

**Windsor Board of Education  
Policy Committee Meeting**

Tuesday, August 18, 2026 5:30 PM

BOE Policy Committee Meeting - Virtual via Zoom When: Aug 18, 2026 05:30 PM Eastern Time (US and Canada) Topic: BOE Policy Committee Meeting Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/84755212897> Join via audio: +1 301 715 8592 +1 646 558 8656 Webinar ID: 847 5521 2897

601 Matianuck Avenue  
Windsor, CT 06095

|    |                                                                                                                                                  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Call to Order, Pledge to the Flag, Moment of Silence<br><b>Speaker(s):</b> N. Wolliston                                                          |
| 2. | Audience to Visitors<br><b>Speaker(s):</b> N. Wolliston                                                                                          |
| 3. | Rewrite P/AR 4100 Recruitment and Selection and deletion of P 4211 Recruitment and Selection (Non-Certified)<br><b>Speaker(s):</b> D. Batchelder |
| 4. | Revised P/AR 5111 and Form 1 School Accommodation - Admission Residency<br><b>Speaker(s):</b> N. Abdel-Hady                                      |
| 5. | Revised P 5114 Student Discipline<br><b>Speaker(s):</b> N. Abdel-Hady                                                                            |
| 6. | NEW P 5123.3 Graduation Ceremonies (Participation)<br><b>Speaker(s):</b> N. Abdel-Hady                                                           |
| 7. | NEW P/AR 5131.81 Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices<br><b>Speaker(s):</b> N. Abdel-Hady         |
| 8. | Revised AR 6340 Guidelines for Acceptable Use of Computers, Networks, and the Internet (Students)<br><b>Speaker(s):</b> N. Abdel-Hady            |
| 9. | Adjournment<br><b>Speaker(s):</b> N. Wolliston                                                                                                   |

**Rational for Rewrite and Deletion of Policy/Administrative Regulation**

**(Rewrite) P/AR 4100 Recruitment and Selection**

**And**

**(Delete) P 4211 Recruitment and Selection (Non-Certified)**

This is a total rewrite of the current policy and deletion of P/AR 4100 Recruitment and Selection and deletion of P 4211 Recruitment and Selection (Non-Certified)

To comply with Public Act 26-12, effective October 1, 2026, this model policy and administrative regulation written by CABE, have been updated to incorporate the expanded job posting disclosures regarding wage ranges, benefit summaries, and paycode transparency guidelines.

Key Revisions include:

1. Job Posting Wage and Benefits Transparency (P.A. 26-12) requires all public, external, internal, transfer, and promotional job postings to include:
  - a. The wage rate or a good-faith wage/salary range; and
  - b. A general description of the position's benefits, including health insurance, retirement plans, fringe benefits, and paid leave options.
2. Paycode Transparency Guide Disclosure (P.A.26-12) mandates that districts with 100 or more employees maintain and publish a plain-language guide on their website detailing all pay codes used for overtime and wage differentials, available in multiple common languages spoken by staff.
3. Automated Employment Decision Technology Notice (P.A.26-12) requires advance written disclosure if AI or automated screening systems are used during recruitment.
4. TRB Reemployment Compliance (C.G.S. §10-183v) reaffirms the 45% maximum compensation cap for retired certified teacher in non-shortage areas, proper notification protocols, and health benefit rules.

The deletion of P 4211 is due to the fact that the rewrite of P/AR 4100 incorporates both Certified and Non-Certified employees.

## **Personnel -- Certified/Non-Certified**

### **Recruitment and Selection**

The Board directs the Superintendent to develop and maintain a recruitment program to attract and retain the most effective personnel, as defined by federal law, in the District's schools. All District teachers must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

### **Increasing Educator Diversity**

The Board of Education believes it is especially important to ensure that recruitment, hiring, and retention efforts increase educator diversity. The administration is directed to make a determined and substantial effort to ensure that the district's recruitment procedures increase diversity, consistent with C.G.S. §10-56ee and Public Act 23-167.

### **Fair Employment Practices and Public Notices**

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection, and appointment procedures.

The Superintendent shall ensure that the District is in compliance with provisions of Title I and the Every Student Succeeds Act (ESSA). Handbooks and recruitment materials shall comply with federal law regarding the qualifications of instructional personnel. Parent/guardians of students in Title I schools shall be informed annually of their right to request information regarding teacher and paraprofessional qualifications.

### **Job Posting Transparency (P.A. 26-12)**

Effective October 1, 2026, the Superintendent or designee shall ensure that all public, external, internal, promotional, and transfer job postings published or distributed by the District include:

1. The wage rate or a good-faith estimate of the wage/salary range for the position; and
2. A general description of the position's benefits, including health insurance, retirement options, fringe benefits, and paid leave provisions.

*(Districts with 100 or more employees shall also post on the District website a plain-language guide explaining all pay codes used for overtime and wage differentials, available in English, Spanish, and any common language spoken by members of the workforce.)*

### **Automated Employment Decision Technology**

If the District utilizes automated or AI-driven technology to screen job applications or evaluate employees, advance written notice shall be provided to candidates detailing the technology's purpose and the nature of the decision-making process.

## **Personnel -- Certified/Non-Certified**

### **Recruitment and Selection (continued)**

#### **Hiring of Retired Teachers**

**A retired teacher receiving benefits from the Teachers' Retirement Board (TRB) may be reemployed by the Board for up to one full school year in a position:**

1. Designated by the Commissioner of Education as a subject shortage area, or
2. At a school located in a priority school district for the school year in which the teacher is being employed.

**Such reemployment may be extended for an additional school year, provided the Board:**

1. Submits a written request for approval to the Teachers' Retirement Board,
2. Certifies that no qualified candidates are available prior to the reemployment of such teacher, and
3. Indicates the type of assignment to be performed, the anticipated date of rehire, and the expected duration of the assignment.

The forty-five percent (45%) limitation applies if the retired teacher has worked for more than two years in either a subject shortage area or a priority school district.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service.

Except as indicated above, a certified educator receiving retirement benefits from the TRB may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes, except that such educator may be employed in such a position and receive no more than forty-five (45%) of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess. Fringe benefits offered by the District, if taken by the employed retired individuals, are included in the maximum compensation calculation.

#### **Applicant Disclosure Requirements**

On the application form, an applicant for any position in the school district shall disclose any previous relationship with the Superintendent or any Board member. Previous relationships will include any business, financial, personal, political, or family connections. The Superintendent shall provide the Board with full disclosure of any prior knowledge or relationship with any candidate recommended for employment.

The Board authorizes the Superintendent to employ teachers. (If the Superintendent is not authorized to employ teachers, the Superintendent will submit nominations to the Board of Education, and the Board shall accept or reject such nominations not later than thirty-five (35) calendar days from submission.)

## **Personnel -- Certified/Non-Certified**

### **Recruitment and Selection**

Legal Reference: Connecticut General Statutes (continued)  
10-220 Duties of Boards of Education.  
31-126 Unfair Employment Practices.  
46a-60 Discriminatory employment practices prohibited.  
Title IV Equal Employment Opportunities.  
34 C.F.R. 200.55 Federal Regulations.  
P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56  
PA 23-167 An Act Concerning Transparency in Education Section 10.  
PA 26-12 An Act Concerning Pay Transparency, Employee Benefits Disclosure, and Workplace Accommodations.

Policy adopted:

Windsor Public Schools

Windsor, CT

## **Personnel – Certified/Non-Certified**

### **Recruitment and Selection**

#### **Process Overview – Certified/Non-Certified Staff**

1. Identify the need for the position and establish the job specification.
2. Draft job posting ensuring compliance with P.A. 26-12 (must include good-faith salary range and general description of benefits).
3. Internally post the position (including notification of promotion or transfer opportunities).
4. Externally post the position.
5. Applications are collected in the District Office or the electronic portal until closing date.
6. Applications are screened by the building Principal and/or department supervisor.
7. Initial screening interview performed by committee:
  - a. K-6 District Committee: Principal and designees, including grade-level representatives.
  - b. 7-12 District Committee: Assistant Principal, department supervisor, content area teacher, team leader.
8. Candidates are asked to teach a sample lesson (where applicable).
9. Finalist (s) interview with building Principal and/or Superintendent.
10. Superintendent notifies the Board of Education or executes hiring pursuant to Board authorization.

**Regulation approved:**

**Dr. Noha Abdel-Hady**

**Superintendent of Schools**

**Windsor Public Schools**

## Personnel – Certified/Non-Certified

### Recruitment and Selection

#### Process Overview – Certified/Non-Certified Staff (continued)

#### Job Posting Disclosure Specifications (P.A. 26-12):

All internal and external job postings generated by the District must contain the following language:

1. **Compensation:** “The salary/wage range set in good faith for this position is (\$X to \$Y per hour/year), depending on experience and collective bargaining placement.”
2. **Benefits Summary:** “This position includes a comprehensive benefits package featuring (health/dental/vision insurance options, CT Teachers’ Retirement System (TRB)/MERS eligibility, paid sick and personal leave, life insurance, and professional development opportunities).”

#### Initial Application Screening

Initial application screening should be conducted by the building Principal (and other relevant administrators). Screening criteria shall be job-related, objective, and compliant with equal opportunity standards. If automated screen systems (AI) are utilized, candidates must be provided advance notice of the system’s role in the evaluation process. The purpose of the initial application screening is to identify the top candidates to be invited to interviews. Information to review shall include application, cover letter, resume, transcripts, and letters of recommendation.

#### TRB Reemployment Verification

Prior to executing a contract with a retired certified educator under C.G.S. §10-183v:

1. Central Office shall verify whether the position is in a state-designated shortage area or the District is listed as a priority school district.
2. If not, Central Office shall ensure total annual earnings (including district-provided health benefits if accepted) do not exceed 45% of the maximum salary level for the assigned position.
3. Central Office shall submit required reemployment forms to the Teachers’ Retirement Board (TRB).

Regulation approved:

Dr. Noha Abdel-Hady

Superintendent of Schools

Windsor Public Schools

emancipated child or student eighteen years of age or older, as provided by law. The Board may seek to recover such amount through available civil remedies.

Legal Reference: Connecticut General Statutes.

[10-15](#) Towns to maintain schools.

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247.

[10-76a](#) – [10-76g](#) re special education.

[10-184](#) Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) – as amended by PA 98-243, and PA 00-157.

[10-186](#) Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students.

Appeals to state board. Establishment of hearing board.

[10-233a](#) – [10-233f](#) Inclusive; re: suspend, expel, removal of pupils.

[10-233c](#) Suspension of pupils.

[10-233d](#) Expulsion of pupils.

[10-233k](#) Notification of school officials of potentially dangerous students (as amended by PA 01-176).

[10-261](#) Definitions.

State Board of Education Regulations.

[10-76a-1](#) General definitions (c) (d) (q) (t).

[10-76d-7](#) Admission of student requiring special education (referral).

[10-204a](#) Required immunizations (as amended by PA 98-243).

**Regulation Approved: April 21, 2009**

**Regulation Revised: August 12, 2026**

**FORM 1**

**CERTIFICATION OF RESIDENCY**

(For families living with someone who is the owner/tenant of residence in Windsor)

As a part of our residency verification process, we are requesting that you, as the owner/tenant of the residence in Windsor, verify that:

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_

and his/her parent(s)/guardian(s): \_\_\_\_\_

reside at: \_\_\_\_\_ with me. (List Address and Apartment/Unit Number)

I, \_\_\_\_\_ (Local Resident/Relative/etc.) certify that the above named student(s) and parent(s)/guardian(s) reside with me at the above listed address seven days a week, in a residence owned or occupied by me in the Town of Windsor. I realize that if I make a false statement as to the residency, I may be held liable for a share of the cost of the education of the said student(s) if they, in fact, do not reside in Windsor. My relationship to student(s) is \_\_\_\_\_. I can be reached at home \_\_\_\_\_ or work \_\_\_\_\_.

I understand that a Certificate of Residency is valid only for the current school year and will need to be resubmitted annually, or immediately upon a change in the student's living situation, whether within the Town of Windsor or to a residence outside of Windsor. I agree to notify the school immediately regarding the termination of the student's full-time physical presence (permanent residency) in the Town of Windsor, in which event the student will no longer be eligible for free school privileges and may be subject to immediate disenrollment.

Finally, I understand that should the student be found to be attending Windsor Schools illegally, the Town of Windsor reserves the right to recover the costs of such education from me, the undersigned. I will cooperate with the Town of Windsor when an investigation is conducted to verify residency of the above-named student(s).

I understand that a false statement may lead to the disenrollment of the above-named student(s) and may lead to my prosecution under the criminal statutes of the State of Connecticut, which is stated below (Larceny 53a-122). I also understand that this document may be used as evidence in a court of law.

## RELEASE OF INFORMATION

To Whom It May Concern:

I hereby give consent to any authorized representative of the Windsor Public Schools to obtain any information in your files pertaining to my permanent residency (address). This may include homeowners (landlord), residential managers, rental agents, caseworkers, housing authorities, utilities (electric, gas, phone, cable tv, etc.) or any agency regarding my permanent residence (address).

Information obtained by this release will be used to verify my residency for the purposes of public school enrollment in accordance with Connecticut General Statute 10-253.

**LARCENY 1st DEGREE, 53a-122 – The property or service is obtained by  
DEFRAUDING A PUBLIC COMMUNITY and such property exceeds \$2,000.**

**Class B Felony – Not less than 1 year nor more than 20 years and/or a fine up to \$10,000.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Legal  
Resident of Windsor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent or  
Guardian of Student(s))

### OATH

Both personally appeared \_\_\_\_\_ & \_\_\_\_\_ and  
subscribed to and swore to the truth of the foregoing before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature      My commission  
expires: \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone # \_\_\_\_\_

If you have any questions regarding this form please contact the Welcome Center, Windsor Public Schools at (860) 687-2000 Ext. 1263.

## **Rational For Revised Policy**

### **P/AR 5111 School Accommodation – Admission Residency**

This policy and regulation govern the eligibility of students for free school accommodations in Windsor based on residency, and the process the District follows to verify and, where necessary, challenge a student's residency. The proposed changes add a requirement that parents/guardians who reside with a relative with their child (ren) complete a Certificate of Residency (Form 5111.1) at registration and renew it annually, and that they immediately notify the Office of Registration of any change in a student's living situation, whether the family moves within Windsor or out of Windsor. The decision to formalize this requirement reflects the District's experience that residency status can change during the school year without the District's knowledge, which delays identification of students who are no longer eligible for Windsor school accommodations and creates inequity for Windsor taxpayers and resident families.

Requiring an annual certification, together with a clear, immediate notification obligation, gives the District a consistent, proactive tool for verifying residency rather than relying solely on reactive investigations after a concern is raised. Consistent with existing due-process protections in the regulation, a student found to no longer reside in Windsor because of an unreported move may be subject to immediate disenrollment, though the established notice-and-appeal procedure in AR5111 continues to apply.

## **Students**

### **School Accommodation – Admission Residency**

Children who are legal residents of Connecticut shall be entitled to all free school privileges of the Windsor Public School District.

1. Children residing with their natural parents or court appointed adoptive parents or guardians or emancipated minors or pupils eighteen years of age or older, who themselves are bona fide residents of the Town of Windsor.
2. Children residing with relatives or non relatives, when it is the intention of such relatives or non relatives and of the children or their parents or guardians that such residence is to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations.
3. Children residing in Windsor as a result of placement by the Commissioner of Children and Families, or by other agencies or persons licensed by the Department of Children and Families, and eligible residents of facilities operated by the Department of Mental Health, the Department of Mental Retardation, or by the Connecticut Alcohol and Drug Abuse Commission who are 18 to 21 years of age, provided that payment for the child's education shall be made by the school district where the child would otherwise be attending, pursuant to Connecticut General Statutes, Section 10-253 (a).
4. Children who are placed in temporary shelters located in Windsor, or Windsor residents who are placed in temporary shelters, as defined in Connecticut General Statutes, Section 10-253(e), located in other communities, shall be allowed to enroll in Windsor schools in accordance with the provisions of that section. (McKinney-Vento Homeless Education Assistance Improvements Act of 2001)

School accommodations shall not be provided for any child whose legal residence is in another state except by special agreement in accordance with Connecticut General Statutes, Section 10-253(c).

As a condition of continued eligibility for school accommodations, the parent/legal guardian of each enrolled student shall annually complete and submit a Certificate of Residency (Form 5111.1), and shall immediately notify the Office of Registration of any change in the student's living situation, whether the change is within the Town of Windsor or to a residence outside of Windsor. Failure to submit an updated Certificate of Residency or to notify the district of a change in residency may result in the immediate disenrollment of a student who no longer resides in Windsor, in accordance with the procedures set forth in the accompanying administrative regulation.

## Legal References:

### Connecticut General Statutes

[10-15](#) Towns to maintain schools.

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247.

[10-76a-10-76g](#) re special education.

[10-184](#) Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA 98-243, and PA 00-157.

[10-186](#) Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students.

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[10-233-a – 10-233f](#) Inclusive; re: suspend, expel, removal of pupils.

[10-233c](#) Suspension of pupils.

[10-233d](#) Expulsion of pupils.

[10-233k](#) Notification of school officials of potentially dangerous students (as amended by PA 01-176).

[10-261](#) Definitions.

State Board of Education Regulations.

[10-76a-1](#) General definitions (c) (d) (q) (t).

[10-76d-7](#) Admission of student requiring special education (referral).

[10-204a](#) Required immunizations (as amended by PA 98-243).

**Policy adopted: April 21, 2009**

**Policy Revised: August 12, 2026**

## Students

### School Accommodation – Admission Residency

#### Student Registration Documentation

1. At the time of registration, the parent/legal guardian shall provide a completed registration packet to include proof of residence, **a completed Certificate of Residency (Form 5111.1) if it applies**, and any other documents as required by the state statutes (e.g., health form). Proof of residency may include affidavits, document leases, utility bills, mortgage statement, **a completed Certificate of Residency (Form 5111.1)**, or any other relevant documents to show permanent residency. At certain times of the year, it may be necessary to schedule an appointment to complete this process.
2. At the time of registration, or where the Board has reason to believe that a child is not entitled to school accommodations, a verification of residency shall be required. Such verification may include affidavits or other documentation that confirms residency, such as a recent utility bill, automobile registration, **a completed Certificate of Residency (Form 5111.1)**, or rent receipt.
3. If the student is living with someone other than his/her legal guardian that individual must complete an affidavit provided by the district that the child is living with him or her.
4. Factors to consider in determining a student's permanent residence:
  - a. Evidence of permanent residence may include:
    - (1) The child lives and sleeps seven (7) days a week, twelve (12) months a year at the Windsor address, with his/her natural or legally adoptive parents.
    - (2) The child lives and sleeps seven (7) days a week, twelve (12) months a year at the Windsor address with a court-appointed guardian.
    - (3) The child lives and sleeps seven (7) days a week, twelve (12) months a year in Windsor and is an emancipated minor or an adult.
  - b. Inquiry may be made into whether there is the intention that residence be permanent. Such evidence may include:
    - (1) Statements of the person with whom the child is living, the child and the child's parents as to their intention concerning residency;
    - (2) Statements as to the purpose of the residence indicating whether or not permanent residence exists;

- (3) Documents, e.g., guardianship agreement revocable at will, which may indicate arrangement is not permanent;
  - (4) Statements as to the purpose of the residence indicating whether or not permanent residence exists;
  - (5) Documents, e.g., guardianship agreement revocable at will, which may indicate arrangement is not permanent;
  - (6) Legal relationships: child to host family; legal guardianship; emancipation or termination of parental rights; pending adoption proceedings;
  - (7) Exercise of parental control:
    - i. Decisions as to the child's education;
    - ii. Decisions on medical care;
    - iii. Signature on disciplinary notices, report cards, permission slips, absence notices;
    - iv. Attendance at parent-teacher conferences, and other school events;
  - (8) Financial responsibility:
    - i. Health or other insurance coverage;
    - ii. Income tax claim as dependent;
  - (9) Where the child has:
    - i. His/her bedroom--at parents' or host family or both;
    - ii. Clothes, personal belongings;
  - (10) Where the child spends weekends, holidays, school vacations, summer vacation, how often the child visits parents or parents visit child;
  - (11) How long it has been since child lived with parents
- c. Residence with relatives or non-relatives must be "without pay."
- (1) Any exchange of value is considered payment.
  - (2) "Pay" does not mean profit; reimbursement of living expenses constitutes "pay."
  - (3) "Pay" includes payment by the student.

(4) Any exchange of value is considered payment.

(5) "Pay" does not mean profit; reimbursement of living expenses constitutes "pay."

(6) "Pay" includes payment by the student.

d. Residence must not be for the sole purpose of receiving an education.

5. If there is a question about the student eligibility for free school privileges, the building administrator shall contact the ~~Superintendent Executive Assistant and the District Residency Officer~~ ~~Director of Business Services~~ to review pertinent data.

6. Certificate of Residency (Form 5111.1) for students living with relatives — Annual Renewal. The parent/legal guardian of each enrolled student shall complete and submit a Certificate of Residency (Form 5111.1) on an annual basis if the student's living situation remains unchanged, to confirm the student's continued eligibility for school accommodations in Windsor. The building administrator or Welcome Center shall notify parents/guardians of the annual submission deadline.

7. Certificate of Residency (Form 5111.1) for students living with relatives — Immediate Notification of Change in Residency. The parent/legal guardian shall immediately notify the Office of Registration of any change in the student's living situation, whether the change involves a new address within the Town of Windsor or a move to a residence outside of Windsor. An updated Certificate of Residency (Form 5111.1), or other proof of residency acceptable under Section 2 above, shall be submitted at that time.

8. Failure to Renew or to Notify the District of a Change in Residency. Failure to submit an updated Certificate of Residency (Form 5111.1) upon request, to renew the Certificate of Residency annually, or to notify the Office of Registration of a change in the student's living situation, may result in the immediate disenrollment of a student who is found to no longer reside in Windsor, subject to the Student Disenrollment procedures set forth below.

### **Student Disenrollment**

1. Where there is reasonable doubt by the building administrator as to the residence of a pupil, the Principal shall collect as much information as possible to substantiate the claim and review that information with the Residency Officer.

2. The collection of this information may include a request for documentation by the parent/guardian to support the student's continued eligibility for school accommodations.

3. If it is apparent in the collection of this documentation that the student is not eligible for continued enrollment, the parent/guardian shall be advised to withdraw the student.

4. In those cases where the parent/guardian is unwilling to withdraw the student, and where there appears to be sufficient cause to consider disenrollment of a student, the

Director of Business Services may work with the Residency Officer, and the Windsor Police Department or other investigative agency to collect additional information to be used at a disenrollment hearing.

5. Upon completion of the investigation, if there continues to be reason to pursue the disenrollment of the student:

- a. The parent and/or guardian shall be notified by certified mail, return receipt requested, that an investigation discloses that the pupil is not legally enrolled in school. This notice shall be sent to the actual address, if known, or the address of record, of the parent or guardian listed as the responsible party on school records. The notice shall include a statement informing the parent/guardian that they have the right to appeal to the Board of Education.
- b. The parent or guardian may appeal to the Board of Education by presenting to the Superintendent of Schools a written request for a hearing by the Board. The notice of appeal shall be presented to the Superintendent's Office no later than seven (7) calendar days after the date of mailing the notice specified in a. above.
- c. If no appeal is filed, effective ten (10) calendar days from the date of mailing of said notice, the students will no longer be permitted to attend classes and all school books and equipment are to be returned on that date to the office of the administrator.
- d. If an appeal is timely presented to the Superintendent, the pupil may continue to attend school until the Board has completed the hearing and made its decision.

### **Board Hearing Procedure**

1. The Board will conduct a hearing within ten (10) days after receipt of the written request and make a stenographic record or tape recording of the hearing. The Board may delegate this responsibility to a committee of at least three Board members or to an impartial hearing board in accordance with Connecticut General Statutes, Section 10-186. References to the "board" in these regulations refer to the board, a committee of the board or to the impartial hearing board, as the case may be.
2. The Board will conduct a hearing within ten (10) days after receipt of the written request and make a stenographic record or tape recording of the hearing. The Board may delegate this responsibility to a committee of at least three Board members or to an impartial hearing board in accordance with Connecticut General Statutes, Section 10-186. References to the "board" in these regulations refer to the board, a committee of the board or to the impartial hearing board, as the case may be.
3. A written notice of the date set for hearing by the Board, shall be sent to the parent/guardian and shall include a:
  - a. Statement of the time, place and nature of the hearing;

- b. Statement of the legal authority and jurisdiction under which the hearing is to be held;
- c. Reference to the particular sections of the statutes and regulations involved;
- d. Short and plain statement of the matters asserted.
- e. Clarifying statement that at the hearing the parent/guardian has the burden of proving that the student resides in Windsor, i.e., the parent must bring evidence of residency.

The notice shall also advise the parent or guardian of the right to be represented by counsel, to present evidence and argument, to have witnesses on their behalf and to cross-examine witnesses presented by the administration.

- 4. The hearing before the Board shall be conducted in accordance with Connecticut General Statutes, Subsection 4-176e and 4-180a inclusive and section 4-181a.
- 5. At the hearing, the parent/guardian shall have the burden of proving residency by a preponderance of the evidence.
- 6. The Board's decision shall be in writing and shall be issued not more than ten (10) days following completion of the hearing.
- 7. If the decision of the Board is in favor of enrollment, the pupil shall be allowed to enroll immediately or to continue enrollment and no record of these proceedings will be kept in the student's cumulative file.
- 8. If the decision of the Board is against enrollment:
  - a. The child shall not be permitted to enroll in the Windsor Public Schools, or
  - b. In the case of disenrollment, permission for continued enrollment shall terminate in three (3) school days. The student shall return all schoolbooks and equipment within three (3) school days.
  - c. Upon denying school accommodations, the Board shall notify the school district, if known, under which jurisdiction the Board has reason to believe such child should be attending school.
- 9. Where an appeal to the State Department of Education is timely filed, any student denied school accommodations by the Board as the result of a residency determination may continue in attendance, upon request of the parent, guardian, emancipated child or student eighteen years of age or older, pending determination of such appeal.
- 10. If the Hearing Board of the State Department of Education makes a determination that the child was not a resident of the school district and, therefore, not entitled to school accommodations by the Board, the Board may assess tuition against the parent, guardian,

emancipated child or student eighteen years of age or older, as provided by law. The Board may seek to recover such amount through available civil remedies.

Legal Reference: Connecticut General Statutes.

[10-15](#) Towns to maintain schools.

[10-15c](#) Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247.

[10-76a](#) – [10-76g](#) re special education.

[10-184](#) Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) – as amended by PA 98-243, and PA 00-157.

[10-186](#) Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students.

Appeals to state board. Establishment of hearing board.

[10-233a](#) – [10-233f](#) Inclusive; re: suspend, expel, removal of pupils.

[10-233c](#) Suspension of pupils.

[10-233d](#) Expulsion of pupils.

[10-233k](#) Notification of school officials of potentially dangerous students (as amended by PA 01-176).

[10-261](#) Definitions.

State Board of Education Regulations.

[10-76a-1](#) General definitions (c) (d) (q) (t).

[10-76d-7](#) Admission of student requiring special education (referral).

[10-204a](#) Required immunizations (as amended by PA 98-243).

**Regulation Approved: April 21, 2009**

**Regulation Revised: August 12, 2026**

## **FORM 1**

### **CERTIFICATION OF RESIDENCY**

(For families living with someone who is the owner/tenant of residence in Windsor)

As a part of our residency verification process, we are requesting that you, as the owner/tenant of the residence in Windsor, verify that:

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_

and his/her parent(s)/guardian(s): \_\_\_\_\_

reside at: \_\_\_\_\_ with me. (List Address and Apartment/Unit Number)

I, \_\_\_\_\_ (Local Resident/Relative/etc.) certify that the above named student(s) and parent(s)/guardian(s) reside with me at the above listed address seven days a week, in a residence owned or occupied by me in the Town of Windsor. I realize that if I make a false statement as to the residency, I may be held liable for a share of the cost of the education of the said student(s) if they, in fact, do not reside in Windsor. My relationship to student(s) is \_\_\_\_\_. I can be reached at home \_\_\_\_\_ or work \_\_\_\_\_.

I understand that a Certificate of Residency is valid only for the current school year and will need to be resubmitted annually, or immediately upon a change in the student's living situation, whether within the Town of Windsor or to a residence outside of Windsor. I agree to notify the school immediately regarding the termination of the student's full-time physical presence (permanent residency) in the Town of Windsor, in which event the student will no longer be eligible for free school privileges and may be subject to immediate disenrollment.

Finally, I understand that should the student be found to be attending Windsor Schools illegally, the Town of Windsor reserves the right to recover the costs of such education from me, the undersigned. I will cooperate with the Town of Windsor when an investigation is conducted to verify residency of the above-named student(s).

I understand that a false statement may lead to the disenrollment of the above-named student(s) and may lead to my prosecution under the criminal statutes of the State of Connecticut, which is stated below (Larceny 53a-122). I also understand that this document may be used as evidence in a court of law.

## RELEASE OF INFORMATION

To Whom It May Concern:

I hereby give consent to any authorized representative of the Windsor Public Schools to obtain any information in your files pertaining to my permanent residency (address). This may include homeowners (landlord), residential managers, rental agents, caseworkers, housing authorities, utilities (electric, gas, phone, cable tv, etc.) or any agency regarding my permanent residence (address).

Information obtained by this release will be used to verify my residency for the purposes of public school enrollment in accordance with Connecticut General Statute 10-253.

**LARCENY 1st DEGREE, 53a-122 – The property or service is obtained by DEFRAUDING A PUBLIC COMMUNITY and such property exceeds \$2,000.**

**Class B Felony – Not less than 1 year nor more than 20 years and/or a fine up to \$10,000.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Legal Resident of Windsor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent or Guardian of Student(s))

### OATH

Both personally appeared \_\_\_\_\_ & \_\_\_\_\_ and subscribed to and swore to the truth of the foregoing before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature      My commission expires: \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone # \_\_\_\_\_

If you have any questions regarding this form please contact the Welcome Center, Windsor Public Schools at (860) 687-2000 Ext. 1263.

## **Rational for Revised Policy**

### **P 5114 Student Discipline**

In 2023, the General Assembly passed legislation, now codified at Connecticut General Statutes Section 10-222aa *et seq.*, making significant changes to the statutory provisions related to school climate. Among other things, the revised law contains a new definition of bullying and requires boards of education to address challenging behavior in accordance with the revised school climate law. In light of these changes, we have revised the Student Discipline policy to reflect that, when appropriate, the school district will implement strategies to address student behavior, consistent with the School Climate Policy, with or without engagement with the discipline process. The revised policy also incorporates the updated definition of bullying and the definition of challenging behavior.

In addition, the definition of a protected class has been expanded to include individuals who are victims of sexual assault or human trafficking, as required by Public Act 25-139. We also expanded the list of conduct that may lead to disciplinary action to include the use of language, imagery, symbols, or conduct that demeans, threatens, or discriminates against an individual on the basis of their membership in a protected class. Language concerning the unauthorized possession, display, or dissemination of images depicting nudity, including synthetically created images, has also been updated to reflect the federal Take It Down Act and recent changes in Connecticut law. We have also included an opportunity for boards to expand the policy's definition of generative artificial intelligence ("AI") to include more systems than ChatGPT.

Further, the revised policy incorporates new procedural requirements for suspension and expulsion hearings. Specifically, Public Act 25-93 requires school personnel to consult with the district's local homeless education liaison to determine whether a student is homeless, and, if so, to consider the impact of homelessness on the student's behavior before proceeding with suspension or expulsion.

The policy has also been updated to ensure compliance with the IDEA when a student who is eligible for special education and related services under the IDEA has been suspended for ten (10) school days in the same school year, even if not consecutive. In that circumstance, the district must provide such student with services to enable the student to continue to participate in the general education curriculum and make progress toward meeting the goals in the student's IEP.

The update also reflects the expanded requirement for school boards to provide an alternative educational opportunity for students aged 16 to 18. Statutes previously required boards to provide students between 16 and 18 who are expelled for the first time an alternative educational opportunity for those who wish to continue their education. P.A. 26-1, section 41 now requires boards to provide alternative education opportunities to student 16-18 who are expelled for the first or second time.

Finally, legal references throughout the policy have been updated to reflect current statutory citations.

*[NOTE TO CLIENT: Pursuant to ~~Public Act 23-167~~Connecticut General Statutes Section 10-222cc, boards of education must adopt and implement the Connecticut School Climate Policy, which was developed by the Connecticut Association of Boards of Education, by ~~the 2025-2026 school year, and they may choose to adopt and implement the policy earlier.~~ Boards of education that have already adopted the Connecticut School Climate Policy are advised to review Section III of this model Student Discipline policy and make revisions, as appropriate, to reflect the new definition of bullying set forth in the Connecticut School Climate Policy. ~~Boards of education that have not yet adopted the Connecticut School Climate Policy are advised to maintain the bullying language, as written in Section III and until they adopt the Connecticut School Climate Policy.]~~ July 1, 2025. As such, this policy includes updated definitions of bullying and challenging behavior, as defined by state law and the School Climate Policy. Please ensure that your District's handbook notices and/or codes of conduct are updated to reflect the changes to the student discipline policy, including updated definitional terms.]*

## STUDENT DISCIPLINE

It is the policy of the Windsor Board of Education (the “Board”) to create a school environment that promotes respect of self, others, and property within the Windsor Public Schools (the “District”). Compliance with this policy will enhance the Board and the District’s ability to maintain discipline and reduce interference with the educational process that can result from student misconduct. Pursuant to this policy, the District shall promote the utilization of consistent discipline practices, both within and across schools in the District, while also promoting the consideration of individual circumstances arising in each student disciplinary matter.

Where appropriate, the District ~~implements~~utilizes strategies that teach, encourage, and reinforce positive student behavior ~~that do not require engagement with the discipline system.~~ Such strategies include, but are not limited to, using evidence and research-based interventions, including restorative practices, and may be implemented with or without imposing discipline, as appropriate. In addition to implementing this Student Discipline policy, the District shall address student behavior in accordance with the Board’s School Climate Policy, Restorative Practices Response Policy, and any school rules, student handbook, and/or code of conduct provisions regarding the same.

### I. Definitions

- A. **Bullying** means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
- B. ~~A.~~ **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.

- C.     **Challenging Behavior** means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
- D.     ~~B.~~ **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- E.     ~~C.~~ **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (e.g., spring v. CO2 cartridge) and potential for serious bodily harm or death.
- F.     ~~D.~~ **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- G.     ~~E.~~ **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- H.     ~~F.~~ **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- I.     ~~G.~~ **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- J.     ~~H.~~ **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique

firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

K. ~~I.~~ **Generative Artificial Intelligence ("AI")** refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.

L. ~~J.~~ **Protected Class Harassment** is a form of discrimination on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, [status as a victim of sexual assault or status as a victim of trafficking in persons](#), or any other basis prohibited by state or federal law ("Protected Class"). 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 a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment against any individual on the basis of that individual's association with someone in a Protected Class may be a form of Protected Class harassment.

M. ~~K.~~ **In-School Suspension** means an exclusion from regular classroom activity for no more than five (5) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

- N. ~~L.~~ **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- O. ~~M.~~ **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- P. ~~N.~~ **School Days** shall mean days when school is in session for students.
- Q. ~~O.~~ **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- R. ~~P.~~ **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- S. ~~Q.~~ **Suspension** means the exclusion of a student from school and/or transportation services only, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- T. **Synthetically created image** means any photograph, film, videotape or other image of a person that (A) is (i) not wholly recorded by a camera, or (ii) either partially or wholly generated by a computer system, and (B) depicts, and is virtually indistinguishable from what a reasonable person would believe is the actual depiction of, an identifiable person.
- U. ~~R.~~ **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
- V. ~~S.~~ Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the District to another regular education classroom program in the District shall not constitute a suspension or expulsion.

- W. ~~T.~~ For purposes of this policy, references to “school”, “school grounds” and “classroom” shall include physical educational environments, including on school transportation, as well as environments in which students are engaged in remote learning, which means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

## II. Scope of the Student Discipline Policy

### A. *Conduct on School Grounds, on School Transportation, or at a School-Sponsored Activity:*

1. Suspension. Students may be **suspended** for conduct on school grounds, on school transportation, or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
2. Expulsion. Students may be **expelled** for conduct on school grounds, on school transportation, or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

### B. *Conduct off School Grounds:*

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

### C. *Seriously Disruptive of the Educational Process:*

In making a determination as to whether ~~such~~off campus conduct is seriously disruptive of the educational process, the Administration and the Board may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school;** (2) **whether other students from the school were involved or whether there was any gang involvement;** (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon,** as defined in Section 29-38 of the Connecticut General Statutes, and **whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.** The Administration and/or the Board may also consider (5) **whether the off-campus conduct involved the illegal use of drugs.**

D. *Misconduct Involving Cannabis:*

A student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that is considered to violate a publicized policy of the Board includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1.     ~~1.~~     Striking or assaulting a student, member of the school staff or other person(s).
2.     ~~2.~~     Theft.
3.     ~~3.~~     The use of obscene or profane language or gestures, ~~the~~.
4.     The possession, display and/or display dissemination of obscenity or pornographic images or the unauthorized or inappropriate possession, display and/or display dissemination of images, pictures or photographs depicting nudity, including intimate synthetically created images.
5.     ~~4.~~     Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
6.     ~~5.~~     Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
7.     The use of one or more of the following: 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 commonly 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;

and/or physical, written, electronic or verbal threats based on Protected Class membership.

8.     ~~6.~~     Any act of Protected Class Harassment or reprisal or retaliation against any individual for reporting in good faith incidents of Protected Class Harassment, or who participate in the investigation of such reports.
9.     ~~7.~~     Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school staff members or otherwise engaging in dishonest behavior.
10.   ~~8.~~     Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
11.   ~~9.~~     A walk-out from or sit-in within a classroom or school building or school grounds.
12.   ~~10.~~   Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke), including the use of AI to engage in such conduct.
13.   ~~11.~~   Possession and/or use of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
14.   ~~12.~~   Possession of any ammunition for any weapon described above in Paragraph ~~11~~13.
15.   ~~13.~~   Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
16.   ~~14.~~   Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

17. ~~15.~~ Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph ~~15~~17, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For purposes of Paragraph ~~15~~17, the term “electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph ~~15~~17, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph ~~15~~17, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.
18. ~~16.~~ Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
19. ~~17.~~ Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph ~~15~~17 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting,

manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.

- 20.    ~~18.~~    The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
- 21.    ~~19.~~    Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
- 22.    ~~20.~~    Trespassing on school grounds while on out-of-school suspension or expulsion.
- 23.    ~~21.~~    Making false bomb threats or other threats to the safety of students, employees, and/or other persons.
- 24.    ~~22.~~    Defiance of school rules and the valid authority of teachers, supervisors, administrators, other employees and/or law enforcement authorities.
- 25.    ~~23.~~    Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school employees responsible for student supervision.
- 26.    ~~24.~~    Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
- 27.    ~~25.~~    Leaving school grounds, school transportation or a school-sponsored activity without authorization.
- 28.    ~~26.~~    Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; the unauthorized use of AI for the completion of class assignments; or any other form of academic dishonesty, cheating or plagiarism.
- 29.    ~~27.~~    Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, tablet, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or

similar electronic device, on school grounds, on school transportation, or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

30. ~~28.~~ Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.

31. ~~29.~~ Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes, including using AI in a manner that disrupts or undermines the effective operation of the school district or is otherwise seriously disruptive to the educational process.

32. ~~30.~~ Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

33. ~~31.~~ Hazing.

~~32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:~~

34. Challenging behavior, including, but not limited to, bullying, as defined in the Board's School Climate Policy and above.

- ~~a. causes physical or emotional harm to an individual;~~
- ~~b. places an individual in reasonable fear of physical or emotional harm; or~~
- ~~c. infringes on the rights or opportunities of an individual at school; or~~

~~Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.~~

35. ~~33.~~ Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

36. ~~34.~~ Acting in any manner that creates a health and/or safety hazard for employees, students, third parties on school property or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or District health and safety protocols.
37. ~~35.~~ Engaging in a plan to stage or create a violent and/or sexual situation or activity for the purposes of recording it by electronic means and/or recording such situation or activity by electronic means. Reporting recordings to school officials may warrant exceptions from disciplinary action in certain circumstances.
38. ~~36.~~ The unauthorized publication or dissemination of a recording (photographic or audio) of another individual without permission of the individual or a school employee. Reporting recordings to school officials may warrant exceptions from disciplinary action in certain circumstances.
39. ~~37.~~ Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, AI, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
40. ~~38.~~ Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school employee.
41. ~~39.~~ Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
42. ~~40.~~ Any action prohibited by any Federal or State law.
43. ~~41.~~ Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### IV. Discretionary and Mandatory Expulsions

- A. An administrator responsible for a school program (“responsible administrator”) may consider recommendation of expulsion of a student in

**grades three to twelve, inclusive**, in a case where the responsible administrator has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.

- B. A responsible administrator must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the District Administration has reason to believe:
1. was in **possession on school grounds, on school transportation**, or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
  2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
  3. was engaged **on or off school grounds or school transportation** in **offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278. Sale or distribution of less than one (1) kilogram of cannabis is not subject to mandatory expulsion.
- The terms “**dangerous instrument**,” “**deadly weapon**,” “**electronic defense weapon**,” “**firearm**,” and “**martial arts weapon**,” are defined above in Section I.
- C. In any preschool program provided by the Board or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board, no **student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board in accordance with Section IX of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds, on school transportation, or at a preschool program-sponsored event. The term “**firearm**” is defined above in Section I.
- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or designee determines that a student should or must be expelled, the Superintendent or designee shall forward such recommendation to the Board so that the Board can consider and act upon this recommendation.

- E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV.C. For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Behavior that Causes a Serious Disruption

- A. A school principal or other school administrator shall notify a parent or guardian of a student whose behavior has caused a serious disruption to the instruction of other students; caused self-harm; or caused physical harm to a teacher, another student, or other school employee not later than twenty-four (24) hours after such behavior occurs.
- B. Such notice shall include, but not be limited to, informing such parent or guardian that the teacher of record in the classroom in which such behavior occurred may request a behavior intervention meeting.
- C. If the teacher of record in the classroom ultimately requests a behavior intervention meeting with the crisis intervention team for the school, the parent or guardian must be notified that such meeting will occur.
- D. If a behavior intervention meeting occurs, the crisis intervention team shall, not later than seven (7) days after the behavior intervention meeting, provide to the parent or guardian of such student, in the dominant language of such parent or guardian, a written summary of such meeting, including, but not limited to, the resources and supports identified.

VI. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed by a teacher, the teacher must send the student to a designated area and notify the ~~responsible administrator or the administrator's~~ building principal or designee at once.

- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the responsible administrator or the administrator's designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

## VII. Procedures Governing Suspension

- A. The responsible administrator or the administrator's designee shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than the following: five (5) consecutive school days for an in-school suspension; ten (10) consecutive school days for an out-of-school suspension for students in grades three through twelve, inclusive; or five (5) consecutive school days for an out-of-school suspension for students in grades preschool to two, inclusive. In cases where suspension is contemplated, the following procedures shall be followed.
  - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the responsible administrator or the administrator's designee at which the student is informed of the alleged misconduct and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
  - 2. Prior to conducting the informal hearing referenced above, an administrator, school counselor or school social worker at the student's school must contact the District's Homeless Education Liaison to determine whether the student is a homeless child or youth, as defined by the McKinney-Vento Homeless Assistance Act. If a student is determined to be a homeless child or youth, the responsible administrator or the administrator's designee must consider the impact of homelessness on the student's behavior during the informal hearing.
  - 23. If suspended, such suspension shall be an in-school suspension, except the responsible administrator or the administrator's designee may impose an out-of-school suspension on any student:
    - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the responsible administrator or the

administrator's designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that the student should be excluded from school during the period of suspension; or (ii) the responsible administrator or the administrator's designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the District Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or

- b. in grades preschool to two, inclusive, if the responsible administrator or the administrator's designee
  - (i) determines that an out-of-school suspension is appropriate for such student based on evidence that such student's conduct on school grounds is behavior that caused physical harm;
  - (ii) requires that such student receives services that are trauma-informed and developmentally appropriate and align with any behavioral intervention plan, individualized education program ("IEP") or plan pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504") for such student upon such student's return to school immediately following the out-of-school suspension; and
  - (iii) considers whether to convene a Planning and Placement Team ("PPT") meeting for the purposes of conducting an evaluation to determine whether such student may require special education or related services.

34. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by responsible administrator or the administrator's designee, but only considered in the determination of the length of suspensions.

45. By telephone, responsible administrator or the administrator's designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.

- ~~56~~. Whether or not telephone contact is made with the parent or guardian of such minor student, responsible administrator or the administrator's designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the responsible administrator or the administrator's designee), offering the parent or guardian an opportunity for a conference to discuss same.
- ~~67~~. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
- ~~78~~. Not later than twenty-four (24) hours after the commencement of the suspension, the responsible administrator or the administrator's designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.
- ~~89~~. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.
- ~~910~~. The Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program. The Superintendent may delegate this authority to building or program level administrators.
- ~~1011~~. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VII.A(~~910~~), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration. The Superintendent may delegate this authority to building or program level administrators.
- ~~1112~~. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from

the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.

~~42~~<sup>13</sup>. The decision of the responsible administrator or the administrator's designee with regard to disciplinary actions up to and including suspensions shall be final.

~~13~~<sup>14</sup>. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the responsible administrator or the administrator's designee specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board. The responsible administrator or the administrator's designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

#### VIII. Procedures Governing In-School Suspension

- A. The responsible administrator or the administrator's designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the responsible administrator or the administrator's designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by responsible administrator or the administrator's designee.
- C. In-school suspension may be served in the school or program that the student regularly attends or in any other school building within the jurisdiction of the Board.

- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

IX. Procedures Governing Expulsion Hearing

A. ***Emergency Exception:***

Except in an emergency situation, the Board shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. ***Hearing Panel:***

- 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
- 2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. ***Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):***

- 1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to the student's parent(s) or guardian(s) at least five (5) business days before such hearing, not including the day of such hearing.
- 2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to the student's

parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.

3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the Superintendent or designee.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Superintendent or designee.
  - f. The student may be represented by an attorney or other advocate of the student's choice at the student's expense or at the expense of the student's parent(s) or guardian(s).
  - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board, whenever the student or the student's parent(s) or guardian(s) requires the services of an interpreter because they do not speak the English language or are disabled.
  - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
  - i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
  - j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an

emergency exists, such hearing shall be held as soon after the expulsion as possible.

4. Prior to conducting the expulsion hearing, an administrator, school counselor, or school social worker at the student's school must contact the District's Homeless Education Liaison to determine whether the student is a homeless child or youth, as defined by the McKinney-Vento Homeless Assistance Act.

**D. *Hearing Procedures:***

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and others participating in the hearing (if applicable), briefly explain the hearing procedures, and swear in any witnesses called by the Superintendent/designee or the student. If an impartial board or more than one person has been appointed, the impartial board shall appoint a Presiding Officer.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape or digital recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. The Superintendent or designee shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board (or the impartial board) has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial, irrelevant and/or any other objections to its submission.
5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board (or the impartial board) will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or designee.

7. Each witness for the Superintendent or designee will be called and sworn. After a witness has finished testifying, the witness will be subject to cross-examination by the opposite party or the witness' legal counsel, by the Presiding Officer and by Board members (or the impartial board).
8. The student shall not be compelled to testify at the hearing.
9. After the Superintendent or designee has presented the Administration's case, the student will be asked if the student has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Superintendent or designee, the Presiding Officer and/or by the Board (or the impartial board). The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Superintendent or designee, the Presiding Officer and/or by the Board (or the impartial board). Concluding statements will be made by the Superintendent or designee and then by the student and/or the student's representative.
10. In cases where the student has denied the allegation, the Board (or the impartial board) must determine whether the student committed the offense(s) as charged by the Superintendent or designee.
11. If the Board (or the impartial board) determines that the student has committed the conduct as alleged, then the Board (or the impartial board) shall proceed with the second portion of the hearing, during which the Board (or the impartial board) will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board (or the impartial board) may review the student's attendance, academic and past disciplinary records. The Board (or the impartial board) may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VII.A (9), (10), (11), (12), above, and Section XI, below. The Board (or the impartial board) may ask the Superintendent or designee for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the

second portion of the hearing, during which the Board (or the impartial board) is considering length of expulsion and nature of alternative educational opportunity to be offered.

14. If a student is determined to be a homeless child or youth as described in Subsection IX.C(4), the Board (or the impartial board) must consider the impact of homelessness on the student's behavior. Such student may not be expelled without a plan of interventions and supports to mitigate the impact of homelessness on the student's behavior. If the student is identified as a homeless child or youth and is expelled more than one time, the student shall be provided a meeting with the District's Homeless Education Liaison.
15. ~~14.~~ Where administrators presented the case in support of the charges against the student, neither such administrative staff nor the Superintendent or designee shall be present during the deliberations of the Board (or the impartial board) either on questions of evidence or on the final discipline to be imposed. The Superintendent or designee may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board (or the impartial panel) as to the appropriate discipline to be applied.
16. ~~15.~~ The Board (or the impartial board) shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
17. ~~16.~~ Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board (or the impartial board) may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board (or the impartial board). The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
18. ~~17.~~ The Board (or the impartial board) shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision

shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

19. ~~18.~~ The hearing may be conducted virtually, via video conference, at the direction of the Board (or the impartial board), in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health or other emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

EF. ***Presence on School Grounds, on School Transportation, and Participation in School-Sponsored Activities During Expulsion:***

During the period of expulsion, the student shall not be permitted to be on school property or on school transportation, and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the District in accordance with this policy, unless the Superintendent or designee specifically provides written permission for the student to enter school property or school transportation for a specified purpose or to participate in a particular school-sponsored activity.

FG. ***Stipulated Agreements:***

In lieu of the procedures used in this Section, the Superintendent or designee and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board (or the impartial board) rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on the student's own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Superintendent or designee and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts

to the Board (or the impartial board) in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents and/or student over the age of 18 understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board (or the impartial board) rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

X. Alternative Educational Opportunities for Expelled Students

A. ***Students under sixteen (16) years of age:***

Whenever the Board expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

B. ***Students sixteen (16) to eighteen (18) years of age:***

1. The Board shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first or second time if the student requests it and if the student agrees to the conditions set by the Board (or the impartial board). Such alternative educational opportunity may include, but shall not be limited to, the placement of a student who is at least seventeen years of age in an adult education program. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to participation in the adult education program.
2. The Board is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a ~~second~~ third, or subsequent, time.
3. The Board shall count the expulsion of a student when the student was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such student when the student is between the ages of sixteen and eighteen.

C. ***Students eighteen (18) years of age or older:***

The Board is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

D. ***Content of Alternative Educational Opportunity***

1. For the purposes of Section X, and subject to Subsection X.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the Connecticut State Board of Education (“CSBE”), with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the CSBE.
2. The Superintendent or designee shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the CSBE. Such administrative regulations shall include, but are not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

E. ***Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”):***

Notwithstanding Subsections X.A. through D. above, if the Board expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the CSBE.

F. ***Students for whom an alternative educational opportunity is not required:***

The Board may offer an alternative educational opportunity to a student for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

XI. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the District if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section IX.D(~~46~~17), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board. Except as may be specified by the Board in an expulsion hearing decision, the Board delegates the authority to make decisions pertaining to expungement to the Superintendent.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student. Except as may be specified by the Board in an expulsion hearing decision, the Board delegates the authority to make decisions pertaining to expungement to the Superintendent.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XII. Change of Residence During Expulsion Proceedings

A. ***Student moving into the District:***

1. If a student enrolls in the District while an expulsion hearing is pending in another public school district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing. The procedures outlined above in Section IX

and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a shall be utilized for any hearing conducted under this section.

2. Where a student enrolls in the District during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board (or the impartial board) shall make its determination pertaining to expulsion based upon a hearing held by the Board (or the impartial board), which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board. The procedures outlined above in Section IX and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a shall be utilized for any hearing conducted under this section.

**B. *Student moving out of the District:***

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

**XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")**

**A. *Suspension of IDEA students:***

Notwithstanding the foregoing, if a responsible administrator suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the District that applies to all students, the following procedures shall apply:

1. The responsible administrator shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the District is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the District, except as set forth in subsection (3) below.
3. If an IDEA student is being suspended and that student has already been removed from their current placement for ten (10) school days in the same school year, school personnel, in consultation with at least one of the student's teachers, must determine the extent to which services are needed so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP, so long as the suspension does not constitute a change in placement. If the suspension constitutes a change in placement, subsection (B) below will apply.

**B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:***

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the District that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).
2. The District shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school

days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of the student's disability.

3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement the responsible administrator (or designee) should consider the nature of the misconduct and any relevant educational records of the student.

**C. *Removal of Special Education Students for Certain Offenses:***

1. A responsible administrator may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
  - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds, on school transportation, or at a school-sponsored activity, or
  - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school, on school transportation, or at a school-sponsored activity; or

- c. Has inflicted serious bodily injury upon another person while at school, on school premises, on school transportation, or at a school function.
- 2. The following definitions shall be used for this subsection XIII.C.:
  - a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
  - b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
  - c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
  - d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIV. Procedures Governing Expulsions for Students Identified as Eligible under Section 504

- A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the District that applies to all students, the following procedures shall apply:
  - 1. The parents of the student must be notified of the decision to recommend the student for expulsion.
  - 2. The District shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine

whether the student's behavior was a manifestation of the student's disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.
  4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

XV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.
- B. If a student who committed an expellable offense seeks to return to the District after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the Board for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XVI. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the

discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

#### XVII. Dissemination of Policy

The District shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

#### XVIII. Compliance with Documentation and Reporting Requirements

- A. The District shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The District shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the District shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the District shall report the violation to the local police.

#### Legal References:

##### Connecticut General Statutes:

|                                             |                                                                                                  |
|---------------------------------------------|--------------------------------------------------------------------------------------------------|
| <a href="#">§ 10-15c</a>                    | <a href="#">Discrimination in public schools prohibited. School attendance by five-year olds</a> |
| § 10-16                                     | Length of school year                                                                            |
| § 10-74j                                    | Alternative education                                                                            |
| §§ 4-176e through 4-180a and § 4-181a       | Uniform Administrative Procedures Act                                                            |
| <del>§ 10-222d</del>                        | <del>Safe school plans. Definitions. Safe school-</del>                                          |
| <a href="#">§ 10-222aa through 10-222kk</a> | <a href="#">School climate assessments</a>                                                       |
| §§ 10-233a through 10-233f                  | Suspension and expulsion of students                                                             |
| § 10-233l                                   | Expulsion and suspension of children in preschool programs                                       |

- [§ 10-236c](#) [Disruptive or harmful behavior. Behavior intervention meetings for certain students. Notice to parents](#)
- § 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § 19a-342a Use of electronic nicotine delivery system or vapor product prohibited. Exceptions. Signage required. Penalties
- § 21a-240 Definitions
- § 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- § 21a-278 Penalty for illegal manufacture, distribution, sale, prescription, or administration by non-drug-dependent person
- §§ 21a-408a through 408p Palliative ~~Use~~[use](#) of ~~Marijuana~~[marijuana](#)
- § 29-35 Carrying of pistol or revolver without permit prohibited. Exceptions
- § 29-38 Weapons in vehicles
- [§ 46a-58](#) [Deprivation of rights. Desecration of property. Placing of burning cross or noose on property. Penalty. Restitution](#)
- § 53a-3 Definitions
- § 53-206 Carrying of dangerous weapons prohibited
- § 53-344 Sale or delivery of cigarettes or tobacco products to persons under twenty-one.
- § 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to persons under twenty-one years or age

Public Act ~~24-45~~[25-168, Sec. 261](#), “An Act Concerning ~~Education Mandate Relief, School Discipline and Disconnected Youth.~~[the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget.](#)” (definition of “[synthetically created image](#)”)

Public Act ~~24-93~~[25-93](#), “An Act ~~Concerning Various and Assorted Revisions to the~~[Increasing Resources for Students, Schools and Special Education](#)~~-Statutes.~~”

[Public Act 25-139, “An Act Concerning Human Trafficking and Sexual Assault Victims.”](#)

[Public Act 26-1 An Act Concerning the Reallocation of Certain State Funds and Various Provisions Relating to Education, Public Safety, General Government, Elections, Intermediate Care Facilities and Warehouse Distribution Centers](#)

*Packer v. Board of Educ. of the Town of Thomaston*, 717 A.2d 117 (Conn. 1998).  
*State v. Hardy*, 896 A.2d 755 (Conn. 2006).  
*State v. Guzman*, 955 A.2d 72 (Conn. App. Ct. 2008).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

[Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, \*et seq.\*](#)

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

[Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, \*et seq.\*](#)<sup>18</sup>

U.S.C. § 921 (definition of “firearm”)

18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)

18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)

21 U.S.C. § 812(c) (identifying “controlled substances”)

34 C.F.R. § 300.530 (defining “illegal drugs”)

Gun-Free Schools Act, 20 U.S.C. § 7961

*Honig v. Doe*, 484 U.S. 305 (1988)

U.S. Department of Education Office for Civil Rights, U.S. Department of Justice Civil Rights Division, *Resource on Confronting Racial Discrimination in Student Discipline* (May 2023)

[Take It Down Act, Public L. 119-12](#)

[McKinney Vento Homeless Assistance Act, 42 U.S.C. § 11343a](#)

**Adopted Policy: September 18, 2007**

**Revised Policy: June 18, 2013**

**Revised Policy: January 20, 2016**

**Revised Policy: April 17, 2018**

**Revised Policy: September 18, 2018**

**Revised Policy: February 19, 2020**

**Revised Policy: May 17, 2022**

**Revised Policy: June 17, 2025**

**Revised Policy: \_\_\_\_\_**

Windsor Public Schools  
Windsor, CT

## **Rational for New Policy**

### **P 5123.3 Graduation Ceremonies (Participation)**

The District recognizes graduation as an important milestone that celebrates student achievement and the successful completion of secondary education. This policy provided by CABE establishes clear, consistent, and equitable expectations for participation in graduation ceremonies, while allowing limited exceptions for unique circumstances.

The policy also reinforces expectations for student conduct, cooperation, attire, and the resolution of outstanding school obligations. Establishing these guidelines in advance will provide clarity for students and families and help ensure that graduation remains a dignified and meaningful celebration for all.

**GRADUATION CEREMONIES (PARTICIPATION)**

The Board believes that completion of the requirements for a diploma from the District is an achievement that improves the community as well as the individual. Therefore, the Board wishes to recognize that achievement annually in a publicly held graduation ceremony.

Only students who have successfully completed all requirements and obligations prescribed by Board policy and the school administration will be eligible to participate in the graduation ceremony, except as provided below:

1. A foreign exchange student may be permitted to participate in the graduation ceremonies at the discretion of the school administration, upon successful completion of the school year.
2. A student who is within one semester credit of meeting graduation requirements at the end of the school year will be permitted to participate in the graduation ceremonies with his/her class if he/she has made arrangements to complete the credit. His/her diploma will be awarded when the requirement has been met.
3. Additional exceptions may be approved by the Board in unusual circumstances, upon recommendation of the school administration.

The school administration shall notify all students of the requirements and obligations that must be met in order to participate in the graduation exercises. Individual students who are not or may not be eligible to participate in the graduation ceremonies, and their parent(s)/guardian(s), shall be notified by certified mail no later than two (2) weeks after completion of the first semester of their senior year.

**Limitations:**

1. These activities shall be free from innovative acts and interruptions which diminish the dignity of the activities for the other participants and their family.
2. Participation shall be a privilege, reserved to those who conduct themselves according to the established guidelines, rather than a right.
3. Participation privileges shall be withdrawn from any student whose conduct is not according to established guidelines.
4. Cooperation must be exhibited with school staff members and administration in senior activities, including the graduation ceremony.

5. In order to preserve the dignity of the graduation ceremony, students must conform to school-sanctioned standards and expectations for behavior and attire.
6. Prior to the graduation ceremony, school properties must be returned and all outstanding fees paid.

Legal Reference:

Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures

**Adopted Policy:** \_\_\_\_\_

Windsor Public Schools  
Windsor, CT

## **Rational For New Policy Adoption**

### **P/AR 5131.81 Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices**

This policy and regulation govern student possession and use of personal technology, including cell phones, during the school day. The draft is adapted from the Connecticut Association of Boards of Education (CABE) Model Policy 5131.81 and aligned with the Connecticut State Board of Education's Position Statement and Policy Guidance, including the August 2024 adoption and the August 5, 2026 update, *Personal and Purposeful Technology Use in Connecticut Schools*.

After years of piloting different approaches to managing personal cell phone use, gathering input through family and staff focus groups, and reviewing the substantial body of research on the effects of cell phones on student learning and well-being, we are proposing a cell phone-free instructional day so that students can stay focused on their academic growth and social-emotional success. The policy reflects current WPS practice: elementary students remain "away for the day," with no personal devices permitted at school or on the bus to or from school. Middle and high school students are restricted "bell to bell," with no exception for lunch; devices may be used after the dismissal bell, including on the bus ride home. Enforcement and confiscation procedures are addressed through the Student Code of Conduct rather than spelled out in the policy itself, keeping the policy focused on expectations while giving building administrators consistent, well-defined tools for implementation.

Students

Electronic Devices

### **Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices**

*This policy reflects the “Position Statement and Policy Guidance for Personal Technology Use in Connecticut Schools: Impact of Social Media and the Use of Cell Phones on Student Learning and Mental Health” developed by the CT State Department of Education and adopted by the CT State Board of Education on August 21, 2024, and further strengthened by the State Board of Education's August 5, 2026 update, Position Statement and Policy Guidance: Personal and Purposeful Technology Use in Connecticut Schools: Impact of Cell Phones, Social Media, and Screen Time on Student Learning and Mental Health.*

The Windsor Board of Education (Board) believes that students who feel emotionally and intellectually safe in their school environment are more likely to engage in their learning and reach their fullest potential.

Emerging research suggests that social media significantly negatively impacts brain development during adolescence, when identities and a sense of self-worth are forming and social rewards, pressures, and acceptance are paramount. This research, as well as the addictive algorithms embedded in social media platforms themselves, is of concern to the Board, as the Board recognizes that unfettered access to social media interferes with the opportunities the District provides to ensure students benefit from school environments that build skills in social interaction and communication, provide for stimulating intellectual engagement in the classroom, and support peer-to-peer and peer-to-adult relationship building.

There is a growing body of evidence that student access to cellular telephones and other personal technology during the school day may be detrimental to student emotional well-being, social development, and academic growth. The use of personal technology at school is therefore considered a privilege, not a right.

Thus, to safeguard the learning environment and enhance system-wide opportunities for student academic success and overall well-being, the Board shall restrict the use of personal technology in all District schools “bell to bell,” consistent with the recommendation of the Connecticut State Board of Education, and provide the following guidance to the Superintendent in working with staff, students, and parents/guardians to establish administrative regulations that differentiate among elementary, middle, and high school levels.

The Board fully recognizes that a collective response is required to ensure all members of the school community join together to ensure all students have full access to the District curriculum, day-to-day instructional opportunities, healthy and constructive peer-to-peer relationships, and the foundational skills and attitudes that promote effective digital citizenship.

#### **Definitions:**

Personal Device means any device owned by an individual with the capability to process, store, transmit, or access information independently, including but not limited to mobile phones, smartphones, smartwatches and other wearable technology, Smart glasses, headphones, tablets, PCs, laptops, and cameras.

Restrictions means limiting conditions, or the limitation or control, of the possession or use of a Personal Device.

Collective Action means action taken together by members of the school community - the Board of Education, administration, staff, students, and parents/caregivers - to achieve a common objective, including limiting distractions and the addictive algorithms embedded in social media applications.

**Policy Implementation Guidelines:**

- Emphasis shall be placed on creating engaging learning spaces to mitigate the negative impact that personal devices have on student learning.
- Consideration shall be given to specific elementary, middle, and high school practices based on developmental readiness and maturity.

**Elementary School - “Away for the Day”**

- Elementary students shall not bring personal devices to school, and personal devices shall not be used, activated, or visible on school property or on District-provided transportation to or from school, including the bus ride home.
- School day environment, classroom experiences, and activities shall focus on creating spaces that encourage peer interaction and hands-on, play-based learning.
- Specific procedures for elementary implementation shall be effectively communicated to all school community members and enforced to ensure compliance with this policy.

**Middle and High School - “Away for the Day: Bell to Bell”**

- Practices shall focus on removing personal devices from the instructional day, from the first bell to the dismissal bell, with no exception for lunch.
- Students may use personal devices after the dismissal bell, including while riding District-provided transportation home.
- Specific procedures for collecting and/or securing personal devices upon arrival at school shall be effectively explained to middle and high school students and parents, taking into consideration the developmental characteristics of adolescents' need for increased autonomy and independence, and concerns related to social media's addictive algorithms.
- Practices shall ensure appropriate filters are in place to mitigate illegal use and access to inappropriate sites when device use is authorized.

**Responsibilities of the Board of Education and the Superintendent in Developing the District Personal Technology Use Policy:**

- The Board and the Superintendent shall engage and elicit feedback from school leaders, educators, families, students, and relevant stakeholders in developing and adopting a policy that aims to mitigate the negative impact of unrestricted access to personal technology in the District's schools.
- The Superintendent shall develop administrative regulations that align with this policy and provide for the professional learning of all school staff in implementing the policy.
- The Board shall ensure that the Personal Technology Use in Schools policy's foundation is districtwide in its vision, scope, and implementation.

- The Superintendent shall work with staff to assist families in understanding healthy uses of technology, setting ground rules, utilizing parental controls on devices, and monitoring technology use.
- The Board shall review and update this policy regularly to address future technological devices, online platforms, emerging threats, and legislative and court action.

### **Responsibilities in Supporting the Implementation of and Adherence to the District Policy**

#### **School Leaders:**

- Engage educators, families, and students in an introduction to this policy that is sensitive to the concerns of all involved.
- Support educators in the consistent, uniform application and enforcement of this policy and associated regulations.
- Provide educators with professional development on best practices for incorporating technology into classroom lessons and activities using authorized, school-issued devices.
- Implement a graduated response to violations of this policy, consistent with the Student Code of Conduct, that encourages students to see the value of a personal-technology-free learning environment.
- Create a process for individualized exceptions to this policy consistent with a student's IEP, Section 504 accommodations, individualized health care plan, or learning plan.
- Incorporate digital citizenship education content and skills into the curriculum.

#### **Teachers and Staff:**

- Recognize that impulse control is a skill that must be developed, and that students require support and instruction to establish healthy and responsible relationships with technology and social media.
- Create engaging lessons that foster in-person group work and collaboration among peers to strengthen students' interpersonal skills, peer interaction, and social communication.
- Model healthy digital habits and use personal technology and social media in alignment with District policy.
- Fully engage in professional development related to supporting positive digital habits, digital citizenship, and effective use of technology in the classroom.

#### **Families and Caregivers:**

- Promote student engagement in learning by refraining from communicating with students via personal devices during the school day and encouraging children to use planning and problem-solving skills, coping strategies, and in-school supports to foster independence. (See the District/school communication plan for how to reach a child in the case of an emergency.)
- Support school initiatives to create technology-free spaces that allow students to fully participate in their education while encouraging in-person connections with peers and adults.
- Model a healthy relationship with social media and screen time at home, and reduce the use of technology as a tool for occupying young children.
- Consider using age-appropriate parental controls on smartphones and other devices to encourage the development of healthy relationships with technology.

**Students:**

- Participate in opportunities to provide feedback in the development of District policy and grade-band specific regulations, as appropriate.
- Follow this policy, associated regulations, and the Student Code of Conduct.
- Engage in lessons and classroom discussions related to social and emotional learning, digital citizenship, media literacy, and the responsible use of technology.
- Encourage peers to use technology and social media appropriately.
- Report concerning or inappropriate cell phone use and online behavior by peers to a principal, teacher, school counselor, psychologist, social worker, or other trusted adult in the school building.

**Enforcement**

Violations of this policy shall be addressed in accordance with the Student Code of Conduct, which shall provide for progressive disciplinary measures. Personal devices possessed or used in violation of this policy are subject to confiscation in accordance with administrative regulations and the Student Code of Conduct.

**Responsibility/Liability**

Any student who brings a personal device to school does so at his or her own risk and is personally responsible for its security. Neither school personnel nor the Board assumes responsibility or liability for the loss, theft, damage, or vandalism of a personal device brought onto school property, or for its unauthorized use.

(cf. 5114 - Suspension and Expulsion/Due Process)

(cf. 5131 - Conduct)

(cf. 5131.8 - Off School Grounds Misconduct)

(cf. 5131.82 - Restrictions on Publications and Written or Electronic Material)

(cf. 5131.911 - Connecticut School Climate Policy)

(cf. 5131.913 - Cyberbullying)

(cf. 5144 - Discipline/Punishment)

(cf. 5145.44 - Title IX/Sexual Harassment)

(cf. 5145.51 - Peer Sexual Harassment)

**Legal Reference:**Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

Eisner v. Stamford Board of Education, 440 F. 2d 803 (2nd Cir 1971)

Trachtman v. Anker, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)

Hazelwood School District v. Ruhlmeir, 484 U.S. 260, 108 S Ct 562 (1988)

Bethel School District v. Fraser, 478 US 675 (1986)

Tinker v. Des Moines Independent Community Dist., 393 US 503 (1969)

**Policy adopted:** \_\_\_\_\_

**Dr. Noha Abdel-Hady**

**Superintendent of Schools**

**Windsor Public Schools**

**Windsor, CT**

Students

Electronic Devices

### **Personal Technology Use in Schools/Cellular Phones/Electronic Communication Devices**

The District recognizes the importance of technology in the educational setting. While cellular telephones and other personal technology may serve as a form of technology, they can pose a significant distraction to the learning environment if used without the direction of teachers.

The use of personal technology at school is a privilege, not a right.

#### **Definitions**

A “Personal Device” or “cellular telephone or wireless communication device” is a handheld or worn electronic device that can receive and/or transmit voice, text, or data messages, or otherwise process, store, transmit, or access information, without a cable connection. This includes, but is not limited to, cellular telephones, smartphones, smartwatches and other wearable technology, tablets, and any current or emerging wireless handheld technologies developed for similar purposes.

“School property” means any school building, bus, or facility, including grounds owned or occupied by the Board, and includes the location of a District-sponsored activity and transportation provided by the District to attend such an activity.

“Instructional school day” means the moment a student enters the school building until the final dismissal bell. It includes, but is not limited to, study halls and any other structured or non-structured instructional activity that occurs during the normal school day, including the administration of examinations.

“Kept in the ‘off’ position” means the device is powered completely off, and not simply set to vibrate, silent, standby, hibernation, or airplane mode.

“Away for the day” means a personal device may not be brought to school, and may not be possessed, visible, used, or activated by a student on school property or on District-provided transportation, from the time the student arrives at the bus stop or school in the morning until the student leaves school property or exits District-provided transportation at the end of the school day.

#### **Use of Personal Devices at School or School Events**

##### **Elementary School Students (“Away for the Day”)**

- Elementary students may not bring personal devices to school.
- Personal devices may not be possessed, visible, used, or activated on school property or on District-provided transportation at any time during the school day, including on the bus ride to and from school.
- If a personal device is inadvertently brought to school, it must remain powered off and stored out of sight (e.g., in a backpack) for the entire school day, including on the bus.

### **Middle and High School Students (“Away for the Day: Bell to Bell”)**

- Students may bring personal devices to school, but such devices must be powered off (kept in the “off” position) and stored in a non-visible, secure location from the first bell of the instructional day until the dismissal bell, with no exception for lunch.
- Personal devices may not be accessed by students at any time during the instructional day, including during lunch or passing time between classes.
- Students may use personal devices after the dismissal bell, including while waiting for or riding District-provided transportation home.
- The use of personal devices is strictly prohibited at all times in locker rooms or restroom areas while at school or a school-related event, as long as it falls within the Instructional school day. Devices used in this manner will be immediately confiscated.
- Individual school schedules may require minor flexibility as approved by the principal.

### **Unauthorized Use of Devices**

A student's possession, display, or use of a personal device on school property contrary to the provisions of this regulation shall be considered unauthorized use, including but not limited to conduct which:

- Interferes with or disrupts the instructional or educational environment;
- Violates academic integrity, such as reproducing images of tests, communicating test or examination contents or answers, or otherwise assisting students in a manner that violates Board policy or the Student Code of Conduct;
- Communicates grades or evaluation results, or the contents of any evaluation activity, in violation of a student's privacy;
- Is used to commit a crime under federal or state law;
- Violates a student's or other person's reasonable expectation of privacy, including use of photographic capabilities in locker rooms, restrooms, other changing areas, or classrooms; or
- Is profane, indecent, obscene, threatening, discriminatory, bullying, or harassing in nature, including cyberbullying, harassment, intimidation, or the sharing of private information without consent.

### **Other Responsible Uses**

Personal devices are permissible in the following circumstances, notwithstanding the general restrictions of this regulation:

- Instructional or Educational Purposes, as determined by the classroom teacher with the approval of the building principal or designee.
- IEP, Section 504, or Health Care/Medical Plan, when the use of a personal device is authorized pursuant to a student's Individualized Education Program (IEP), Section 504 Accommodation Plan, or Health Care/Medical Plan with supportive documentation from the student's physician.
- Health, Safety, or Emergency Reasons, at the discretion of the principal.
- School Trips or School-Sponsored Activities, at the discretion of the principal or designee, provided such use is not disruptive to the activity.
- Other reasons determined appropriate by the principal.

**Enforcement**

A personal device possessed or used in violation of this regulation is subject to confiscation by school personnel, including classroom teachers. Confiscated devices shall be turned in to the school office as soon as possible.

Violations of this regulation shall be addressed through the Student Code of Conduct, which governs progressive disciplinary measures for repeated or serious violations. Any student who refuses to surrender a device to school personnel upon request shall be subject to discipline as provided in the Student Code of Conduct.

Families should direct questions about a specific incident, confiscation, or disciplinary consequence to the building principal or designee.

**Responsibility/Liability**

Any student who brings a personal device to school does so at his or her own risk and is personally responsible for its security. Neither school personnel nor the Board assumes responsibility or liability for the loss, theft, damage, or vandalism of a personal device brought onto school property, or for its unauthorized use.

**Regulation approved:** \_\_\_\_\_

## **Rational For Revised Policy**

### **AR 6340 Guidelines for Acceptable Use of Computers, Networks and the Internet (Students)**

This regulation governs student use of technology devices, networks, and the Internet across the District. Section 10 previously permitted students to bring and use personally owned ("BYOD") devices at school. The decision to remove this provision and require the use of only District-issued or District-approved devices reflects the District's investment in a technology monitoring program that allows teachers and staff to actively supervise student activity while working on technology; this program is only compatible with District-owned and District-approved devices. This change will ensure consistent, District-wide monitoring of student technology use during instructional time and will be implemented at the discretion of building administrators and the Superintendent or her designee.

Section: Instruction

Subject: COMPUTER TECHNOLOGY

**BOARD OF EDUCATION POLICY**

**WINDSOR PUBLIC SCHOOLS**

**WINDSOR, CT**

1. The Windsor Board of Education recognizes that today's students will grow up in a technological society in which the computer will play a major role. To prepare students to be successful and contributing members of such a society, the Windsor Schools have an obligation to provide students, K-12, with the experience necessary to understand and use computers.
2. It is the commitment of the Board that students and staff be provided the opportunity to acquire computer literacy. Computer technology will be used for both instruction and management.
3. The Superintendent and staff are directed to develop programs toward these ends.

\*\*\*\*\*

Policy Adopted: 6/16/92

AR6340

**Instruction**

**Guidelines for Acceptable Use of Computers, Networks and the Internet (Students)**

**Introduction**

The tools and resources provided by computing equipment, networks and the Internet support the goals and objectives of the Windsor Public Schools. The district supports their use by students for productivity, information access, communication and problem-solving. Technology provides new tools and exciting opportunities that truly enhance teaching and learning in our schools.

While actively supporting the use of available tools by all students, the district also recognizes that there may be use that is inappropriate or objectionable. Although regulations cannot totally eliminate the possibility of such use, they can significantly limit unacceptable utilization of equipment, networks and the Internet. Our intent is to maximize the educational value of all electronic resources. These regulations provide direction for the privilege of using these powerful resources in ways that are effective, safe, responsible and legal.

## **User Access and Explanation of Guidelines**

Access to information technology through the Windsor Public Schools is a privilege, not a right. Students and parents/guardians shall be required to read, sign and return the WPS Technology Use Agreement form to their appropriate school.

Newly hired staff shall be required to read and sign the WPS Technology Use Agreement form.

The Windsor Public School Acceptable Use Regulations (AUR) shall govern all use of technology devices, digital resources, and network infrastructure. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this AUR. All users are expected to understand and comply with both the "letter" and the "spirit" of the AUR and show good judgment in their use of these resources.

In Section 7, these regulations also address topics regarding the district web site including the release of student information, work or images.

### **1. Responsibilities for Implementing Regulations**

- A. The district is responsible for informing students and families about these regulations for the acceptable use of technology.
- B. The district will request that parents/guardians and/or students annually sign and return forms stating that they have read regulations and agree to abide by them. This procedure will include information on release of student information on the district web site. A Technology Use Agreement form is included in the Appendix to these regulations. Forms may be revised as needed.
- C. The district will also use Internet filtering software to prevent access to material that is obscene, pornographic, harmful to minors or is prohibited according to criteria in Section 2. See Section 4 for further information on Internet filtering.
- D. Students are responsible for following acceptable use regulations whenever they use the computing resources of the district. This includes use of the district email system (for example, if sending a message to a teacher) or other district resources that can be accessed or used off-site.
- E. The district will educate students about Internet safety and appropriate online behavior including social networking, chat and cyberbullying.

### **2. Regulations**

- A. Technology is provided for educational purposes in keeping with the academic goals of Windsor Public Schools, and that student use for any other purpose is inappropriate.
- B. The data, files and Internet access of all students are considered to be the property of the school district. Administration reserves the right to access, monitor and review

all use of district computer resources, including the overriding of passwords, when necessary. Students should not have any expectation of privacy in the use of district technology resources.

C. In order to ensure that technology use is effective, safe and responsible, certain activities and behaviors are not permitted. The following are prohibited:

- 1) Creating, communicating, using or knowingly accessing media or text that are obscene, profane, pornographic, inflammatory, harassing, threatening, bullying, degrading, defaming, harmful to minors or promote violence or illegal activities.
- 2) Creating, communicating, using or knowingly accessing media or text that are offensive because they are based on slurs or stereotypes related to race, gender, ethnicity, religion, sexual orientation or disability or handicap.
- 3) Creating, using or knowingly accessing sites that are used to post personal information or initiate personal relationships or dating.
- 4) Vandalism of equipment.
- 5) Attempts to bypass or circumvent Internet filtering. If a website is blocked by the district filter, it is not be accessed through other means such as proxy servers or the use of cellular networks.
- 6) Attempts to disrupt the performance of equipment, software or networks including attempts to access any resource or tool for which the user is not authorized.
- 7) Tampering or unauthorized modification of hardware, software or networks including the uploading, creation and spread of computer viruses.
- 8) Tampering with data and files belonging to or being used by others. Unauthorized access to others' files is also prohibited.
- 9) Installation of any programs or online services on district computers.
- 10) Use of file-sharing software or networks unless they have been set up by the district for school purposes.
- 11) Sharing of personal data. See Section 7 for regulations on release of student information on the district website.
- 12) Making personal plans to meet any person or persons contacted via the Internet even if they have been part of a school activity which involved interaction on the Internet.

13) Sharing of passwords, using of others' accounts or other activities that compromise the security of the computer systems, including leaving computers "signed on" when unattended.

14) Intentional wasting of network resources.

15) Use of school technology for commercial purposes or financial gain, including selling or buying. Students should not enter credit card or Social Security information.

16) Use or transmission of any resource that constitutes a violation of copyright laws as described in district copyright regulations.

17) Use of school technology for any form of illegal behavior including accessing dangerous information that, if acted upon, could cause damage or danger to others.

18) Saving any files to district computing resources for which you do not have a legal license or that violates copyright laws.

D. Students are to report security or technical problems as well as other violations of regulations to an appropriate staff member. Students will be instructed that if they inadvertently access objectionable materials on the Internet or other locations. They should report this immediately to the staff member in charge. Students shall not demonstrate problems to other student users.

### **3. Role of Parents/Guardians**

A. Parents/guardians will be informed about acceptable use regulations and the role of such regulations in providing a safe, appropriate and productive learning environment. This will include distribution and return of a Technology Use Agreement form. Parents/guardians will also be provided with information on how to reach the Educational Technology Curriculum Supervisor with any questions regarding these regulations.

B. When use of a specific technology violates a specific tenet of the student's religion, parents/guardians may contact the Educational Technology Curriculum Supervisor to have their child exempted from use. This provision will be noted on the Technology Use Agreement form.

### **4. Internet Filtering**

A. The Children's Internet Protection Act (CIPA) requires that schools filter Internet access if they receive ERate discounts for Internet access, service or internal connections.

B. The district implements a system to filter out Internet Sites with content/material considered inappropriate or harmful and unacceptable for student viewing. Such

content includes that which is considered obscene, child pornography, harmful to minors or is prohibited according to criteria in Section 2.

C. The Internet changes rapidly making it impossible to filter all objectionable sites. Students have the responsibility to monitor their own Internet use. As noted in Section 2, if objectionable materials are inadvertently accessed, students should report this to the staff member in charge.

D. Filtering is only one technique to manage Internet access and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors.

E. Filtering systems will not be disabled during any times when students are using technology. However, specific sites may be unblocked if determined to be appropriate according to these regulations. If a student believes that a site should not be blocked, they should report this to the appropriate teacher who can send a request to the Educational Technology Curriculum Supervisor.

## **5. Student Disciplinary Action**

As previously stated, students are expected to follow these regulations at all times when using computers, networks, the Internet and all district technology. Failure to follow acceptable use regulations will lead to disciplinary action up to and including suspension and expulsion as well as possible loss of privileges to use technology in one or more locations within the school for specific periods of time. Illegal activity will also be reported to appropriate authorities.

Students who engage in misconduct using personal technology outside of school may be subject to discipline. Any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes day-to-day operations of a school. In addition, such conduct must also be violative of a publicized school policy.

## **6. Warranties/Indemnification**

The district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the students' own risk.

## **7. The Windsor Public Schools Web Site**

### **A. Purposes of the Site**

The Windsor Public Schools web site provides opportunities to communicate information about the district and its individual schools. Internal audience will include staff and students while external audience will include parents, community members, prospective employees and anyone who has an interest in the Windsor Public Schools. The site will foster communications not only by providing information but also by enabling others to contact the school district. The site may provide a forum in which the district shares with others the creative work of students and staff. The site can also be utilized to identify or provide instructional resources, projects and material for students and staff.

The Windsor Public Schools web site refers to all official pages published by the district and its schools at <http://www.windsorct.org>.

## **8. Student Safeguards**

- A. District employees may release student information in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.
- B. Any student information protected by statute will not be permitted on the district website.

## **9. Technology Related Services Provided by the Windsor Public Schools**

### **What are Google Apps for Education?**

Windsor Public Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Windsor Public Schools have access to Google Apps for Education. All of the Google Apps services can be accessed from anywhere an Internet connection is available (school, home, smart phone, etc.).

## **~~10. Bring Your Own Technology~~ 10. District-Approved Technology Devices**

~~Technology plays a large role in our students' lives. Personal devices, defined as privately owned portable electronic devices, can enhance and enrich learning opportunities both at home and at school. Windsor Public Schools is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.~~ Technology plays a large role in our students' lives and can enhance and enrich learning opportunities both at home and at school. Windsor Public Schools has invested in a district-wide technology monitoring program that allows teachers and staff to actively monitor student activity while students are working on technology. Because this monitoring program is only available on District-owned and District-approved devices, only such WPS-approved devices may be used by students at school; personal, privately owned devices are not permitted for instructional or academic use during the school day.

### **A. General Information**

The district maintains a wireless network with access only to the Internet. Access to the Windsor Public Schools staff and student wireless network, ~~whether with school-provided or personal devices,~~ **limited to WPS-approved devices**, is filtered in compliance with the Children's Internet Protection Act (CIPA). Access to the Windsor Public Schools wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and the signed Technology Use Agreement. The use of the wireless network also allows IT staff to conduct investigations regarding inappropriate Internet use at any time.

## **B. Guidelines for Use**

- 1) ~~Use of personal devices during the school day is at the discretion of teachers and staff. Students shall use only WPS-approved devices during the school day. Teachers are expected to actively monitor student technology use, through the District's approved technology monitoring program, whenever students are working on district-approved devices.~~
- 2) The primary purpose of the use of ~~personal devices~~ **WPS-approved devices** at school is educational.
- 3) The use of ~~personal devices~~ **WPS-approved devices** falls under the Windsor Public School's Acceptable Use Regulations, found in the student handbook.
- 4) Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- 5) Students shall not distribute pictures, audio or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting images or video online).
- 6) Only the Internet gateway provided by the district may be accessed while on school grounds. Personal Internet-connected devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time.
- 7) ~~Students are required to have updated anti virus software running on their device. Free virus protection products are readily available online.~~
- 8) ~~Personal technology~~ **A student's WPS-approved device** may be searched by school personnel if there are reasonable grounds for suspecting that the search will turn up evidence that a student has violated or is violating either the law or the rules of the school.
- 9) There is no expectation of personal privacy in the use of ~~personal technology~~ **WPS-approved devices** at school. The District's information technology staff have the ability to identify users and monitor all **BYOD WPS-approved** devices logged on to the network.

### C. School Liability Statement

~~1) Students bring their devices to use at Windsor Public Schools at their own risk. It is their duty to be responsible in the upkeep and protection of their devices. 1) Liability for the loss, theft, or damage of a WPS-approved device issued to a student is addressed in the District's Technology Device Use Agreement, which each student and parent/guardian must sign prior to receiving a District-issued device.~~

2) As personal devices are not allowed at school, Windsor Public Schools is in no way responsible for:

- a. Personal devices that are broken while at school or during school-sponsored activities
- b. Personal devices that are lost or stolen at school or during school-sponsored activities

### ~~10.~~ 11. Revision of Acceptable Use Regulations

These regulations will be evaluated and updated as needed in response to the changing nature of technology and its application in the Windsor Public Schools.

The Superintendent or his/her designee may also develop additional administrative procedures to govern the day-to-day management and operations of the district's technology as long as they are consistent with Board policy and acceptable use regulations.

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pico, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

**Regulation revised: July 12, 2016**

**Regulation approved: October 28, 2013**

**Last Revision: August 12, 2026**

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