# Policy Committee

Monday, June 6, 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 Revised P/AR 5113 Student Attendance and Truancy**
4. **Review Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children**
5. **Review Revised P 5117 School Attendance Areas**
6. **Review Revised P/AR 6155 Class Examinations**
7. **Review Revised AR 5123.1 Promotion/Retention - Windsor High School Graduation Requirements**
8. **Review Revised AR 3515.2 Parking**
9. **Review Revised AR 5131.3 Student Driving and Parking**
10. **Review Revised AR 5145.4 Administrative Regulations Regarding Discrimination Complaints (Students)**
11. **Review Revised AR 5145.5 Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students)**
12. **Adjournment**

**Rational for Revised Policy/Administrative Regulation:**

## P/AR 5113 STUDENT ATTENDANCE AND TRUANCY

Public Act 15-225, effective July 1, 2015, adds new obligations for boards of education regarding students who are chronically absent. The new law defines a "chronically absent child" as a child who is enrolled in a school under the jurisdiction of a local or regional board of education and whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that the student has been enrolled at the school during the school year. In addition, the law also requires that an in-school suspension that is greater than or equal to one-half of a school day must be considered an absence, in addition to excused, unexcused and disciplinary absences. "Disciplinary" absences will be further defined by the Department of Education at a later date, which will necessitate further revisions to the district's policy and administrative regulations at that time.

Where a district chronic absenteeism rate is determined to be ten percent or higher, under the new law, the district must establish a district-wide attendance review team. Where a school in a district has a school chronic absenteeism rate of fifteen percent or higher, the school must establish an attendance review team. If a district has more than one school with a school chronic absenteeism rate of fifteen percent or higher, the district may establish an attendance review team at the district-level or at each school with a high chronic absenteeism rate. Finally, if the district has a chronic absenteeism rate of ten percent or higher, and if one or more schools in the district has a school chronic absenteeism rate of fifteen percent or higher, the district may establish an attendance review committee for the district or at each affected school. A "district chronic absenteeism rate" is determined by dividing the number of chronically absent children in the district by the total number of enrolled children in the district in the previous school year.

Likewise, a "school chronic absenteeism rate" is determined by dividing the number of chronically absent children in a particular school by the total number of enrolled children in the school in the previous school year. The attendance review team, which must meet at least monthly, may consist of school administrators, guidance counselors, school social workers, teachers and representatives from community-based programs. Each attendance review team is responsible for reviewing cases of truants and chronically absent children, discussing school interventions and community referrals for truants and chronically absent children, and making any additional recommendations for such truants and chronically absent children and their parents or guardians.

In addition, Public Act 15-225 also requires boards of education to provide information regarding the number of truants and chronically absent children in the strategic school profile report for each school.

# STUDENT ATTENDANCE AND TRUANCY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

**In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.**

Legal References:

Connecticut General Statutes §10-220

Connecticut General Statutes §10-184

Connecticut General Statutes §10-186

Connecticut General Statutes §10-198a

**Public Act 15-225, "An Act Concerning Chronic Absenteeism"**

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Public Act 14-198, An Act Concerning Excused Absences from School for Children of Service Members

Policy Revised: March 17, 2015
Policy Revised: June 18, 2013
Policy Adopted: March 18, 2008

Windsor Public Schools
Windsor, CT

# ADMINISTRATIVE REGULATIONS REGARDING STUDENT ATTENDANCE ~~AND~~, TRUANCY AND CHRONIC ABSENTEEISM

## I. Attendance and Truancy

### A. Definitions~~:~~ for Section I

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.

2. "Disciplinary absence" – Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused **for attendance and truancy purposes**.

3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

4. "Excused absence" – a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) days of the student's return to school, or the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes, and meets the following criteria:

   ~~A.~~a Any absence before the student's tenth absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.

   ~~B.~~b For the student's tenth absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

      ~~a.~~i. student illness (verified by an appropriately licensed medical professional);

      ~~b.~~ii. religious holidays;

      ~~c.~~iii. mandated court appearances (documentation required);

~~d.~~iv funeral or death in the family, or other emergency beyond the control of the student's family;

~~e.~~v extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;

~~f.~~vi lack of transportation that is normally provided by a district other than the one the student attends.

~~C.~~c A student, age five to eighteen, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

5. "In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.

6. "Student" - a student enrolled in the Windsor Public Schools.

7. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, unless the absence an excused absence as defined above or the absence is a disciplinary absence.

   The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

**B. Written Documentation Requirements for Absences**

"Written Documentation" - includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate, that explains the nature of and the reason for the absence as well as the length of the absence.

~~B.~~**C.** Truancy Exceptions:

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.

2. A student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.

3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

~~C.~~**D.** Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section ~~B~~**C**.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.

2. If a student who has voluntarily withdrawn from school (in accordance with Section ~~B~~**C**.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

~~D.~~**E.** Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.

2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."

3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

~~E~~**F.** Procedures for students in grades K-8*

1. Notification

   a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Windsor Public Schools.

   b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

   Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal **[or his/her designee]** shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. **[Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.]** Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 **of the Connecticut General Statutes** alleging the belief that

the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

***[*Note: State law mandates notification and monitoring only with regard to students in grades K-8. Boards of Education are free, however, to extend the application of monitoring and intervention procedures to students at all grade levels.]***

~~F~~.G. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

   a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

   b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.

   c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.

   d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance

problems should be referred to the building Child Study Team [or other appropriate school based team] to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

e. If a **family with service needs** ~~FWSN~~ petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.

i~~)~~. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team [or other appropriate school based team]. Upon completion of the evaluation of a regular education student, the Child Study Team [or other appropriate school based team] shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.

ii~~)~~. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").

**H. Attendance Records**

**All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).**

**II. Chronic Absenteeism**

A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Windsor Board of Education and whose total number of absences at any time during a school year is

equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;

2. "Absence" - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;

3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and

4. "School chronic absenteeism rate" - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Windsor Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Windsor Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Windsor Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the Windsor Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Windsor Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

**III.**~~G.~~ Reports to the State Regarding Truancy Data:

Annually, each local and regional board of education shall include information regarding ~~truancy~~ **the number of truants and chronically absent children** in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

~~H. Attendance Records~~

~~All attendance records developed by the Board shall include the individual Student's state-assigned student identifier (SASID).~~

Regulation Revised: March 17, 2015
Regulation Approved: June 18, 2013

Craig A. Cooke, Ph.D.
Superintendent of Schools

Windsor Public Schools
Windsor, CT

**Rational for Revised Policy:**

## P 5141.4 REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN

Public Act 15-205 makes substantial modifications to the General Statutes regarding the mandated reporting of child abuse and neglect by school employees, the training of school employees in identifying abuse and neglect, the definition of a victim of abuse and neglect under the statute, and the investigation and reporting of abuse and neglect in the public school setting. Currently, the law requires school employees to report to the Department of Children and Families ("DCF") when, in the ordinary course of employment, a school employee has reasonable cause to suspect or believe that a child under age eighteen has been abused or neglected. In addition to those existing requirements, the new law, effective October 1, 2015, requires that a school employee also report to DCF, when, in the ordinary course of employment, the school employee has reasonable cause to suspect or believe that a person being educated by the technical high school system or a local or regional board of education requirement regarding the sexual assault of a student by a school employee applies based on the person's status as a student, rather than his or her age.

Public Act 15-205 also sets forth factors for a mandated reporter to consider in determining whether there is reasonable cause to suspect abuse or neglect or the sexual assault of a student by a school employee. The law provides that the mandated reporter may base such suspicion on factors including, but not limited to, observations, allegations, facts or statements by a child, victim or third party. In addition, the law clarifies that such suspicion or belief does not require certainty or probable cause.

Furthermore, the law now prohibits a board of education from employing a person whose employment was terminated, or who resigned from employment following a suspension, if that person is convicted of a crime involving an act of child abuse, neglect or sexual assault against a student. Additionally, boards of education may not hire a person whose employment was previously terminated due to a violation of the mandatory reporting laws, regardless of whether an allegation of abuse or neglect or sexual assault was substantiated.

Importantly, the new law creates additional reporting requirements for local boards of education with regard to training programs and refresher training programs for school employees who are mandated reporters. Effective October 1, 2015, the principal for each school of a local board of education must annually certify to the superintendent that each school employee working at the school is in compliance with the requirements for training and refresher training. The superintendent of schools must then certify such compliance to the State Board of Education.

Finally, and significantly, by January 1, 2016, each board of education must establish a confidential rapid response team to coordinate with the Department of Children and Families to ensure prompt reporting of suspected abuse, neglect or sexual assault against a victim, and to provide immediate access to information and individuals relevant to the investigation of the Department of Children and Families. This confidential rapid response team must include a teacher, the superintendent, a local police officer and any other person the board of education deems appropriate.

In addition, the requirement that a superintendent must suspend employees against whom abuse or neglect is substantiated is now limited to situations when the Commissioner of Children and Families recommends such school employee be placed on the child abuse and neglect registry.

# REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Connecticut General Statute § 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe **(1)** that ~~a~~ **any** child **under eighteen** has been abused or neglected, ~~or~~ **has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been** placed at imminent risk of serious harm, **or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee,** to report such suspicions to the appropriate authority.

In furtherance of this statute and its purpose, it is the policy of the Windsor Board of Education to require ALL EMPLOYEES of the Windsor Board of Education to report suspected abuse and/or neglect, ~~or~~ **nonaccidental physical injury,** imminent risk of serious harm **or sexual assault of a student by a school employee,** in accordance with the procedures set forth below.

1. Scope of Policy

   This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, **nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee,** but to ALL EMPLOYEES of the Windsor Board of Education.

2. Definitions

   For the purposes of this policy:

   "Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

   "Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

   "School employee" **means** (A) ~~A~~ **a** teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social

worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board.

**"Sexual assault" means, for the purposed of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws, and related terms covered by the mandatory reporting laws and this policy.**

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 **et seq.** to report suspected abuse and/or neglect of children **or the sexual assault of a student by a school employee**. The term "statutory mandated reporter" includes all school employees, as defined above, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics and is eighteen years of age or older.

3. What Must Be Reported

**a)** A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that ~~a~~ **any** child **under the age of eighteen years**:

~~a)~~ has been abused or neglected;

~~b)~~ has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; ~~or~~

~~c) is placed at imminent risk of serious harm~~. **is placed at imminent risk of serious harm; or**

**b)** **A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:**

**i)** **sexual assault in first degree;**

**ii)** **aggravated sexual assault in the first degree;**

**iii)** **sexual assault in the second degree;**

**iv) sexual assault in the third degree;**

**v) sexual assault in the third degree with a firearm; or**

**vi) sexual assault in the fourth degree.**

**Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.**

**c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or elieft does not require certainty or probable cause.**

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Windsor Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, **or is the victim of sexual assault by a school employee, as described in Paragraph 3, above,** the following steps shall be taken.

(1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm**, or is a victim of sexual assault by a school employee**. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.

(2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/ ~~or~~ her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect **or sexual assault of a student,** then the employee shall notify the Superintendent ~~or the Superintendent's~~ **his/her** designee directly.

(3) In cases involving suspected or believed abuse ~~or~~, neglect **or sexual assault of a student** by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.

(4) Not later than forty-eight hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.

(5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.

(6) If the report concerns suspected abuse ~~or~~, neglect **or sexual assault of a student** by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, **or is a victim of sexual assault by a school employee, as described in Paragraph 3, above,** the following steps shall be taken.

(1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected ~~or~~, placed at imminent risk of serious harm **or is a victim of sexual assault by a school employee.** Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm **or is a victim of sexual assault by school employee**, he/she shall cause

reports to be made in accordance with the procedures set forth for statutory mandated reporters.

b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse ~~and/or~~ , neglect **or sexual assault by a school employee** from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

a) The names and addresses of the child and his/her parents or other person responsible for his/her care;

b) the age of the child;

c) the gender of the child;

d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;

f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;

g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;

h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;

i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;

j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and

k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

***For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.**

7. Investigation of the Report

a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse ~~and~~, neglect **or sexual assault** if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF"). In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports **and reports of a student's sexual assault by school employees**, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.

c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child **or student victim of sexual assault** and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.

d) Any person reporting child abuse or neglect **or the sexual assault of a student by a school employee**, or having any information relevant to alleged abuse or neglect **or of the sexual assault of a student by a school employee**, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.

e) When the school district is conducting an investigation involving suspected abuse or neglect **or sexual assault of a student** by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse ~~or~~, neglect **or sexual assault** to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Windsor Public Schools, pending the outcome of the investigation.

8. Evidence of Abuse ~~or~~, Neglect **or Sexual Assault** by a School Employee

a) If, upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that **(1)** a child has been abused or neglected by a school employee, as defined above, and **the Commissioner** has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, **or (2) a student is a victim of sexual assault by a school employee,** the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.

b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and **the** conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two **(72)** hours after such termination or resignation.

d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence

that a child has been abused or neglected by a school employee **or that a student has been victim of sexual assault by a school employee**.

f) **The Windsor Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.**

9. Evidence of Abuse ~~or~~, Neglect **or Sexual Assault** by An Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected, **or a student has been sexually assaulted,** by any individual who provides services to or on behalf of students enrolled in the Windsor Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Windsor Public Schools.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. **Confidential Rapid Response Team**

**No later than January 1, 2016, the Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.**

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. **The Windsor Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of**

**Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, regardless of whether an allegation of abuse or neglect or sexual assault was substantiated.**

~~12.~~

**14.** Non-~~discrimination~~ **Discrimination** Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect **or the sexual assault of a student by a school employee** and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect **or sexual assault by a school employee**. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect **or the sexual assault of a student by a school employee** or testifying in any proceeding involving child abuse or neglect **or the sexual assault of a student by a school employee.**

~~13.~~**15.** Distribution of Policy

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.

~~14.~~**16.** Training

a) All school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.

b) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.

**c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.**

~~15.~~17. Records

a) The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee~~, as defined above,~~ employed by the Board **or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above**, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.

b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

Public Act ~~14-186 "An Act Concerning The Department of Children and Families And The Protection of Children"~~ **15-205, "An Act Protecting School Children"**

Policy Revised: March 17, 2015
Policy Adopted: June 19, 2012

Windsor Public Schools
Windsor, CT

## Appendix A

## RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATATORY REPORTING LAWS AND THIS POLICY

**An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.**

**"Intimate Parts" (Conn. Gen. Stat. § 53a-65)**

**"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.**

**"Sexual Intercourse" (Conn. Gen. Stat. § 53a-65)**

**"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Its meaning is limited to persons not married to each other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.**

**"Sexual Contact" (Conn. Gen. Stat. § 53a-65)**

**"Sexual contact" means any contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.**

**Sexual Assault in First Degree (Conn. Gen. Stat. § 53a-70)**

**A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual**

intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status

and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)
A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual

**contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.**

| | | |
|---|---|---|
| **Section:** | **Students** | |
| **Subject:** | **SCHOOL ATTENDANCE AREAS** | **P-5117** |

**BOARD OF EDUCATION POLICY**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

1. The Board of Education shall establish school attendance area boundaries toward the goal of providing a quality education in schools that reflect the character and diversity of the community. The drawing of attendance area boundaries shall be guided by the following considerations:

   A. Educational needs of students

   B. Proximity of students to the school

   C. Safety of students

   D. Racial and ethnic balance of the school population

2. All Windsor students residing within each respective school attendance area shall attend that school, except that the Superintendent may allow individual students to attend, on a year-to-year basis, a different school in which space is available. Such exceptions shall be granted upon written application of the student's parents or guardian under any of the following conditions:

   A. The student's health requires a different school assignment. A physician's diagnosis must accompany the parents' request. The school medical advisor shall review the application and make a recommendation to the Superintendent.

   B. The student has moved to a different school attendance area in Windsor after January 1. Such a student may finish the school year at the school he or she attended at the time of the move.

   C. **Decision of** ~~A~~**a** Planning and Placement Team.~~, or~~

   D. ~~t~~**T**he Superintendent recommends attendance at a different school is in the best educational interests of the student.

~~3. Students attending schools outside their respective home school attendance areas during the 2006-2007 school year and younger siblings born before April 24, 2007 may remain in those schools through grade five. Commencing with the 2007-2008 school year, no other student may attend any school outside his or her home school attendance area except by application made pursuant to Item 2 above.~~

4. The Board of Education shall not provide transportation for any student attending a school outside his or her home school attendance area, unless the reason for attending another school falls under 2A or 2C above.

~~5. The Board of Education shall not provide transportation for any student attending a school outside his or her home school attendance area.~~

Legal Reference: Connecticut General Statutes
10-226b Existence of racial imbalance.
10-226c Plan to correct imbalance.
10-226d Approval of plan by state board.

Policy adopted: ~~April 24, 2007~~

| | | |
|---|---|---|
| **Section:** | **Instruction** | |
| **Subject:** | **CLASS EXAMINATIONS** | **P-6155** |

# BOARD OF EDUCATION POLICY
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

1. ~~Scheduling Major Tests~~ **Test Schedules**

   A. ~~In fairness to students who must be absent because of required religious holidays and in order to avoid the necessity for make-up activities, major tests and/or the introduction of new topics and materials should not be scheduled on these days.~~ **When scheduling either classroom or system-wide tests, teachers and administrators are encouraged to consider possible conflicts with religious holidays that the students in their classes may encounter. Efforts should be made to choose a schedule for tests and makeup opportunities that are reasonable under the circumstances and maximize the number of students in attendance. Teachers should let parents know of important class activities such as tests, field trips, or presentations as far in advance as possible so that potential conflicts with religious obligations can be avoided or accommodated. Windsor Public Schools does not designate specific days of religious significance on which testing is prohibited.**

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

| | | |
|---|---|---|
| **Section:** | **INSTRUCTION** | |
| **Subject:** | **CLASS EXAMINATIONS** | **AR-6155** |

**ADMINISTRATIVE REGULATION**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

INSTRUCTION

CLASS EXAMINATIONS

~~Final~~ Examinations: High School

1. ~~Final~~ e**E**xaminations are to be administered in all ~~academic~~ classes at the end of each semester. A special ~~final~~ examination schedule ~~is to~~ **will** be developed to afford all students ample opportunity to do well. Exams are to be weighted as 20% ~~percent~~ of the final grade **for semester courses and the semester grade for year-long courses**.

2. ~~In addition, a make-up schedule should also be developed to allow s~~**S**tudents who **have** ~~had~~ **an** excused absences during the scheduled exam period ~~to make up the missed exam.~~ **must make** ~~S~~specific arrangements ~~should be made by the student~~ with the teacher **to complete the exam upon** ~~on~~ the student's return to school.

3. Students who miss an exam without a legitimate reason will be unexcused for the examination and not entitled to make up the exam. These students will receive a grade of zero (0) for the exam. ~~This final examination grade of zero (0) will be weighted as 20% of the student's final grade for the semester courses and the semester grade for year-long courses.~~

~~3~~4. **During the exam schedule days,** ~~S~~students are required to attend school only when they are scheduled for an ~~final~~ exam. If students attend school when not scheduled for an ~~final~~ exam, they will be required to report to ~~a study hall or library~~ **a designated area.** Loitering in the building or on school grounds ~~will~~ **is** not be permitted.

5. **During the spring semester ONLY, <u>seniors</u> will be exempt from June exams in any class where they have at least an A- (90%) combined average for quarters 3 and 4. Seniors will not be exempt from school designated Capstone Projects. There are NO exemptions for freshmen, sophomores and juniors.**

~~4. Exemption Policy for Seniors - Spring Semester Only~~

~~A. The final exam exemption policy applies only to seniors and only during the spring semester. A senior will be exempt from taking the final exam in a course if he/she attains a minimum semester grade of "B" (83%) and receives no marking period grade less than "B-" (80%) during that spring semester.~~

~~B. Juniors, Sophomores and Freshmen: NO EXEMPTIONS.~~

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Regulation Approved: ~~Oct. 19, 1992~~

~~James R. Myers, Ph.D.~~
Superintendent of Schools

**Section:** **Students**

**Subject:** **PROMOTION / RETENTION** **AR-5123.1**
**Windsor High School Graduation Requirements**

**ADMINISTRATIVE REGULATION**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

## I. Introduction

To graduate from Windsor High School a student must earn a minimum of 23 **(25 credits effective with the Class of 2017),** must meet the credit distribution requirement listed below and must complete **20 hours of verified community service beginning with the Class of 2017**. Students must also meet performance standards in reading/writing, mathematics and science.

## II. Credit Distribution Requirement

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|---|---|
| English | 4 credits (English 9, 10, 11 and 12) |
| Science | 3 credits (Integrated Science 1, Biology, and 1 additional credit in any combination of other science courses.) |
| Mathematics | 3 credits |
| Social Studies | 3.5 credits (Early Global Studies, Modern Global Studies, US History and Civics) |
| Fine Arts | .5 credits (any music or art elective) **(1.0 credits with Class of 2020)** |
| Vocational/Applied Edu. | .5 credits (business, human and personal services, or technology education) **(1.0 credits with Class of 2020)** |
| Physical Education | 1.5 credits (PE/Health 9, PE/Health 10 and one other elective) |

## III. Promotion and Retention

The promotion and retention of students is based on earned academic credits. Promotion from grade 9 to grade 12 is determined by the following credit standards:

| | |
|---|---|
| Grade 9 to 10 | 6.0 credits |
| Grade 10 to 11 | 12.0 credits |
| Grade 11 to 12 | 18.5 credits |

**ADMINISTRATIVE REGULATION**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

## IV. Performance Standards: Reading, Writing, Mathematics and Science

Windsor High School students must have basic skills in reading/writing, mathematics and science before graduation. To demonstrate their competency in these areas students must meet the district's performance standards.

All students as part of the mandated State testing program must take the Science CAPT in grade 10 and the SAT in grade 11.

Step 1: Standardized Assessments

Students meet the district performance standard if they have met any of the following requirements in the area specified.

### Reading/Writing

A. Achieve a score on the SAT I in Evidence Based Reading and Writing which meets the "Proficient" or similar designation as determined by the State of Connecticut.
B. Achieve a minimum composite score of 20 on the ACT.

### Mathematics

A. Achieve a score on the SAT I in Mathematics which meets the "Proficient" or similar designation as determined by the State of Connecticut.
B. Achieved a minimum composite score of 20 on the ACT.

### Science

Achieve proficiency (score of 3 or higher) on the Connecticut Academic Performance Test (CAPT) in Science.

**ADMINISTRATIVE REGULATION**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

Step 2: District Performance Assessments

Students who do not achieve qualifying scores in one or more areas on the standardized measures discussed in Step 1 must demonstrate mastery on the district performance assessments:

1. Reading/Writing and Math

    a. The District Performance Assessment in Reading/Writing will be administered quarterly during a student's senior year. Students who score at least a 70% have met the reading and writing graduation requirement.

    b. The District Performance Assessment in Math will be administered quarterly during a student's senior year. Students who score at least 70% have met the mathematics graduation requirement.

2. Science

    a. The District Performance Assessment in Science will be administered quarterly beginning in a student's junior year to those students who did not meet the district standard on Grade 10 Science CAPT. Students who score at least 70% have met the science graduation requirement.

**Notification:** The counseling department will notify students and parents/guardians in writing at the beginning of their junior year (science only) and senior year (reading/writing, math, science) if they have not yet met the graduation requirement.

**Transfers:** If a student transfers into Windsor High School after completing at least three years in a high school in another district, s/he must have met the goal on the test from the sending district or state in order to be exempt from Windsor's performance standard requirement for graduation.

**Special Needs**: The performance standard requirement for graduation for a student with special needs may be modified if so indicated on the student's Individual Education Plan (IEP).

**ADMINISTRATIVE REGULATION**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

## V. Options If Requirements Are Not Met

A. Seniors who have earned the necessary 23 **(25 credits effective with the Class of 2017)** to graduate but have not met the district performance standard on one or more of the reading/writing, mathematics and science performance assessments must:

Enroll in summer school courses that if successfully completed would meet the standard, or

Sit for a retake of the district performance assessment during the summer, the date of administration to be determined by the school system.

B. Seniors who are short .5 to 2.0 credits for graduation must:

1. Enroll in summer school and pass the courses needed to graduate.

2 If the student does not meet all necessary credit requirements for graduation through summer school, s/he can return to WHS in September but only to make-up those courses needed to graduate. [The student may not carry a full load of courses, and will be permitted on campus only during the time s/he is in class.]

OR

3. Attend night school or community college to earn the necessary credits for graduation.

C. Seniors who are short 2.5 or more credits toward graduation may return to Windsor High and carry a full load of courses.

Note: Any seniors returning for another year of school must meet the graduation standard of the class of the students' original graduating class based on the year they entered high school.

**ADMINISTRATIVE REGULATION**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

**VI. Residency Requirement:**

To receive a Windsor High School diploma, students must have earned a minimum of 5.50 credits while attending Windsor High School. Of the 5.50 credits earned at Windsor High School, 2.50 credits must be earned during the senior year. Students transferring to Windsor High School and planning to graduate in June of the school year in which they transferred, must be enrolled at the school no later than February 1st of that same school year to receive a Windsor High School diploma.

Reference:
P-0200 – Goals for Students
P-6146.1 – Reporting to Parents
AR-6146.1 – Reporting to Parents, Marking System
P-6146 - Graduation Requirements, Standards of Proficiency

Legal Reference - Connecticut General Statutes:
PA 99-288 An Act Concerning Education Accountability
10-221(a) Board of Education to prescribe rules
PA 01-166: An Act Concerning High School Graduation and the Connecticut Academic Performance Test

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Regulation Approved: November 16, 2010

Elizabeth E. Feser, Ed.D.
Superintendent of Schools

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| **Section:** | **Business/Non Instructional Operations** |
| **Subject:** | **PARKING** **AR-3515.2** |

# ADMINISTRATIVE REGULATION
# WINDSOR PUBLIC SCHOOLS
# WINDSOR, CT

**Vehicles Parked on School Property by Students and Employees**

While participating in school activities, students and employees of the Board of Education may park vehicles in areas designated by the school administration.

The Board of Education reserves the right to forbid parking on school property at any time, to withdraw the right of any person to use school property for parking, and to issue regulations governing the movement of parked vehicles whether or not school is in session.

Parking at forbidden times or in forbidden places is subject to prosecution by the Board of Education for violation of school rules.

The Board of Education assumes no responsibility for damage to or theft of a vehicle or any item stored in or on a vehicle parked on school property.

No item, the possession of which is illegal or in violation of school regulations or which endangers the health, safety or welfare of persons shall be stored in or on a vehicle parked on school property.

If the school administration believes that a vehicle ~~while~~ on school property is being used in a manner or for a purpose which may be injurious or illegal, it shall refer the matter to the police.

**Windsor High School Student Parking**

~~Parking permits will be issued to eligible students.~~ ~~There is a~~ **Students may be assessed a** fee for ~~the permit~~ **parking every school year.** ~~Permits must be secured for each vehicle that is to be parked on school property during the school day.~~ Students must adhere to all parking regulations stipulated by the high school including where students are to park their vehicles.

Regulation Approved: ~~October 17, 2006~~

~~Elizabeth E. Feser, Ed.D.~~
Superintendent of Schools

(cf. 5131.6 – Student Driving and Parking)

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| **Section:** | **Students** | |
| **Subject:** | **STUDENT DRIVING AND PARKING** | **AR-5131.3** |

**ADMINISTRATIVE REGULATION**
**WINDSOR PUBLIC SCHOOLS**
**WINDSOR, CT**

## 1. Student Driving and Parking

A. While participating in school activities, pupils and employees of the Board of Education may park vehicles in areas designated by the school administration. (cf. 3512.2 - Parking)

B. The Board of Education reserves the right to forbid parking on school property at any time, to withdraw the right of any person to use school property for parking, and to issue regulations governing the movement of parked vehicles whether or not school is in session.

C. Student parking at forbidden times or in forbidden places is subject to prosecution by the Board of Education for violation of school rules.

D. The Board of Education assumes no responsibility for damage to or theft of a vehicle or any item stored in or on a vehicle parked on school property.

E. No item, the possession of which is illegal or in violation of school regulations or which endangers the health, safety or welfare of persons, shall be stored in or on a vehicle parked on school property.

F. If the school administration believes that a vehicle ~~while~~ on school property is being used in a manner or for a purpose which may be injurious or illegal, it shall refer the matter to the police.

## 2. Registration and Parking of Vehicles

~~A. Students who drive to school must register any and all motored vehicles they use EACH YEAR. Upon registering a vehicle, the student will receive an ID window sticker which must be secured to the driver's side of the vehicle's rear window. Students who fail to register their vehicles or properly attach the ID sticker may lose the privilege of bringing their vehicle on school grounds.~~

~~A.~~B. Students ~~will~~ **may** be assessed a fee for parking every school year. The fee, **if charged,** will be determined annually by the High School Administration.

B. Parking areas are delineated by white painted lines and students are required to park within designated areas only.

C. The SPEED LIMIT for all school roadways, whether posted or not, is not to exceed 10 MPH.

Regulation Approved: ~~March 18, 2008~~

~~Elizabeth E. Feser, Ed.D.~~
Superintendent of Schools

**Students**

# ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (STUDENTS)

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

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

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the Board's policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ADA) (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment (for claims of discrimination and/or harassment based on sex).

All other complaints by a student or other individuals alleging discrimination on the basis of the protected characteristics listed herein should file a written complaint with:

Office of the Superintendent of Schools
~~Jeffrey A. Villar~~ **Craig A. Cooke,** Ph.D.
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 ext. 236
~~jvillar~~**ccooke**@windsorct.org

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

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

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

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression, he/she should make a written complaint to ~~Jody Lefkowitz,~~ **Steven Carvalho,** Director of Pupil and Special Education Services or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

The complaint should state the:

A. Name of the complainant,

B. Date of the complaint,

C. Date(s) of the alleged harassment/discrimination,

D. Name(s) of the harasser(s) or discriminator(s),

E. Location where such harassment/discrimination occurred,

F. Names of any witness(es) to the harassment/discrimination, and

G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.

Any student who makes an oral complaint of harassment or discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If a student (or individual acting on behalf of the student) is unable to make a written complaint, the administrator receiving the oral complaint will either reduce the complaint to writing or assist the student (individual acting on behalf of the student) in completing the written complaint form.

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

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

1. offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;

2. provide the complainant with a copy of the Board's anti-discrimination policy and accompanying regulations;

3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

4. conduct the investigation in a confidential manner, to the extent practicable, adhering to the requirements of state and federal law;

5. communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within thirty (30) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

6. take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee;

7. If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the complainant, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling the investigator's conclusions or findings. The Superintendent shall provide written notice to the complainant of the proposed actions within fifteen (15) school days following the receipt of the written request for review.

At any time, a complainant alleging race, color or national origin discrimination or harassment has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111).

Regulation Approved: ~~June 18, 2013~~

**Students**

# ADMINISTRATIVE REGULATIONS REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

## Definitions

**Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

**Sexual harassment:** In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.

2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.

3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.

4. Touching of a sexual nature or telling sexual or dirty jokes.

5. Transmitting or displaying emails or websites of a sexual nature.

6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to ~~Craig Cooke, Ph.D.,~~ **Terrell Hill,** Asst. Superintendent for Human Resources, or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

3. The complaint should state the:

   A. Name of the complainant,

   B. Date of the complaint,

   C. Date(s) of the alleged harassment/discrimination,

   D. Name(s) of the harasser(s) or discriminator(s),

   E. Location where such harassment/discrimination occurred,

   F. Names of any witness(es) to the harassment/discrimination, and

   G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.

4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.

5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.

6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.

7. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or

shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.

8. The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.

9. If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

Copies of this regulation will be distributed to all students.

Title IX Coordinator

The Title IX Coordinator for the Windsor Board of Education is: ~~Craig Cooke, Ph.D.,~~ **Terrell Hill,** Asst. Superintendent for Human Resources, whose office is located at 601 Matianuck Avenue, Windsor, CT 06095 and whose telephone number is 860-687-2000 ext. 233.

Regulation approved: ~~June 18, 2013~~