Policy Committee

Monday, February 1, 2016 6:00 PM
Policy Committee, L.P. Wilson Community Center, Room 17, 601 Matianuck Avenue, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Audience to Visitors**
3. **Review AR 6111 School Calendar**
4. **Review P 6112 School Day**
5. **Review P 1120 Board of Education Meetings**
6. **Review AR 5124 Reporting of Unusual Incident**
7. **Review P 0200 Goals for School District**
8. **Review AR 5141.3 Health Assessment**
9. **Adjournment**

Section:	**INSTRUCTION**	
Subject:	**SCHOOL CALENDAR**	**AR-6111**

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. School Sessions - The School year shall consist of not less than one hundred eighty (180) days.

2. School Calendar Guidelines

   A. School Opening -.The Board of Education will set the first day of school annually, usually at their Regular **January** ~~March~~ Meeting, after they receive a recommendation from the Superintendent of Schools and the Calendar Committee.

   B. Thanksgiving Recess - The first full day of the recess will be the Wednesday before Thanksgiving Day. School will resume the Monday following Thanksgiving Day.

   C. Holiday Recess - The first full day of vacation will **normally** be December 24. School will resume on January 2 or the first Monday thereafter if January 2 falls on a Friday or Saturday. If January 1 falls on a Sunday, school will resume on Tuesday, January 3.

   D. Winter **Recess** ~~Vacation~~ - **In setting the calendar, additional days off may be scheduled in conjunction with President's Day for students and/or staff.** ~~The Winter vacation will be the full week in February which includes President's Day.~~

   E. Spring **Recess** ~~Vacation~~ – **A full week of vacation shall be scheduled in April in compliance with the required common calendar.** ~~At least (5) snow make-up days will be scheduled into the school calendar at the end of the year in June. Snow make-up days will be used to make up any emergency school closings during the school year. If more than the scheduled make-up days are needed, the additional make-up days will be scheduled during the week originally allotted for the April Spring Recess. A recommendation on the use of April, Spring Recess days as make-up days will be made to the Board of Education at its regular meeting in March.~~

   F. Snow Days – At least five snow make up days will be scheduled into the school calendar at the end of the year in June. Snow make up days will be used to make up any emergency school closings during the school year. If more than the scheduled make up days are needed, the additional make up days will be scheduled during the week originally allotted for the April, Spring Recess. A recommendation on the use of April, Spring Recess days as make up days will be made to the Board of Education at its regular meeting in March.

****

Regulation Approved: ~~March 20, 2001~~

Legal Reference:
Connecticut General Statutes
10-15 - Town to maintain schools

Section:	**Instruction**	
Subject:	**SCHOOL DAY**	**P-6112**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

1. The school day for all groups ~~except~~ **K**~~k~~indergarten **to Grade 12** shall continue for ~~five and one-half (5-1/2)~~ **six and three-quarter (6 3/4)** hours. School days may be shortened on occasion, **due to professional development or weather related issues.** ~~provided, however, the day shall consist of at least four (4) hours and twenty (20) minutes.~~

Legal Reference:
Connecticut General Statutes
10-16 Length of school day

Policy Adopted: ~~4/14/81~~
Revised:

Section: Community Relations

Subject: BOARD OF EDUCATION MEETINGS P-1120

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

The regular and special meetings of the Board of Education are open to the public and representatives of the press, except for that a part of a meeting may be properly designated an executive session as provided by law. (See 9322 for details).

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through the posting of the agenda and notices to the Town Clerk, newspapers and directly to those citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements, agendas and minutes of meetings.

Any citizen may appear before the Board during "audience to visitors" to express his/her opinion concerning the educational program of the district. The public is advised that any critical discussion of specific Board employees is outside the Board's jurisdiction because it does not supervise employees and that such comments should be addressed to **the Superintendent** ~~that employee's immediate supervisor~~. Persons wishing to address the Board should give their names and addresses.

Persons addressing the Board shall maintain appropriate standards of decorum and shall not engage in personal attacks, vulgarity or other inappropriate speech. The Board reserves the right to limit speakers to **three** ~~two~~ minutes and to limit speakers on a particular topic to **thirty** ~~twenty~~ minutes.
(cf. 1312 - Public Complaints)

Legal Reference:
Connecticut General Statutes
1-225 Meetings of government agencies to be public.
1-226 Broadcasting or photographing meetings.
19a-342 Smoking in public meetings in rooms of public building prohibited.
1-227 Mailing of notice of meetings to persons filing written request. Fees.
1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
1-232 Denial of access to public records or meetings.
10-238 Petition for hearing by board of education.

Policy Adopted: ~~July 13, 2005~~

Section: **Students**

Subject: **REPORTING OF UNUSUAL INCIDENTS** **AR-5124**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Unusual Incidents

1. The following occurrences are considered to be unusual incidents and must conform to the following provisions. Unusual incidents include:

   A. When student or employee is arrested.

   B. Where a weapon is present within a school which may or may not lead to an arrest.

   C. Where a student is arrested for possession, sale or distribution of drugs.

   D. When there has been an assault on a staff member.

   E. When there has been a break into a school building.

   F. Vandalism to school property which results in a police investigation.

   G. Severe injury of any student or employee in school or in a school activity or function.

   H. Any other significantly unusual incident at any school-sponsored activity which comes to the attention of the principal.

2. An unusual incident should be reported to the Superintendent by telephone or email as soon as possible after the incident has occurred.

3. A Report of the Unusual Incident (Form 5124) shall then be forwarded to the Superintendent within 24 hours after the incident has occurred.

4. The Superintendent will forward information **to the Board of Education** pertaining to the unusual significant incidents **that will not interfere with their role as a governing body of the school district or violate student or employee confidentiality laws** ~~to the Board of Education~~ as soon as reasonably possible.

Regulation approved: ~~March 15, 2011~~

Craig A. Cooke, Ph.D. ~~Elizabeth E. Feser, Ed.D.~~
Superintendent of Schools

Section: **Philosophy, Goals, Objectives**

Subject: **GOALS FOR SCHOOL DISTRICT** **P-0200**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

The Board of Education adopts the following prioritized goals as essential to the achievement of quality education for each student. These goals were developed at the Annual Goal Setting Workshops of the Board of Education held on March 16, 1999 and May 4, 1999.

Preamble: The Windsor Public Schools shall maintain high expectations for its Board of Education, Administration, Faculty, Staff and its students and shall demonstrate an understanding of the needs of children.

The prioritized Goals of the Windsor Board of Education are:

GOAL 1: MAXIMUM STUDENT ACHIEVEMENT - The Windsor Public Schools will provide all students with the curriculum, instruction and assessment to promote maximum student achievement in academic, vocational, social, artistic, and physical developmental skills enabling them to meet the challenges, opportunities, and obligations of the modern world. The Windsor Public Schools shall provide equitable learning opportunities to challenge the interests, needs and abilities of all students.

GOAL 2: DIVERSITY AND COMMUNITY - The Windsor Public Schools will provide an educational program staffed by persons who reflect the diversity of our students and the Windsor community. We will provide instruction and training that develops understanding and respect for the variety of human cultures and experiences.

GOAL 3 CHARACTER AND CONDUCT – The Windsor Public Schools will provide a learning environment for all students that develops good character, high standards of conduct and respect for all other individuals.

GOAL 4: SAFE SCHOOLS - The Windsor Public Schools will work to provide a safe and orderly school environment for all students and staff. The Windsor Public Schools will foster the support and involvement of students, staff, parents and community in this effort.

GOAL 5: FACILITIES - The Windsor Public Schools will provide school facilities which comply with building and access codes, support instruction, are versatile to multiple uses over time, and are attractive, well maintained and safe.

Policy Approved: May 25, 1999

Section: **Philosophy, Goals, Objectives**

Subject: **GOALS FOR SCHOOL DISTRICT** **P-0200**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

The Board of Education adopts the following mission statement and goals as essential to the achievement of quality education for each student. These goals were approved at the October 21, 2014 regular meeting of the Board of Education.

Mission Statement: The mission of the Windsor Public Schools is to develop the genius in every child and to create life-long learners.

Goals: To accomplish this mission, the Windsor Public Schools, in cooperation with families and the greater Windsor community, will ensure that all students acquire the following skills and behaviors:

1. All students will demonstrate exemplary academic skills throughout their careers in the Windsor Public Schools.
2. All students will demonstrate effective oral and written communications.
3. All students will demonstrate the necessary skills to work collaboratively with others.
4. All students will demonstrate the ability to think critically and to solve complex problems utilizing analytical ability, creativity, research skills, logical reasoning, innovation, integrative understanding and resilience.
5. All students will demonstrate a knowledge and understanding of the increasingly global nature of society.
6. All students will demonstrate the behaviors associated with good citizenship.
7. All students will graduate from the Windsor Public Schools with a clear, achievable post-secondary plan.
8. All students will demonstrate exemplary skills in utilizing technology to maximize their educational experience.
9. All students will demonstrate an understanding of the importance of health and wellness.

Policy Approved: October 21, 2014

Windsor Public Schools
Windsor, CT

SHIPMAN & GOODWIN LLP
COUNSELORS AT LAW

Rational for Revised Administrative Regulation:

AR 5141.3 HEALTH ASSESSMENTS/SCREENINGS

Section 4 of Public Act 15-215, effective July 1, 2015, changes the grades in which boards of education must conduct vision, audiometric and postural screenings of students. Now, both vision and audiometric screenings are required for students in kindergarten and grade one, and then also in grades three through five. Postural screenings are now required for female students in grades five and seven, and for male students in grades eight or nine. In addition to providing written notice to parents or guardians of any problems found in the screenings, superintendents must now also inform parents or guardians of students who did not receive such screenings and provide a brief explanation of why the student did not receive the screening.

Section:	**Students**	
Subject:	**HEALTH ASSESSMENT**	**AR-5141.3**

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

A. Prior to enrollment in the Windsor Public Schools each student, and for each student enrolled in grade six or seven, and in grade nine or ten, must undergo a health assessment, which shall include:

(a) a physical examination including blood pressure, height, weight, hematocrit or hemoglobin, and a chronic disease assessment which shall include, but not be limited to, asthma as defined by the Commissioner of Public Health pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes. The assessment form shall include (A) a check box for the provider conducting the assessment, to indicate an asthma diagnosis, (B) screening questions relating to appropriate public health concerns to be answered by the parent or guardian, and (C) screening questions to be answered by such provider;

(b) an updating of immunizations as required by law (see AR-5141.31);

(c) vision, hearing, speech and gross dental screenings;

(d) such other information, including health and developmental history, as the physician feels is necessary and appropriate.

The health assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia and test for lead levels in the blood when the Board of Education, after consultation with the school medical advisor and the local health department, determine such tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to the written order of a physician, or physician's assistant, licensed under state law, or of an advanced practice registered nurse, licensed under state law.

B. The Board of Education will provide the following health screenings, and they shall be required for all students according to the following schedule:

• Vision Screening	Grades **K, 1, 3, 4, 5** ~~K-6, 9~~
• Audiometric Screening	Grades **K, 1, 3, 4, 5** ~~K-3, 5, 8~~
• Postural Screening	**Female, Grades 5, 7** ~~Grades 5-9~~ **Male, Grade 8 or 9**

All of the screenings required under these administrative regulations will be performed in accordance with regulations applicable to such screenings as adopted by the State Board of Education.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

The school system shall provide these screenings to students at no cost to parents. Parents shall be provided an annual written notification of screenings to be conducted. Parents wishing to have these screenings to be conducted by their private physician shall be required to report screening results to the school nurse.

C. Parents of students failing to meet standards of screening or deemed in need of further testing shall be notified in writing by the Superintendent of Schools, and the Windsor Public Schools shall make reasonable efforts to ensure that such further testing or treatment is provided. Reasonable efforts include determination of whether the parent or guardian has obtained the necessary testing or treatment for the student and, if not, advising the parent or guardian how such treatment may be obtained. Parents of those students choosing to have a health assessment conducted by medical personnel outside of the school system shall do so at no cost to the school system. Students eligible for health assessments shall have them provided by the Health Services staff.

D. The Superintendent shall give written notice to the parent or guardian of each student who did not receive a vision screening, audiometric screening or postural screening with a brief statement explaining why such student did not receive a vision screening, audiometric screening or postural screening.

E. Health records shall be maintained in accordance with Policy #5125.

F. Any student participating in an interscholastic sports program must have a health assessment before participating in a sport. Medical clearance must be obtained every 13 months for a~~A~~All candidates for athletic teams ~~shall be examined within 13 months~~ by either a private physician or school medical advisor at a time and place determined by the Director of Athletics and the Medical Advisor.

No candidate will be permitted to engage in either a practice or a contest unless this requirement has been met, and he or she has been declared medically fit for athletics.

An athlete need not be re-examined upon entering another sport unless the coach requests it.

If a student is injured either in practice, a contest, or from an incident outside of school activities that requires him or her to forego either a practice session or contest, that student will not be permitted to return to athletic activity until a physician examines the student and pronounces him/her medically fit for athletics.

G. Health assessment and health screening requirements are waived if the parent/legal guardian of the student or the student (if he or she is an emancipated minor or is eighteen years of age or

older) notifies the school personnel in writing that the parent, guardian or student objects on religious grounds to such physical or medical examination or treatment or medical instruction.

Legal Reference: Connecticut General Statutes

10-204 Vaccination.
10-204c Immunity from liability.
10-205 Appointment of school Medical Advisor.
10-206 Health assessments (as amended by June Special Session PA 01-1).
20-207 Duties of Medical Advisor.
10-208 Exemption from examination or treatment.
10-208a Physical activity of student restricted; board to honor notice.
10-209 Records not to be public. Provision of report to school.
10-212 School nurses.
10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results, as amended by PA 96-229, An Act Concerning Scoliosis Screening.
20 U.S.C. Section 1232h, NCLB.
Public Act 15-215, "An Act Concerning Various Revisions and Additions to the Education Statutes."

Regulation approved: ~~May 19, 2009~~

Craig A. Cooke, Ph.D. ~~Elizabeth E. Feser, Ed.D.~~
Superintendent of Schools