Local Board of Education Version)*

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the “Board”) shall prepare an itemized estimate of its budget each year for submission to the fiscal authority (*i.e.*, Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) (the “Fiscal Authority”) for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- Property
- Utilities
- Grounds Maintenance
- Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the “Itemized Estimate.”

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or the Superintendent's designee in the development, administration and monitoring of the budget.

The Superintendent and/or the Superintendent's designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board at the ~~OPTIONAL, if two meetings are held each month: second~~ regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

<u>Period Covered</u>	<u>Submitted</u>
July, August, September	October
October, November, December	January
January, February, March	_____ March
March, April <u>April, May, June</u>	_____ May

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources, including any unexpended funds that have

been set aside in a nonlapsing account as authorized by law and described below, for educational purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Unexpended Funds

Notwithstanding any provision of the general statutes, municipal charter, home rule ordinance, or other ordinance, the Board may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation, in an amount not to exceed two per cent of the total budgeted appropriation for such prior fiscal year. Each expenditure from the account must be authorized by the Board and shall be made only for educational purposes, in accordance with state law.

Legal Reference:

Conn. Gen. Stat. § 10-221
 § 10-222
 § 10-248a
 Public Act 24-45, “An Act Concerning Education Mandate Relief, School Discipline and Disconnected Youth.”

ADOPTED (3150 and former 3160:_____): February 5, 1990

REVISED: _____: March 17, 2014

REVISED:

8/7/2024

Business**Board Budget Procedures and Line Item Transfers**

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education shall prepare an itemized estimate of its budget each year for submission to the Board of Finance for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories are divided into one or more line items/cost centers:

- Salaries
- Employee Benefits
- Purchased Services
- Tuition
- Supplies
- Books
- Property-Equipment
- Utilities
- Other

The Board of Education shall review the recommendations and suggestions made by the Board of Finance as to how it may consolidate noneducational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations it shall provide the Board of Finance a written explanation of the reason for the rejection.

Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. At a minimum, a quarterly budget report shall be prepared in the same format as the annual budget showing for each line item the appropriated budget amount, paid expenses, encumbered expenses, projected expenditures, difference between the total projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such quarterly budget report shall be presented to the Board of Education at the regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

Period Covered

Submitted

July, August, September
October, November, December
January, February, March
April, May, June

October
January
April
September

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers from one line item (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for the transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%), on a cumulative basis, of the then current annual budget. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education and a written explanation of such transfer shall be provided to the Board of Finance and Board of Selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

The Board of Education may transfer any unexpended or unencumbered portion of any appropriation for school purposes to any other item within that appropriation.-The Board of Education shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board shall notify the Board of Finance and the Board of Selectmen and submit a request for such necessary additional funds. No additional funds shall be expended unless such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference:

Connecticut General Statutes § 10-222, Appropriations and Budget

Public Act 13-60, An Act Concerning Consolidation of Noneducational Services

Town of Weston Charter

Policy Adopted (3150 and former 3160): February 5, 1990

Policy Revised: March 17, 2014

Note: This Policy replaces former Policy 3160

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Relations

NON-DISCRIMINATION

Protected Class Discrimination Prohibited:

It is the policy of the _____ Weston Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the _____ Weston Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board, subject to the conditions and limitations established by law. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities, as well as the District website. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination: Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual's actual or perceived membership in a Protected Class.

B. Harassment: Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

~~[contact information]~~ Director of Pupil Personnel Services

C. Gender identity or expression: Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be

shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

D. Sexual orientation: Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

E. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in the United States Army, Navy, Marine Corps, Coast Guard, Air Force, and Space Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

F. Race: The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic violence: Domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which

such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #4118.11— [Insert Policy #], Policy Regarding Prohibition of Sex Discrimination, Including Sex-Based Harassment (Personnel), or Policy #5145— [Insert Policy #], Policy Regarding Prohibition of Sex Discrimination, Including Sex-Based Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy #4118.13— [Insert Policy #], Section 504/ADA (Personnel), or Board Policy #5114.7— [Insert Policy #], Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

Any individual who believes a community member has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to ~~[IDENTIFY APPROPRIATE PERSONNEL]~~ **Director of Pupil Personnel Services** in accordance with the Board’s complaint procedures included in the Board’s Administrative Regulations Regarding Non-Discrimination/Community, which accompany this policy, and are available online at

https://www.westonwomensleague.org/mainstreetweston?fbclid=IwY2xjawGYexpleHRuA2FlbQIxMQABHcP1DZwKHic6tGvrgD2cJe3yMuTUna7oPdEuM5YvgNQ3zU-wczDbEV1Gog_aem_J4qpOZEt2eO7WqkFRo54jg ~~[Insert website address for Board policies]~~ or upon request from the main office of any District school.

Reporting to State and Federal Agencies:

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Equal Employment Opportunity Commission (employees only):

Equal Employment Opportunity Commission, Boston Area Office

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR
3. who would like a copy of the Board’s complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator or the following District official:

[Insert name/title, address, telephone number, e-mail address] Director of Human Resources

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board’s policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District’s Title IX Coordinator:

[Insert name/title, address, telephone number, e-mail address] Director of Pupil Personnel Services

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board’s policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District’s Section 504/ADA Coordinator:

[Insert name/title, address, telephone number, e-mail address] Director of Human Resources

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”
defined
Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination
Statutes”

ADOPTED: _____: January 22, 2018

REVISED: _____: May 17, 2021

REVISED:

9/11/2024

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (COMMUNITY MEMBERS)

Protected Class Discrimination Prohibited:

It is the policy of the Weston Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the Weston Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board, subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class harassment or discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or personnel will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of a student or an employee based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy ~~#4118.11~~ **[Insert Policy #]**, Prohibition of Sex Discrimination, Including Sex-Based Harassment (Personnel), or Policy ~~#5145~~ **[Insert Policy #]**, Policy Regarding Prohibition of Sex Discrimination, Including Sex-Based Harassment (Students). Complaints involving allegations of discrimination or harassment of a student or an employee based on disability will be addressed in accordance with the procedures set forth in Board Policy ~~#4118.13~~ **[Insert Policy #]**, Section 504/ADA (Personnel), or Board Policy ~~#5114.7~~ **[Insert Policy #]**, Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex,

sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District’s Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District’s Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Any individual who believes that they, or another individual, has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to ~~Insert Here the Names and Contact Information of Appropriate School Personnel~~Director of Pupil Personnel Services in accordance with the Board’s complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Community.

Complaint Procedure:

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

As soon as an individual feels that they, or another individual, has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged have experienced Protected Class discrimination/harassment (the “complainant”) and any individual accused of Protected Class discrimination/harassment (the “respondent”) (if applicable) will be provided a copy of the Board’s policy and regulation and made aware of the individual’s rights under this policy and regulation. In the event reported conduct allegedly violates more than one policy, the Board will coordinate an investigation in compliance with the applicable policies, laws and regulations.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form, or request the assistance of a District administrator to do so.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) under this complaint procedure, the Superintendent shall promptly investigate the complaint, or designate a District administrator or other trained individual to do so. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of a community member, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;
2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
4. Review any records, notes, statements, or other documents relevant to the complaint;
5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (e.g., "Consequences were imposed.");
7. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary;
9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps designed to avoid continuing discrimination or harassment;
10. After receiving the written notice of the outcome, parties shall have ten (10) school days to submit a formal written statement of appeal, if they so choose, to the Superintendent challenging the outcome of the investigation and explaining the basis for appeal. Upon receipt of an appeal, the Superintendent shall appoint a decisionmaker(s) for the appeal, who may be the Superintendent or designee. The decisionmaker(s) for the appeal will provide the appealing party's written statement to the non-appealing party. The non-appealing party will then have ten (10) school days to submit to the decision-maker(s) for the appeal a written statement in support of, or challenging, the outcome of the investigation. The decisionmaker(s) for the appeal shall review the evidence and the information presented by the parties and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator(s) and the parties, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the written outcome. Generally, a party's disagreement with the outcome of the investigation, alone, will not be basis for further action. The decisionmaker(s) for the appeal will attempt to issue written notice of the outcome of the appeal to the parties within thirty (30) school days of receipt of all written statements from the parties.

Complaint Procedure for Superintendent/Board Member Complaints:

Any district administrator or Board member who receives a complaint of discrimination, harassment or retaliation of a community member by a Board Member and/or the Superintendent shall forward the complaint promptly to the **Insert Contact Information** **Director of Pupil Personnel Services**. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an investigator different from the investigator who investigated the complaint.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a community member, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board’s Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination and harassment.

Reporting to State and Federal Agencies:

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR

3. who would like a copy of the Board’s complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any building administrator or the following District official:

~~[Insert name/title, address, telephone number, e-mail address]~~ **Director of Human Resources**

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board’s policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District’s Title IX Coordinator:

~~[Insert name/title, address, telephone number, e-mail address]~~ **Director of Pupil Personnel Services**

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board’s policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District’s Section 504/ADA Coordinator:

~~[Insert name/title, address, telephone number, e-mail address]~~ **Director of Human Resources**

REGULATION ADPOTED: May 17, 2021

REVISED:

9/11/2024

DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Relationship of reporter to the District _____

Name of the complainant/victim _____

Relationship of complainant/victim to the District _____

Date of the complaint _____

Date of the discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy: _____

9/11/2024

Community/Board Operation

Non-Discrimination

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, gender identity or expression, veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, ancestry, alienage, disability (including pregnancy), genetic information, gender identity or expression, or veteran status.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

For the purposes of this policy, "veteran" means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, "race" is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective

hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Any individual wishing to file a complaint regarding discrimination may obtain a copy of the Board’s complaint procedures and complaint form which are included in the Board’s Administrative Regulations Regarding Non-Discrimination. These regulations accompany this policy and are available online www.westonps.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Policy and Administrative Regulation #4118.12/4218.12, Sex Discrimination/Harassment in the Workplace (Personnel); Policy and Administrative Regulation #5114.6, Sex Discrimination and Sexual Harassment (Students); Policy and Administrative Regulation #4118.13, Disability and Accommodations (Personnel), Policy and Administrative Regulation 4118.11/4218.11, Non-Discrimination (Personnel) and Policy and Administrative Regulation #5145, Non-Discrimination (Students)).

Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617) 289-0111
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Individuals may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission and/or the Connecticut Commission on Human Rights and Opportunities:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center

Boston, MA 02203
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination, may contact:

The Human Resources Manager

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator:

The Director of Special Education

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of disability may contact the Board's ADA Coordinator:

The Human Resources Manager

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008,
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 10-153. Discrimination on basis of marital
status
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual
orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination:
Employment.
Public Act 17-127, An Act Concerning Discriminatory Practices Against

Veterans, Leaves of Absence for National Guard Members, Application
for Certain Medicaid Programs, and Disclosure of Certain Records to
Federal Military Law Enforcement

Policy Adopted: January 22, 2018

Policy Revised: May 17, 2021

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Community/Board Operation

Non-Discrimination (Complaint Procedure)

It is the policy of the Weston Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability (including pregnancy), genetic information, gender identity or expression, or veteran status is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, gender identity or expression, or veteran status.

If a complaint involves allegations of discrimination or harassment, such complaints will be handled, as appropriate, in accordance with other Board policies (e.g., Policy and Administrative Regulation #4118.12/4218.12, Sex Discrimination/Harassment in the Workplace (Personnel); Policy and Administrative Regulation #5114.6, Sex Discrimination and Sexual Harassment (Students); Policy and Administrative Regulation #4118.13, Disability and Accommodations (Personnel), Policy and Administrative Regulation 4118.11/4218.11, Non-Discrimination (Personnel) and Policy and Administrative Regulation #5145, Non-Discrimination (Students)).

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The district will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of harassment or discrimination on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), genetic information, gender identity or expression, or veteran status. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and implementing Administrative Regulations to staff and students in an effort to maintain an environment free of harassment and discrimination.

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability (including pregnancy), genetic information, gender identity or expression, or veteran status he/she should make a written complaint to the Superintendent, or his/her designee. The individual and any respondent (if applicable) will be provided a copy of the Board's policy and regulation and made aware of his/her rights.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,
- D. Name(s) of the harasser(s) or discriminator(s),
- E. Location where such harassment/discrimination occurred,
- F. Names of any witness(es) to the harassment/discrimination,
- G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
- H. Proposed remedy.

Any individual who makes an oral complaint of harassment or discrimination will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the staff member receiving the oral complaint will either reduce the complaint to writing or assist the individual with completing the written complaint form.

All complaints received by staff members are to be forwarded immediately to the Superintendent or his/her designee. Upon receipt of a complaint alleging harassment or discrimination under this complaint procedure, the Superintendent or his/her designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator ("respondent") and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by

all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination, the investigator should:

1. offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
2. provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;
5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
6. communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);

8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;
9. if either party to the complaint is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

A complainant alleging race, color, national origin, alienage, ancestry, sex, disability or age discrimination may file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 800-477-5737).

An employee alleging discrimination related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER: 800-669-4000) and/or with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 800-477-5737).

Regulation Adopted May 17, 2021

WESTON PUBLIC SCHOOLS
Weston, Connecticut

DISCRIMINATION COMPLAINT FORM

(For complaints based on race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, gender identity or expression, or veteran status)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy: _____

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
NUTMEG-WESTON BOARD OF EDUCATION
AND THE
NUTMEG-WESTON YOUTH SERVICES BUREAU

This agreement (“Agreement”) is made by and between the NutmegWeston Board of Education (the “Board”) and the Nutmeg-Weston Youth Service Bureau-(the “YSBWYSB”) (collectively, “the Parties”).

WHEREAS, section 23 of Public Act 24-45, provides in relevant part:

(b) A local or regional board of education shall, upon request of the youth service bureau that provides services for such board, enter into a memorandum of understanding with such youth service bureau regarding the circumstances under which educational records of students may be shared between the board and the youth service bureau in the provision of services for which such youth service bureau is providing for such board.

(c) Any memorandum of understanding entered into under this section shall require that the local or regional board of education shall provide, and such youth service bureau shall receive and maintain, any educational records of students in a manner that is in accordance with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and 34 CFR 99.1 et seq., as amended from time to time.

and,

WHEREAS, the Board and the YSBWYSB agree that students and their families working with the YSBWYSB can benefit from collaboration between the Board and the YSBWYSB, and such collaboration can include school officials sharing educational records of certain students with YSBWYSB personnel and YSBWYSB officials sharing information about such students with school officials, as contemplated by the enactment of Section 23 of Public Act 24-45, and

WHEREAS, the Board may delegate to the YSBWYSB services or functions to support students and their families, and

WHEREAS, access to personally-identifiable student information for YSBWYSB personnel providing such services or functions will aid YSBWYSB personnel in performing such services or functions on behalf of the Board as described herein

Whereas, YSBWYSB personnel performing such services or functions on behalf of the Board may be considered school officials as defined by the regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g at 34 C.F.R. § 99.31(a)(1),

NOW, THEREFORE, the Parties agree to the following:

1. When the Board has delegated responsibilities to the YSBWYSB for any of the services and

functions listed in Paragraph 2 below, the Board, acting through the Superintendent or designee, may provide YSBWYSB personnel providing such services or functions personally-identifiable student information related to the behavior, discipline, disability, attendance, and academic performance of such student or students served by the YSBWYSB as required to fulfill such responsibilities.

2. Such services or functions performed by YSBWYSB personnel on behalf of the Board may include the following:

- attendance support and truancy prevention, including participation on attendance review teams in accordance with Conn. Gen. Stat. § 10-198c(b)(2)
- programming for students subject to exclusionary discipline,
- behavioral health evaluation,
- crisis intervention,
- trauma support,
- individual therapy, family therapy, or group therapy, teen pregnancy programs,
- employment and training programs,
- leadership development programs,
- mentoring,
- life skills training,
- community service,
- service learning,
- teen parent education,
- after-school programming,
- summer programming.
- needs assessment and planning,

Nothing in this section shall be construed to require the YSBWYSB to deliver services or provide functions other than those specifically agreed to.

3. The Parties agree that the YSBWYSB personnel providing such services or functions shall be under the direct control of the Board with respect to the use and maintenance of such education records, in accordance with Board of Education Policy #5125: Confidentiality and Access to Student Records.

4. The YSBWYSB and its personnel shall not use student information, student records and student-generated content for any purposes other than those authorized pursuant to this Agreement.

5. The YSBWYSB shall take such actions necessary ~~and establish such protocols necessary~~ to ensure the security and confidentiality of information provided to the YSBWYSB in accordance with this Agreement.

6. As to information it receives in accordance with this Agreement, the YSBWYSB and its personnel will comply with the provisions of the Family Rights and Privacy Act (FERPA), 20

U.S.C. § 1232g, as amended from time to time, and 34 CFR 99.1 et seq., as amended from time to time, as well as with the provisions of the Student Data Privacy Act, Conn. Gen. Stat. § 10-234aa et seq., as set forth in Appendix A.

7. All obligations assumed by the YSBWYSB under this Agreement shall be equally applicable to any employee, agent, volunteer, officer, director, or other individual working with, through, or under the YSBWYSB, who has access to any personally-identifiable information from a student educational record. It is the obligation of the YSBWYSB to ensure compliance with this provision.

8. This Agreement controls over any prior agreements between the Parties concerning student information.

9. The Board or the YSBWYSB may terminate this Agreement by notifying the other party in writing of that action. In such case, at the request of the YSBWYSB the Board shall enter into a revised memorandum of understanding with the YSBWYSB regarding the circumstances under which the Board may share educational records of students with the YSBWYSB in connection with the provision by the YSBWYSB of services to the Board.

Agreed to:

NUTMEGWESTON BOARD OF EDUCATION
SERVICES BUREAU

NUTMEGWESTON YOUTH

Its Superintendent

Its Director

APPENDIX A

The following obligations as set forth in Conn. Gen. Stat. are applicable to the YSBWYSB as to the use of personally-identifiable student information the Board provides to the YSBWYSB in accordance with this Agreement:

- (1) Student information, student records and student-generated content are not the property of or under the control of YSBWYSB;
- (2) The Board may request that the YSBWYSB delete any student information, student records or student-generated content in the possession of the YSBWYSB that is not (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the YSBWYSB provided that the Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery;
- (3) The YSBWYSB shall not use student information, student records and student-generated content for any purposes other than those authorized pursuant to this Agreement;
- (4) A student, parent or legal guardian of a student may review personally identifiable information contained in student information, student records or student-generated content and correct erroneous information, if any, in such student record by requesting that the YSBWYSB make that correction;
- (5) The YSBWYSB shall take appropriate actions designed to ensure the security and confidentiality of student information, student records and student-generated content;
- (6) The YSBWYSB shall notify the Board, in accordance with the provisions of Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student information, student records or student-generated content;
- (7) The YSBWYSB shall not retain or have access to student information, student records or student-generated content upon the expiration of this Agreement;

10. (8) The YSBWYSB and the Board shall ensure compliance with the Family Educational Rights and Privacy Act, 20 USC 1232g, Board of Education Policy #5125: Confidentiality and

Access to Student Records, as amended from time to time;

(9) The laws of the state of Connecticut shall govern the rights and duties of the YSBWYSB and the Board; and

(10) If any provision of this Agreement or the application of this Agreement is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this Agreement that can be given effect without the invalid provision or application.

DRAFT