Regular Meeting

Wednesday, January 22, 2020 6:30 PM
Town Hall, Council Chambers Please click the link below to join the webinar: https://us02web.zoom.us/j/85191945173 Or Telephone: +1 646 558 8656 or +1 301 715 8592 Webinar ID: 851 9194 5173 , 275 Broad Street, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Superintendent Presents 2020-2021 Budget Proposal**
3. **Public Forum on 2020-2021 Budget (Limited to maximum of 30 minutes)**
4. **THE REGULAR MEETING WILL BEGIN IMMEDIATELY FOLLOWING THE PUBLIC FORUM AND A 5 MINUTES RECESS**
5. **Recognitions/Acknowledgements**

a. Recognition--Jahnessa Cortez, BOE Student Representative

6. **Audience to Visitors**
7. **Student Representative Report**
8. **Board of Education**

a. President's Report
b. School Liaison Reports

1. Windsor High School
2. Sage Park Middle School
3. Clover Street School
4. John F. Kennedy School
5. Oliver Ellsworth School
6. Poquonock School

9. **Superintendent's Report**

a. Legislative Update with Patrice McCarthy, Deputy Director and General Counsel, CT Association of Boards of Education
b. WHS Overnight Field Trip to Spain, April 2021, 2nd Reading
c. Residency Update
d. Budget Assumptions FY 20, 2nd Reading
e. School Calendar, 2020-2021, 2nd Reading
f. Policy Adoption, 1st Reading

1. Revised BL 9325.4 Voting Method
2. Revised AR 5123.1 WHS Graduation Requirements
3. New BL 9240 Board Member Development
4. Revised P 5131.911 Bullying Prevention and Intervention Policy and AR 5131.911 Safe School Climate Plan
5. Revised P 4112.3 Employment Checks
6. Revised P/AR 5114 Student Discipline
7. Revised P/AR 4118.1 Non-Discrimination (Personnel)
8. Revised P/AR 5145.4 Non-Discrimination (Students)
9. Revised P/AR 4115.1 Policy Regarding Sex Discrimination and Harassment in the Workplace (Personnel)

10. **Committee Reports**

a. Policy Committee

11. **Consent Agenda**

a. Financial Report
b. Enrollment Report
c. Food Service Report
d. Human Resources Report

12. **Approval of Minutes**

a. December 19, 2019, 6:30 PM, Special Meeting

b. December 19, 2019, 7:00 PM, Special Meeting
c. January 6, 2020 Policy Committee
d. January 14, 2020 Special Meeting
13. **Other Matters/Announcements/Regular BOE Meetings**
a. BOE Public Forum with Finance Committee Immediately Following, Tuesday, January 28, 2020, 6:00 PM, LPW, Board Room
b. BOE Public Forum with Finance Committee Immediately Following, Saturday, February 1, 2020, 10:00 AM, LPW, Board Room
c. BOE Public Forum with Finance Committee Immediately Following, Tuesday, February 11, 2020, 6:00 PM, LPW, Board Room
d. BOE Finance Committee, Tuesday, February 18, 2020, 6:30 PM, LPW, Room 17, if needed
e. Next BOE Regular Meeting is Wednesday, February 19, 2020, 7:00 PM, Town Hall, Council Chambers
14. **Audience to Visitors**
15. **Adjournment**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

Prepared By: Craig A. Cooke, Ph.D. **Presented By:** Leonard Lockhart

Attachments:

Subject: Public Forum on 2020-2021 Budget

Background:

The Board of Education will provide an opportunity for the general public to provide comments on the Superintendent of Schools' 2020-2021 recommended education budget.

Status:

This Public Forum will be held immediately following the presentation of the Superintendent of Schools' recommendation.

Recommendation:

1. The purpose of the Public Forum is to provide the community the opportunity to provide comments to the Board prior to the adoption of the 2020-2021 budget.
2. Each speaker is allowed 3 minutes. The Public Forum on Wednesday, January 22, 2020 is limited to a total of 30 minutes.
3. Future opportunities for speakers to address this topic will be provided at Public Forums on Tuesday, January 28, 2020 at 6:00 PM, Saturday, February 1, 2020 at 10:00 AM, and Tuesday, February 11, 2020 at 6:00 PM as well as during the "Audience to Visitors" portion of each Finance Committee Meeting on January 28, 2020 following the Public Forum, February 1, 2020 following the Public Forum, February 11, 2020 following the Public Forum in the L.P. Wilson Board Room and on Tuesday, February 18, 2020 at 6:30 PM (if meeting is needed) in the L.P. Wilson Community Center, Room 17.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item # 3.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

Prepared By: Craig A. Cooke, Ph.D.

Presented By: Leonard Lockhart
Patrice McCarthy

Attachments:

Subject: Legislative Update

Background:

Patrice McCarthy, Deputy Director and General Counsel for the Connecticut Association of Boards of Education (CABE) was asked to present an update on legislative issues this evening. Board members will have an opportunity to ask Ms. McCarthy questions and/or provide input.

This agenda item was originally listed on the December 17, 2019 regular meeting agenda and the meeting was postponed to December 19, 2019 due to the weather. The presenter was not available to attend the meeting on December 19, 2019.

Status:

N/A

Recommendation:

Presentation and discussion for information only.

Reviewed by:_____ **Recommended by the Superintendent:** _____

Agenda Item # 9a.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

Prepared By: Santosha Oliver **Presented By:** Craig Cooke

Attachments: Information Related to the Trip

Subject: Spain Field Trip – April 10th - April 24th, 2021

Background: Students at Windsor High School have been provided opportunities in the past to travel to a country where the native language is that which the students are studying. There is a desire to offer students to participate in such an opportunity in the spring of 2021. This is a language and culture immersion program run by Colegio Delibes in which students will take Spanish classes each morning and participate in cultural activities each afternoon. Additionally, full day guided excursions to nearby cities are included each weekend day. Students will stay with host families screened and approved by Colegio Delibes.

Status: A proposed field trip in April 2021 to Salamanca, Spain is proposed for students enrolled in or who have completed Spanish 2, 2H or above. The educational objectives of the trip as well as the itinerary are included in the backup materials. All students will be required to take out "cancel for any reason" trip cancellation insurance in case the Board determines that it is unsafe to travel at the time of the trip.

Recommendation: Move the Board of Education approve the proposed trip to Spain as a 2nd reading reserving the right to cancel if it feels that the safety of the students is at risk.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 9b.

OVERNIGHT TRAVEL REQUEST

Supervising Teacher(s) Chelsea Krieger, Lia Negron

Pertinent Information

1. Educational Objective: See Attachment

2. Date(s) of Travel: April 10th - April 24th, 2021 (subject to date change to coincide with April vacation 2021)

3. Itinerary: See attachment

4. Housing: Accommodations with host family in double room arranged by Colegio Delibes

5. Meals: All meals are provided by host family (3 meals per day)

6. Transportation – List carriers: Flight arranged through AAA group travel on a commercial airline, transportation within Spain arranged by Colegio Delibes on private coach bus

7. Insurance: Flight insurance provided through AAA (cancel for any reason), Colegio Delibes also includes program cancellation insurance, and medical insurance

8. Student Participation Criteria: Trip is open to students who are enrolled in or have completed Spanish level 2 by start of trip.

9. Fund Raising Activities: To be determined

10. Cost to Students: Program cost is $1975 + airfare (estimated to be $1250) + travel insurance (estimated to be $150) + transportation to airport (estimated to be $100)
Total estimate = 3475

11. Number of Students: 12 - 15 (can participate with a minimum of 10 students, no maximum)

12. Parental Permission Secured: not at this time

12. Chaperones (names, qualifications):
Chelsea Krieger, I have chaperoned this same trip in summer 2016 with students from Enfield High School and summer 2018 with students from Windsor High School. Windsor High School Spanish teacher.
Lia Negron, Windsor High School Spanish teacher
Additional Windsor High School teachers will serve as chaperones as student numbers necesitate

ACTION:

Curriculum Leader [signature] Date 11/01/19

Principal [signature] Date 11/5/19

Superintendent [signature] Date 12/5/19

This request must be submitted for approval at least six (6) months in advance of the trip.

Educational Objectives

- To provide exploratory learning opportunities by immersing students in a culture which differs from their own.
- To provide an opportunity for students to develop a sense of a global citizenship.
- To provide students with an opportunity to learn about cultural similarities and differences between Spanish and American families.
- To provide students with an opportunity to extend a functional command of the language.
- To provide students with an opportunity to use the communication skill which they have learned in class.
- To provide students with a multicultural experience.
- To provide students with an opportunity to appreciate those of another cultural background and nationality.

Students Participation Criteria

This field trip will be opened to students enrolled in Spanish 2, Spanish 2H or above. Students that have completed Spanish 2 or Spanish 2H will also be eligible for this trip.

colegiodelibes

Spanish Immersion PROGRAM 2021
WINDSOR HIGH SCHOOL

11 April 2021 to 24 April 2021
or
04 April 2021 to 17 April 2021

THIS PROGRAM INCLUDES:

1. 40 hours of classes (maximum 12 students in each class)
2. All the material for the classes: books, photocopies, etc.
3. Private tutoring included when necessary for individual students
4. Course Certificate for every student at completed level
5. Accommodation with host family in double room, full board, 2 weeks
6. Guided tour around Salamanca and the cathedrals with Delibes teacher
7. Movies and conferences (seminars) in the conference room (3 per week)
8. Three full day excursions (Toledo, Avila and Segovia, La Alberca and Ciudad Rodrigo…).
9. Sports: soccer, basketball, padel…
10. Scavenger hunt around Salamanca with a Delibes teacher
11. Visit to the Museum Casa Lis with a Delibes teacher
12. Literature tour around the city guided by a Delibes teacher
13. Entrances to all museums, palaces, etc.
14. Tapas food tour with a Delibes teacher
15. After school Dance class with a professional dancer
16. After school Cooking class with a professional chef
17. Wifi internet access in the school and in the families
18. Private medical Insurance
19. Round trip Transfer in private bus Madrid (airport) – Salamanca – Madrid
20. Visit to Madrid Historical Center on the arrival day
21. One free teacher each 7 students (course and accommodation)
22. Tuition payments insured
23. 24 hour access to emergency number

THIS PROGRAM DOES NOT INCLUDE:

1. The flight USA – Spain – USA
2. Flight cancellation insurance

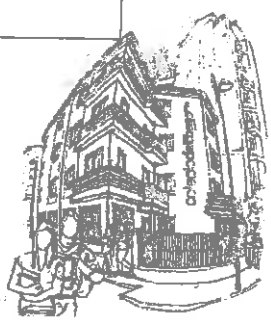
PRICE PER STUDENT:

2 WEEKS = 1975 U.S.D.

Cursos de español
en Salamanca

Plaza Julián Sánchez "El Charro", 1
37005 Salamanca (España)
Tfno: +34 923 120 460

www.colegiodelibes.com
delibes@colegiodelibes.com



Itinerary to Salamanca April 2021 for Windsor High School - subject to minor adjustments

First Week

		Saturday 4/10/21	Sunday 4/11/21	Monday 4/12/21	Tuesday 4/13/21	Wednesday 4/14/21	Thursday 4/15/21	Friday 4/16/21
Morning			Early morning arrival in Madrid Reception at airport Tour of Madrid Historical Center	8:00 Breakfast with families 8:15 Meeting at school and presentation of the program 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families
Afternoon		Late afternoon/ evening departure from United States (Flight TBD)	20:00 Return from tour 20:30 Dinner with families	16:00 Guided tour of Salamanca with Colegio Delibes history professor - Leaving from school 19:00 End of visit Free Time 20:30 Dinner with families	15:00 Movie in video room at school 17:00 Conference about Spain 20:00 Typical Tapas in Salamanca - Leaving from the Plaza Mayor	16:00 Visit to Casa Lis (Art Nouveau and Art Deco Museum) with Colegio Delibes history professor - Leaving from school 18:00 End of visit 18:45 - Salsa class - Leaving from Plaza Mayor 20:30 Dinner with families	16:00 and 17:05 Cooking class - Spanish omelet and non-alcoholic sangria - Leaving from school 18:00 Literature tour (legends of Salamanca) 20:30 Dinner with families 22:00 Night tour of Salamanca with ice cream - Leaving from Plaza Mayor	Free Afternoon Visit to "Corte Ingles" 20:30 Dinner with families

Itinerary to Salamanca April 2021 for Windsor High School - subject to minor adjustments

Second Week

	Saturday 4/17/21	Sunday 4/18/21	Monday 4/19/21	Tuesday 4/20/21	Wednesday 4/21/21	Thursday 4/22/21	Friday 4/23/21	Saturday 4/24/21
Morning	7:00 Breakfast with families 8:00 Guided excursion to Avila and Segovia Families to pack a picnic lunch for each student	6:30 Breakfast with families 7:00 Guided excursion to Toledo - Leaving from Plaza Gabriel and Galan Families to pack a picnic lunch for each student	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families 9:00-13:00 Language classes 13:30 Lunch with families	8:00 Breakfast with families Local Holiday 9:00 Guided excursion to La Alberca and Ciudad Rodrigo Families to pack a picnic lunch for each student	Early morning departure for Madrid airport in private bus (time TBD based on flight) Have a good flight and until next time friends!!! Thank you for choosing Colegio Delibes
Afternoon	18:00 Return from excursion 20:30 Dinner with families	20:00 Return from excursion 20:30 Dinner with families	16:00 Visit to the Romantic and Gothic cathedrals and the University of Salamanca with a Colegio Delibes history professor - Leaving from school 19:00 End of visit 20:30 Dinner in families	16:00 Sports afternoon Paddle class - Leaving from school 21:00 Summer welcome party-dinner included	15:00 Movie in video room at school 17:00 Conference on Spanish history 20:00 Typical tapas in Salamanca - Leaving from Plaza Gabriel and Galan	16:00 Afternoon at the local municipal pool - Leaving from Plaza Gabriel and Galan 20:30 Dinner with families 22:00 Night tour of Salamanca with ice cream - Leaving from Plaza Mayor	18:00 Return from excursion 20:30 Dinner with families	

Allianz Travel Insurance

Individual Travel Insurance Policy

FOR SERVICE, VISIT OR CALL:
www.allianztravelinsurance.com
1-800-284-8300

FOR EMERGENCY ASSISTANCE DURING YOUR TRIP CALL:

1-800-654-1908
(From U.S.)

1-804-281-5700
(Collect)

Don't forget to take this document with you!

Global Assistance

Allianz

Jefferson Insurance Company™

Allianz Global Assistance and Allianz Travel Insurance branded plans are underwritten by Jefferson Insurance Company. AGA Service Company is the licensed producer for this plan.

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Your Travel Insurance Policy

Thank you for buying a travel insurance **plan** from **us**!

Your plan is described in the following documents:

- This **policy**, which explains how **our** travel insurance works.
- The *letter of confirmation* that came with **your** package, which tells **you** what coverage **your plan** includes and the limits.
- Any other information **you** receive with **your** package, including riders or other forms.

Please make sure you read these documents carefully. This **policy** may describe coverage **your plan** doesn't include. Make sure **you** review carefully **your** *letter of confirmation*. Contact **us** immediately if **you** don't receive **your** *letter of confirmation* or if **you** think there is a mistake.

All dollar amounts in these documents are in US dollars.

We can help!
Our assistance team can help **you** with problems 24 hours a day, almost anywhere in the world.

In the United States, Canada, Puerto Rico and the U.S. Virgin Islands	**1-800-654-1908**
All other locations, call collect	**1-804-281-5700**

WHAT'S INSIDE

Section 1: Our agreement with you 3

Section 2: What this policy includes 4

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SECTION 1: OUR AGREEMENT WITH YOU

Your travel insurance plan (**your plan**) includes both insurance coverage and assistance services.

Throughout this document:

- **we**, **us** and **our** mean Jefferson Insurance Company and its agents;
- **Jefferson** means Jefferson Insurance Company;
- **you** and **your** mean the people listed on **your** *letter of confirmation*; and
- all other bolded terms are defined in Section 6, Definitions.

No one has the right to describe this travel insurance any differently than it has been described in this document, or to change or waive any of its provisions.

About this agreement

Please read your policy carefully for full details. This is a legal contract. The entire contract consists of the **policy**, any riders attached to it; and the *letter of confirmation*. **You** have a duty to make all reasonable efforts to minimize any loss.

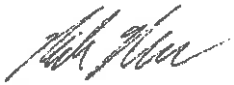
We have issued the **policy** and any attached riders based on **your** payment of the premium and on the information **you** included in **your** application or other form. The statements **you** made in **your** application or other form are representations and not warranties. **We** may use this information to void insurance, reduce benefits or defend **our** decision about a claim.

The headings in this **policy** are for convenience only.

Satisfaction Guarantee

We will refund **your** insurance premium if **you** cancel **your plan** within 10 days of purchase and **you** haven't started **your trip** or filed a claim.

Signed for Jefferson Insurance Company, 9950 Mayland Drive, Richmond, VA 23233



Mike Nelson, President



Fred Faett, Secretary

SECTION 2: WHAT THIS POLICY INCLUDES

This is a named perils travel insurance **policy**, which means it covers only the specific situations, events and losses included in this document, and only under the conditions we describe.

The **plan you** purchased may not include all the coverage described here. Make sure **you** check **your** *letter of confirmation* to confirm **your** coverage and limits.

Your plan also includes assistance services, which are described in *Help while traveling*.

Coverage	When it applies	Page
	Your trip is canceled or interrupted	**5**
Trip cancellation	**Your trip** is canceled before **you** get started	
Trip interruption	**Your trip** is interrupted after **you've** left	
Frequent traveler/ Loyalty program	**You** have to re-deposit frequent traveler or loyalty program awards	
	You get sick or hurt while traveling	**10**
Emergency medical/dental	**You** have to pay for **emergency medical or dental care**	
	You're delayed or you miss your flight or cruise	**10**
Travel delay	**Your** travel is delayed six hours or more	
Missed connection	**You** miss **your** connecting flight or cruise	
	Your baggage is lost, damaged, stolen or delayed	**12**
Lost, damaged or stolen baggage	**Your baggage** is lost, damaged or stolen	
Delayed baggage	**Your baggage** is delayed by a **common carrier**	
	Other coverage	**14**
Existing medical condition	**You** have an existing medical condition.	
Change fee	**You** have to change **your** airline ticket due to **covered reasons**	

* Underwritten by Jefferson Insurance Company

How to read Section 2

When it applies — Tells **you** when **you're** eligible to make a claim. These situations and events are called **covered reasons.**

What it covers — Tells **you** the kinds of things **you** can be reimbursed for. **You'll** find out more in Section 5, *Claims information.*

We can help! — Tells **you** about related assistance services that are available to **you** worldwide. **You'll** find a complete list in *Help while traveling.*

Important
Be sure to also read Section 3, *What this policy excludes*, as well as Section 4, *Who is covered and when*, for important information on how **your** coverage works.
Travel insurance doesn't cover everything. It's designed to protect **you** when there's a sudden, unexpected problem or event.

YOUR TRIP IS CANCELED OR INTERRUPTED

Important
You need to contact **your travel suppliers** within 72 hours of canceling or interrupting **your trip** to qualify for the largest reimbursement possible. If **you** notify **your** suppliers later and get a smaller **refund, we** will not cover the difference. If **you're** seriously ill or injured, contact **your travel suppliers** as soon as **you** can.

We can help!
Need help sending an emergency message or getting flight information? See *Help while traveling*, for a complete list of ways **we** can help.

Trip cancellation and Trip interruption coverage

When it applies — **Your trip** is canceled before **you** get started, or interrupted after **you've** left, for one of the following **covered reasons**:

Health
Injury, illness or medical condition
You or a **traveling companion** is seriously ill or injured.

Specific requirements:

- The **injury**, **illness** or **medical condition** must be disabling enough to make a reasonable person delay, cancel or interrupt their **trip**.
- A **doctor** must examine **you** or a **traveling companion** and advise **you** or a **traveling companion** to cancel or interrupt **your trip** before **you** cancel or interrupt it. If that isn't possible, a **doctor** must examine **you** within 72 hours of **your** cancellation or interruption.

A **family member** who isn't traveling with **you** is seriously ill or injured.

Specific requirement:

- The **injury**, **illness** or **medical condition** must be considered life threatening, require hospitalization, or he or she must require **your** care.

Death
You, a **traveling companion** or **family member** dies.

Specific requirement:

- A **traveling companion's** or **family member's** death must occur before or during **your trip**.

Quarantine
You or a **traveling companion** is **quarantined**.

Pregnancy
You become pregnant (trip cancellation coverage only).

Childbirth
You need to attend the birth of an **immediate family member's** child (trip cancellation coverage only).

Transportation and accommodation

Financial default
Your tour operator, airline or cruise line ceases operations due to **financial default**.

Specific requirements: (all must apply)

- **You** purchased this insurance within 14 days of making **your** first **trip** deposit or first **trip** payment;
- The **financial default** happens more than seven days after **your plan's** effective date; and
- The tour operator, airline or cruise line isn't the entity **you** purchased **your plan** or **your** travel services from, or an affiliate of that entity, and was included in **our** list of covered suppliers on **your plan's** effective date.

Please note that **Jefferson** can choose to give **you** a **trip** of similar value instead of cash.

Traffic accident
You or a **traveling companion** is in a traffic **accident** on the way to **your** point of departure, and:

- **you** or the **traveling companion** need medical attention; or
- the car needs to be repaired because it's not safe to drive.

Family or friends can't accommodate you as planned
Family or friends outside the United States can't accommodate **you** as planned because someone in the household has died or been diagnosed with a serious **illness** or **injury**.

Legal

Jury duty or court-ordered appearance
You're summoned by a court order or subpoena to serve on a jury or appear in court.

Legal separation or divorce
You or a **traveling companion** legally separate or divorce after **your plan's** effective date but before **your scheduled departure date**.

Specific requirement:

- **You** purchased **your plan** within 14 days of making **your** first **trip** deposit or first **trip** payment.

Environment

Home uninhabitable
Your primary residence is **uninhabitable** because of a **natural disaster**, fire, flood, burglary or vandalism.

Destination uninhabitable
Your destination is **uninhabitable** because of a **natural disaster**, fire, flood, burglary or vandalism.

Canceled services
Your airline, cruise line, or tour operator or **travel supplier** stops offering all services for at least 24 consecutive hours where **you're** departing, arriving or making a connection because of:

- a **natural disaster**;
- **severe weather**;
- a strike; or
- a Federal Aviation Administration (FAA) mandate.

Specific requirements: (all must apply)

- **Your travel supplier** doesn't offer **you** a substitute itinerary; and
- The striking workers aren't employed by the supplier **you** purchased **your plan** or travel services from, or an affiliate of that supplier.

Politics and violence

Hijacking

You or a **traveling companion** is hijacked.

Terrorism

A **terrorist event** happens at **your** U.S. or foreign **destination** within 30 days of the day **you're** scheduled to arrive.

Specific requirement:

- For locations outside the United States, **you're** not covered if there's been a **terrorist event** at **your destination** in the 30 days before **your plan's** effective date.

Work

Termination or layoff

You or a **traveling companion** is terminated or laid off from a company after **your plan's** effective date.

Specific requirements: (all must apply)

- The termination or layoff isn't **your** fault; and
- **You** worked for this employer for at least 12 consecutive months.

Military Duty in the U.S. Armed Forces

You or a **traveling companion**, serving in the U.S. Armed Forces, is reassigned, or have personal leave revoked, except because of war, the War Powers Act, base or unit mobilization, unit reassignment or disciplinary action.

Other

Extended travel delay

You miss more than half of the total length of **your trip** because **your** travel is delayed.

Specific requirements: (all must apply)

- **Your plan** must include travel delay coverage; and
- **You** must be delayed for a **covered reason** listed under travel delay coverage.

What it covers

Please refer to **your** *letter of confirmation* to confirm **your** coverage and limits in **your plan**.

Trip cancellation coverage

Non-refundable payments and deposits

Payments and deposits **you** made before **your trip** was canceled, less any published **refunds you're** entitled to receive.

Accommodation

The extra cost of single **accommodation** if **you** prepaid for shared **accommodation** and a **traveling companion** canceled or interrupted their **trip** for a **covered reason** or was delayed for a **covered reason**

Trip interruption coverage

Prepaid expenses

The unused part of **your** prepaid expenses, less any **refunds you** receive.

Accommodation

The extra cost of single **accommodation** if **you** prepaid for shared **accommodation** and a **traveling companion** canceled or interrupted their **trip** for a **covered reason** or was delayed for a **covered reason.**

Transportation

Reasonable transportation expenses for getting to:

- **your** final **destination** or a place where **you** can continue **your trip**; or
- **your** original **destination** another way, if **your** travel is delayed for 24 hours or more at the start of **your trip.**

Expenses for the cost of staying longer than you planned

Extra **accommodation** and transportation expenses because a **traveling companion** is hospitalized.

Special limit:

- Maximum of $100 a day for up to five days.

Frequent traveler/Loyalty program coverage

When it applies

You have to re-deposit points in **your** frequent traveler or loyalty program because **your trip** is canceled for one of the **covered reasons** listed under trip cancellation coverage.

What it covers

Please refer to **your** *letter of confirmation* to confirm **your** coverage and limits.

Redeposit fees

Fees for re-depositing frequent traveler or loyalty program awards into **your** account.

YOU GET SICK OR HURT WHILE TRAVELING



We can help!
Need help finding a **doctor** or getting emergency cash from home to pay for treatment? See *Help while traveling*, for a complete list of ways **we** can help.

Emergency medical/dental coverage

When it applies

You have to pay for **emergency medical or dental care** for one of the following **covered reasons**:

- **you** have a sudden, unexpected **illness** or **injury** during **your trip** that's either life threatening or could cause serious and irreparable harm if it isn't treated.
- **you** have an **injury** or infection, a lost filling or a broken tooth during **your trip** that requires immediate treatment by a **dentist.**

Specific requirement:

- The treatment is **medically necessary** and is provided by a **doctor, dentist, hospital** or **other licensed provider** during **your trip.**

What it covers

Please refer to **your** *letter of confirmation* to confirm **your** coverage and limits that may apply to **your plan.**

Reasonable and customary costs
Reasonable and customary costs for supplies and services from a **doctor, dentist, hospital** or **other licensed provider.**



Important
If **you're** eligible for benefits or compensation through a government-funded program other than Medicaid, **you** don't qualify for this coverage.

YOU'RE DELAYED OR YOU MISS YOUR FLIGHT OR CRUISE



Important
You need to make reasonable efforts to continue **your trip** if **you're** delayed or **you** miss **your** flight or cruise. The coverage described here can help. Any **refunds you** receive from **your travel suppliers** will be deducted from **your** claim.



We can help!
Need help rebooking **your** flight or arranging for alternative transportation? See *Help while traveling*, for a complete list of ways **we** can help.

Travel delay coverage

When it applies

Your travel is delayed for six or more consecutive hours for one of the following **covered reasons**:

Strike or common carrier delay

- **Your** departure is delayed by a **common carrier.**
- **Your** departure is delayed by an unannounced strike.

Quarantine

- **You** are **quarantined.**

Natural disaster or severe weather

- There's a **natural disaster.**
- **Severe weather** delays **your** departing flight or causes road closures.

Politics, violence or theft

- **Your** passports, money or other travel documents are lost or stolen.
- **Your** travel is delayed by a hijacking.
- **Your** travel is delayed by civil disorder or unrest.

What it covers

Please refer to **your** *letter of confirmation* to confirm **your** coverage and limits in **your plan.**

Prepaid expenses
The unused part of **your** prepaid expenses, less any **refunds you** receive.

and

Meals, accommodation and transportation

- Reasonable expenses for additional meals and **accommodation** while **you're** delayed.
- Reasonable additional transportation expenses.

Special limit:

- Maximum of $200 per person per day, up to the limit shown on **your** *letter of confirmation.*

Benefits are payable under travel delay coverage or missed connection coverage, not both.

Missed connection coverage

When it applies

You miss **your** connecting flight or cruise for one of the following **covered reasons**:

- **you're** involved in or delayed by a traffic **accident**;
- **you're** delayed by **severe weather** while en route to the departure; or
- **severe weather** cancels one of **your** flights en route to the connection or cruise, or delays it for at least three hours.

Specific requirements: (all must apply)

- **You** allowed enough time in **your** itinerary to reach **your** flight or cruise on time; and
- **You** aren't able to reach **your** connecting flight or cruise another way.

What it covers

Please refer to **your** *letter of confirmation* to confirm **your** coverage and limits in **your plan**.

Prepaid expenses
The unused part of **your** prepaid expenses if **you** miss at least 24 hours of **your trip**, less any **refunds you** receive.

Meals, accommodation and transportation

- Reasonable additional expenses for meals and **accommodation** related to **your** missed connection or cruise.
- Reasonable additional transportation expenses to get to **your** original **destination** or to a place where **you** can continue **your trip**.

Benefits are payable under only one of missed connection coverage or travel delay coverage.

YOUR BAGGAGE IS LOST, DAMAGED, STOLEN OR DELAYED

Important
Any **refunds you** receive will be deducted from **your** claim.

We can help!
Need help contacting local authorities or getting emergency cash from home? See *Help while traveling*, for a complete list of ways we can help.

Lost, damaged or stolen baggage coverage

When it applies

Your baggage is lost, damaged or stolen while **you're** traveling.

Specific requirements: (all must apply)

- **You** take reasonable steps to keep **your baggage** safe and intact, and to recover it; and
- **You** file a report giving a description of the property and its value with the appropriate local authorities, **common carrier**, hotel or tour operator within 24 hours of the loss.

What it covers

Please refer to **your** *letter of confirmation* to confirm **your** coverage and limits in **your plan**.

Actual price, actual cash value, repair or replacement (whichever is less)

- actual price is the amount it would cost to buy a similar item.
- actual cash value is the amount the item is worth based on its **current market value**. If **you** don't have an original receipt, **we'll** cover up to 75% of its **current market value**.
- repair or replacement is the cost to repair or replace the item.

Special limit:

- Maximum $500 in total for all jewelry, watches, gems, furs, cameras and camera equipment, camcorders, sporting equipment, computers, radios and other electronic items. **You** need to provide original receipts for these items or they won't be covered.

Delayed baggage coverage

When it applies

A **common carrier**, hotel or tour operator delays **your baggage** for 24 hours or more.

Specific requirement:

- **You** report the loss and file a claim with the **common carrier**, hotel or tour operator.

What it covers

Please refer to **your** *letter of confirmation* to confirm **your** coverage and limits in **your plan**.

Reasonable essential items
Reasonable essential items for **you** to use until **your baggage** arrives.

OTHER COVERAGE



Important
Please check your *letter of confirmation* to confirm your coverage and limits.

Existing medical condition coverage

If your plan includes this coverage, you, a traveling companion or family member can have an existing medical condition and you will still be eligible for all coverage and assistance services, as long as:

- you purchased your plan on or before the date you made your final trip payment;
- you purchased trip cancellation coverage that covers the full cost of all your non-refundable trip arrangements;
- you were a U.S. resident and medically able to travel on the day you purchased the plan;
- the total cost of your trip is $10,000 per person or less; and
- all other stated terms and conditions are met.

Change fee coverage

When it applies

You have to change the dates on your airline ticket for one of the following covered reasons:

- your trip is canceled or interrupted for a covered reason listed under trip cancellation/trip interruption coverage, except cessation of operations.
- you or a traveling companion are delayed by severe weather on the way to your flight.

Specific requirement:

- If you were delayed by severe weather, you allowed enough time in your itinerary to reach your flight on time.

What it covers

Please refer to your *letter of confirmation* to confirm your coverage and limits.

Change fees
Fees to change the dates on your airline ticket.

SECTION 3: WHAT THIS POLICY EXCLUDES

GENERAL EXCLUSIONS

You aren't covered for any loss that results directly or indirectly from any of the following general exclusions.

The following things if they affect you, a traveling companion or a family member, whether the family member is traveling with you or not:

- existing medical conditions (unless you have existing medical condition coverage in Section 2);
- intentional self-harm or attempting or committing suicide, while sane or insane (only applies to you);
- pregnancy, (unless specifically included in Section 2), unless there are unforeseen complications or problems with the pregnancy;
- fertility treatments, childbirth or elective abortion;
- a mental or nervous health disorder unless hospitalized after the policy effective date; or
- intoxication or voluntary use of any controlled substance as defined in Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, as now or hereafter amended, unless prescribed by a doctor (accidental ingestion of a poisonous food substance or consumption of a controlled drug is not excluded)*.

The following activities if you, a traveling companion or a family member participates in them, whether the family member is traveling with you or not:

- flying or learning to fly an aircraft as a pilot or crew member;
- participating in or training for any professional or amateur sporting competition; or
- participating in extreme, high-risk sports like:
  - skydiving, hang gliding or parachuting;
  - bungee jumping;
  - caving;
  - extreme skiing, heli-skiing or skiing outside marked trails;
  - body contact sports (meaning any sport where the objective is to physically render an opponent unable to continue with the competition such as boxing and full contact karate);
  - mountain climbing or any other high altitude activities; or
  - scuba diving below 120 feet (40 meters) or without a dive master.

The following events:

- any problem or event that could have reasonably been foreseen or expected when you purchased your plan;
- an epidemic or pandemic*;
- natural disasters like hurricanes, earthquakes, fires and floods (unless specifically included in Section 2)*;
- air, water or other pollution, or the threat of a pollutant release*;
- nuclear reaction, radiation or radioactive contamination*;

- war (declared or undeclared), acts of war, military duty, civil disorder or unrest (unless specifically included in Section 2);
- **financial default** (unless specifically included in Section 2); or
- felonious acts*.

* Does not apply to Emergency medical/dental coverage.

You aren't eligible for reimbursement under any coverage if:
- **your common carrier** tickets don't show departure and return dates; or
- the departure and return dates on **your** application or other form don't represent when **you** actually intended to travel.

SPECIFIC EXCLUSIONS

You aren't covered for any loss that results directly or indirectly from any of the following specific exclusions unless they're included in Section 2, *What this policy includes*.

Lost, damaged or stolen baggage coverage
- intentional loss of or damage to equipment;
- defective materials or workmanship; or
- ordinary wear and tear.

These items aren't covered:
- animals;
- cars and accessories, motorcycles and motors, aircraft, boats and other vehicles;
- bicycles, skis and snowboards (unless they're checked with a **common carrier**);
- eyeglasses, sunglasses and contact lenses;
- hearing aids, artificial teeth and limbs;
- wheelchairs and other mobility devices;
- consumables, medicines, perfumes, cosmetics and perishables;
- tickets, passports, deeds and other documents;
- money, credit cards, securities, bullion, stamps and keys;
- rugs and carpets;
- property for business or trade; and
- **baggage** when it is:
  - shipped as freight;
  - sent before **your scheduled departure date**;
  - left in or on a car trailer; or
  - left in an unlocked car.

SECTION 4: WHO IS COVERED AND WHEN

WHO IS COVERED BY YOUR PLAN

Your plan covers the people listed on **your** *letter of confirmation*.

WHEN YOUR COVERAGE BEGINS AND ENDS

You're only eligible for coverage if **we** accept **your** request for insurance.

Your plan's effective date depends on how **you** purchased it.

If you purchased	It's effective:
in person	the day and time you purchase your plan.
by mail	the day after your application or other form is postmarked.
over the phone	the day after you place your telephone order.
by fax	the day after we receive your fax.
online	the day after we receive your online order.

Trip cancellation coverage begins on **your plan's** effective date, as long as **we** receive **your** premium before **you** cancel **your trip** or make a claim.

All other coverage begins on **your scheduled departure date**, as long as **we've** received **your** payment. **Your** departure and return dates are counted as two separate days of travel when **we** calculate the duration of **your trip**.

Your coverage ends on the earliest of:
- the day **you're** scheduled to return;
- the day **you** actually return, if **you** come back earlier;
- the day and time **you** cancel **your trip**; or
- the 365th day of the **trip**.

If **your** return travel is delayed for a **covered reason**, **we'll** extend **your** coverage until **you** can get home.

Your plan can't be renewed.

SECTION 5: CLAIMS INFORMATION

HOW TO MAKE A CLAIM

Making a claim is easy – just visit **www.allianztravelinsurance.com**, email or call **us** and **we'll** be happy to help.

Go online to:

- find out what forms and documentation **you** need.
- download a claims form and mail it in.
- file a claim electronically and track its progress.

Email or call to:

- find out what forms and documentation **you** need.
- file a claim and check its progress.

Claims inquiry:

- **Website: www.allianztravelinsurance.com**
- **Email: claimsinquiry@allianzassistance.com**
- **Telephone: 1-800-334-7525**

IMPORTANT INFORMATION ABOUT CLAIMS

You have 90 days from the date of **your** loss to submit **your** claim to **us**, except as otherwise provided by law.

Proof of Loss
You are responsible for providing all necessary documentation to prove **your** loss.

Assignment
You can assign **your** rights under **your plan** by notifying **us** in writing.

About beneficiaries
All benefits will be paid to **your** estate.

Duplicate coverage
If **you're** covered by another certificate or policy that **we've** issued with the same or similar coverage, **we'll** use the terms and conditions of the certificate or policy that pays the most. **We'll** also refund any premium **you've** paid for duplicate coverage.

Medical examinations and autopsy
We have the right to have **you** medically examined as reasonably necessary to make a decision about **your** medical claim. If someone covered by **your plan** dies, **we** may also require an autopsy (except where prohibited by law). **We** will cover the cost of these medical examinations or autopsies.

Recovery
We have the right to recover any amount **you** receive that exceeds the total amount of **your** loss.

Subrogation
When someone is responsible for **your** loss, **we** have the right to recover any payments **we've** made to **you** or someone else in relation to **your** claim, as permitted by law. Everyone eligible to receive payment for a claim submitted to **us** must cooperate with this process, and must refrain from doing anything that would adversely affect **our** rights or the rights of **Jefferson** to recover payment.

About fraud
Fraud is illegal. **We** will deny **your** claim if:

- what **you** told **us** on **your** application or other form is deliberately misleading or inaccurate; or
- **you** intentionally file a claim that includes false information or deliberately conceals material facts. This may be a crime subject to criminal prosecution and civil penalties, and **you** may be liable for the stated value of the claim.

Resolving disputes
If **you** disagree with **our** decision about a claim, **you** can request to go to arbitration through the American Arbitration Association. Such arbitration must be upon mutual agreement. If **we** agree, **you** can submit a dispute to non-binding desk arbitration, as long as:

- **you** submit it at least 60 days, but no more than three years, after **you've** filed **your** entire claim with **us**; and
- it complies with the American Arbitration Association's rules at the time **you** submit it.



Important
This is a named perils travel insurance **policy**, which means it covers only the specific situations, events and losses included in this document, and only under the conditions **we** describe.

We'll only pay for reasonable, appropriate expenses that are covered by the **plan you** purchased. Please check **your** *letter of confirmation* to confirm **your** coverage and limits in **your plan**.

SECTION 6: DEFINITIONS

Accident
An unexpected and unintended event that causes **injury**, property damage or both.

Accommodation
A hotel or other kind of lodging where **you** make a reservation and pay a fee.

Assault
Physical **assault** that requires treatment in a **hospital**.

Baggage
Personal property **you** take on **your trip** and the suitcases or other kinds of containers **you** use to carry them.

Common carrier
A company that's licensed to carry passengers on land, water or in the air for a fee, not including car rental companies.

Covered reasons
The specific situations and events that are covered by this **policy**.

Current market value
The dollar amount an item could reasonably be sold for, based on its original price, age and current condition.

Dentist
Someone who is licensed and legally entitled to practice dentistry or dental surgery. This can't be **you**, a **traveling companion**, any member of either **your immediate family**, or any member of the sick or injured person's **immediate family**.

Destination
A place more than 100 miles from **your primary residence** where **you** spend more than 24 hours of **your trip**.

Doctor
Someone who is legally entitled to practice medicine, and is licensed if required. This can't be **you**, a **traveling companion**, any member of either **your immediate family**, or any member of the sick or injured person's **immediate family**.

Domestic partner
A person **you've** lived with in a spousal relationship for at least 12 consecutive months who is 18 years or older. **You** must be able to show evidence that **you've** lived together for 12 consecutive months.

Emergency medical and/or dental care
Medical and dental services, supplies and charges that are for a health emergency. It doesn't include things like:
- elective cosmetic surgery or cosmetic foot care;
- physical exams;
- allergy treatments (unless life threatening);
- hearing aids, eyeglasses and contact lenses;
- palliative care; or
- experimental treatment.

Epidemic
An outbreak of a contagious disease that spreads rapidly and widely and that is identified as an **epidemic** by The Centers for Disease Control and Prevention (CDC).

Existing medical condition
An **illness** or **injury** that **you**, a **traveling companion** or **family member** were seeking or receiving treatment for or had symptoms of on the day **you** purchased **your plan**, or at any time in the 120 days before **you** purchased it.

You, a **traveling companion** or **family member** are considered to have an **existing medical condition** if **you**, a **traveling companion** or **family member**:
- saw or were advised to see a **doctor**;
- had symptoms that would cause a prudent person to see a **doctor**; or
- were taking prescribed medication for the condition or the symptoms, unless the condition or symptoms are effectively controlled by the prescription, and the prescription hasn't changed.

Family member
Any of the following people, whether or not they're traveling with **you**:
- spouses and common-law, civil union and **domestic partners**;
- parents and step-parents;
- children and step-children (including adopted or soon to be adopted children);
- siblings;
- grandparents and grandchildren;
- the following in-laws: mother, father, son, daughter, brother, sister;
- aunts, uncles, nieces and nephews;
- legal guardians and wards;
- business partners;
- paid, live-in caregivers; and
- service animals (as defined by the Americans with Disabilities Act).

Immediate family members are:
- spouses and common-law, civil union and **domestic partners**;
- parents and step-parents;
- children and step-children (including adopted or soon to be adopted children);
- siblings; and
- grandparents and grandchildren.

Financial default
A complete cessation of operations because of financial circumstances, with or without filing for bankruptcy protection.

Hospital
A facility whose primary function is to diagnose and treat sick and injured people under the supervision of **doctors**. It must:
- have organized departments of medicine and major surgery, on site or off site through a pre-arranged contract provide 24 hour nursing service supervised or provided by registered nurses;
- be compensated by patients or their insurance providers for performing these services; and
- be licensed where required.

Illness Sickness, infirmity or disease. It doesn't include conditions **you** already had or knew about when **you** purchased **your plan** (see **existing medical condition**).

Injury Physical harm directly caused by an **accident** or **assault**, without other contributing causes.

Intoxication The condition of a person's blood alcohol level meeting or exceeding eight-hundredths of one per cent or more of alcohol, by weight (0.8%).

Medical condition A physical condition **you** have, or have symptoms of, that **you**:

- have seen or been advised to see a **doctor** about;
- have symptoms of that would cause a prudent person to see a **doctor**; or
- are taking prescribed medication for.

Medically necessary Health care services that a **doctor**, exercising prudent clinical judgment, would provide to a patient for the purpose of preventing, evaluating, diagnosing or treating an **illness**, **injury**, disease or its symptoms, and that are:

- in accordance with generally accepted standards of medical practice;
- clinically appropriate, in terms of type, frequency, extent, site and duration and considered effective for the patient's **illness**, **injury** or disease; and
- not primarily for the convenience of the patient, **doctor** or other health care provider and not more costly than an alternative service or sequence of services at least as likely to produce equivalent therapeutic or diagnostic results as to the diagnosis or treatment of that patient's **illness**, **injury** or disease.

Natural disaster A large-scale extreme weather or environmental event that damages property, disrupts transportation or endangers people. Examples include: earthquake, fire, flood, hurricane, or volcanic eruption.

Other licensed provider A person or entity that isn't a **doctor** or **hospital** but provides medical or dental services, and is licensed where required.

Pandemic An **epidemic** over a wide geographic area that affects a large portion of the population.

Primary residence **Your** permanent, fixed address and **primary residence** for legal and tax purposes. **We** call the place **your primary residence** is located **your** place of residence.

Quarantine Mandatory isolation or restrictions on where **you** can go, intended to stop a contagious disease from spreading.

Reasonable and customary costs What customers would usually be charged for a specific service in a particular geographic area. The charges are appropriate to the availability of the service, and of skilled and licensed service providers.

Refund Cash or a credit or voucher for future travel that **you** get from a travel agent, tour operator, airline, cruise line or other **travel supplier**, or any credit, recovery or reimbursement **you** get from **your** employer, another insurance company, a credit card issuer or any other entity.

Scheduled departure date The day and time **you** listed on **your** application or other form as the day and time **you** plan to start **your trip**. **You** have paid for travel that starts on this date.

Severe weather Hazardous weather conditions, like fog, a hailstorm or severe rainstorm, a blizzard, or an ice storm.

Terrorist event When an organized terrorist group, as defined by the U.S. State Department, injures or kills people or damages property to achieve a political, ethnic or religious goal or result. **Terrorist events** don't include general civil protest, unrest, rioting or acts of war.

Travel supplier A travel agent, tour operator, airline, cruise line or other travel service provider.

Traveling companion A person traveling with **you** whose name appears with **yours** on the same **trip** arrangement and who will accompany **you** on **your trip**. A group or tour leader is not considered a **traveling companion** unless **you** are sharing the same room with the group or tour leader.

Trip Round-trip or one-way travel to and from a place at least 100 miles from **your** home. It can't include travel to receive health care or medical treatment of any kind, or commuting to and from work.

Uninhabitable A **natural disaster**, fire, flood, burglary or vandalism causes enough damage to make a reasonable person find their home or other **accommodation** unfit for use.

HELP WHILE TRAVELING

If **you** need help while traveling, **our** assistance team is available 24 hours a day.

Our services are here to help make challenging situations a little easier. With **our** global reach, **we** can get **you** in touch with licensed medical and legal professionals and other kinds of help.

Important
Please note that the General exclusions for **your plan** also apply to **our** assistance services. **You'll** find the list of these exclusions in Section 3, *What this policy excludes.*

HOW TO REACH US

In the United States, Canada, Puerto Rico and U.S. Virgin Islands, call **1-800-654-1908**
All other locations, call collect **1-804-281-5700**
If **you** can't call collect, **we'll** call **you** back.

Please have this information ready when **you** call:
- **your** name, location and phone number
- **your** identification number

MEDICAL ASSISTANCE

Finding a doctor, dentist or medical facility
If **you** need care from a **doctor, dentist** or medical facility while **you're** traveling, **we** can help **you** find one.

Paying or guaranteeing your hospital bill
If **you** need to be admitted to a **hospital** as an **inpatient** for longer than 24 hours, **we** can guarantee or advance payments up to the limit of **your** *emergency medical/dental coverage* (described in Section 2).

Monitoring your care
If **you're** hospitalized, **our** medical staff will stay in contact with **you** and the **doctor** caring for **you**. **We** can also notify **your** family and **your doctor** back home of **your illness** or **injury** and update them on **your** status.

IN TRANSIT ASSISTANCE

Flight information
If **you** miss **your** flight or it's delayed or canceled, **we** can provide you with the most current travel delay information and give **you** arrival and departure times for other flights that will get **you** to **your** connecting flight or final **destination**.

Changing your flight
If **your** trip is interrupted or delayed, and **you** must change **your** original flight, **we** can help by conferencing **you** to **your** travel agent or airline to change **your** existing ticket(s).

New flight booking
If **your** trip is interrupted or delayed, and **you** need to book a new flight an alternative to the one on **your** original itinerary, **we** can help book that flight for **you**.

Hotel rebooking
If **your** trip has been interrupted or delayed, **we** can help change **your** reservation or suggest alternative accommodations.

IN DESTINATION ASSISTANCE

Destination information
We can provide **you** with important information about **your** destination – such as, but not limited to, travel documentation requirements, travel advisories, and inoculation/immunization requirements.

Lost travel documents assistance
If **your** travel tickets are lost or stolen, **we** can contact the airline or other **common carrier**, and can help **you** with **your** travel arrangements if **your trip** is interrupted.
If **your** passport or other travel documents are lost or stolen, **we** can help **you** reach the appropriate authorities, contact **your** family or friends, and assist **you** in getting **your** documents replaced.

Emergency language translation
We can help **you** with interpretation service in the event **you** require help locally but are unable to communicate due to language barriers.

Emergency cash assistance
If your cash is lost or stolen or you need extra money to pay for unexpected expenses, we can arrange to transfer funds from your family or friends.

Legal referrals
We can help **you** find local legal advice if **you** need it while **you're** traveling.
If **you** need to pay legal fees, **we** can arrange to transfer funds from **your** family or friends.

Emergency message delivery
We can help **you** get an urgent message to someone back home. **We'll** try calling up to three times within 24 hours and confirm whether **we** were able to reach the person **you** asked us to contact.

About our assistance services
Our goal is to help you with your problem no matter where you're traveling.

We'll make all reasonable efforts to help you as we've described, but there may be times when we aren't able to resolve your problem for reasons that are beyond our control.

We will always do our best to refer you to appropriate professionals, but please be aware that they are independent providers and we can't be held responsible for the results of any services they provide.

Luggage Locator
If your **baggage** is misplaced by a **common carrier**, we can work with the carrier to locate your **baggage**, give you status updates, inform you when the **baggage** is found and coordinate delivery of the **baggage** to you. You will be responsible for any delivery charges not paid for by the **common carrier**.

EMERGENCY MEDICAL TRANSPORTATION

Important
If your emergency is immediate and life threatening, seek local emergency care at once.

Please refer to your cover letter to confirm your coverage and limits in your plan.

You or your representative must contact us and we must make all transportation arrangements in advance. We will not pay for any of the services listed in this section if we didn't authorize and arrange it.

Moving you to a hospital or medical clinic (emergency medical evacuation)
If you're seriously ill or injured during your trip and our medical team determines that the local medical facilities are unable to provide appropriate medical treatment:

- our medical team will consult with the local **doctor**;
- we'll identify the closest appropriate facility, make arrangements and pay to transport you to that facility; and
- we'll arrange and pay for a **medical escort** if we determine one is necessary.

Getting you home after your care (medical repatriation)
If you're seriously ill or injured during your trip, under the care of a local **doctor** and unable to continue your trip, medical repatriation takes place once our medical team determines that you are medically stable to return home via commercial transportation carrier, such as a scheduled passenger airline. We'll:

- arrange and pay (less any **refunds** for unused tickets) for you to be transported via a commercial transportation carrier in the same class of service that you were booked for your trip. The transportation will be to one of the following:
  - your primary residence;
  - a location of your choice in the United States; or
  - a medical facility near your primary residence or city of your choice in the United States. We'll take your request into consideration as long as the medical facility will accept you as a patient and is approved as medically appropriate for your continued care by our medical director.
- arrange and pay for a **medical escort** if our medical team determines a **medical escort** is necessary.

Bringing a friend or family member to you (transport to bedside)
If you're told you will be hospitalized for more than seven days during your trip, we'll transport a friend or family member to stay with you. We'll arrange and pay for round-trip transportation in economy class on a **common carrier**.

Getting your children home (return of dependents)
If you're told you will be hospitalized for more than seven days during your trip, we'll arrange for and pay (less any **refunds** for unused tickets) to transport your children under the age of 23 who are traveling with you to one of the following:

- your primary residence; or
- a location of your choice in the United States.

Transportation will be on a **common carrier** in the same class of service they were originally booked.

Transporting your remains (repatriation of remains)
We'll arrange and pay for the reasonable and necessary services to transport your remains to one of the following:

- a funeral home near your primary residence; or
- a funeral home located in the United States.

We'll also assist the sending and receiving funeral homes coordinate with each other.

This benefit does not include funeral, burial or cremation expenses or related containment expenses for items such as a coffin, urn or vault.

Your representative must contact us in advance to make these arrangements. If this is not possible, your representative must contact us within a reasonable time, but no later than one year after the transportation.

Medical escort A professional person contracted by our medical team to accompany a seriously ill or injured person while they are being transported. A **medical escort** is trained to provide medical care to the person being transported. A friend or **family member** cannot be a **medical escort**.

VEHICLE RETURN

Important
Check **your** cover letter to confirm that you have this benefit in **your plan** and **your** total dollar limit.

This benefit is secondary to any coverage **you** have through **your** auto insurance provider. Any money **you** receive from **your** primary insurance will be deducted from **your claim.**

If **your car** is stolen during **your trip** and recovered within two weeks, or **you** can't drive home because **you're** sick or injured, **we'll** arrange to have **your car** driven back to **your place of residence**, or reimburse the cost for an accredited, professional transport company to return it.

We'll cover up to the amount shown on **your** letter of confirmation for **car** return. If **you're** injured or ill but a **traveling companion** can drive the **car**, **you** don't qualify for this benefit.

Rental cars aren't eligible for this benefit.

CONCIERGE SERVICES

If **you** are in need of assistance 24 hours a day, any day of the year, please call the phone number printed on **your** letter of confirmation, or the hotline at:

1-800-654-1908 when in the U.S., Canada, Puerto Rico and U.S. Virgin Islands
1-804-281-5700 collect

When **you** call, have the following information ready for the hotline coordinator:
- **Your** name and confirmation or identification number; and
- **Your** location and local telephone number.

The hotline coordinator will confirm **your** enrollment and connect **you** with a Concierge associate.

Note: It may not be possible to call collect. If **you** must phone the hotline directly, give **your** location and phone number to the hotline coordinator who will call **you** back.

Our goal is to make **your** travels more enjoyable and hassle free. **Our** Concierge associates can assist **you** with many requests from the routine to the extraordinary. The following are types of services **you** can contact **us** for assistance with:

- Restaurant and local event information
- Emergency and after hours hotel information and reservations
- Golf tee times, information, referrals and reservations

All of **our** concierge benefits are service benefits, not financial benefits. Any costs associated with the services are paid by **you.**

About our assistance services
Our goal is to help **you** with **your** problem no matter where **you're** traveling.

We'll make all reasonable efforts to help **you** as **we've** described, but there may be times when **we** aren't able to resolve **your** problem for reasons that are beyond **our** control.

We will always do **our** best to refer **you** to appropriate professionals, but please be aware that they are independent providers and **we** can't be held responsible for the results of any services they provide.

We're only a CLICK away!

Visit www.allianztravelinsurance.com to:

- File a claim
- Check claim status

Global Assistance

Allianz

JEFFERSON INSURANCE COMPANY
(A Stock Company)

ENDORSEMENT

Unforeseen Reasons

The policy to which this endorsement is attached is amended as follows:

1. Section 2, **What this policy includes**, subsection, **Your trip is cancelled or interrupted**, subsection, **Trip cancellation and Trip interruption**, subsection, **When it applies**, subsection, **Other**, the following covered reason is added:

   Other unforeseen reasons
   Any other unforeseen reason that would cause a reasonable person to cancel or interrupt their **trip**.

2. Section 2, **What this policy includes**, subsection, **Your trip is cancelled or interrupted**, subsection, **Trip cancellation and Trip interruption**, subsection, **What it covers**, subsection, **Trip cancellation coverage**, subsection, *Non-refundable payments and deposits*, subsection Special limit, is deleted and replaced as follows:

   Special limit
   • Maximum of 100% of non-refundable payments and deposits if **your trip** is canceled due to any other *unforeseen reason.*

3. Section 3, **What this policy excludes**, subsection, **General exclusions** is deleted in its entirety and replaced with the following:

   You aren't covered for any loss that results directly or indirectly from any of the following general exclusions.

   - intentional self-harm or attempting or committing suicide (only applies to you).
   - an **epidemic** or **pandemic.***
   - air, water or other pollution, or the threat of a pollutant release.*
   - **nuclear reaction**, radiation or radioactive contamination.*
   - war (declared or undeclared), acts of war, military duty, civil disorder or unrest (unless specifically covered in Section 2).
   - **financial default** (unless specifically covered in Section2).
   - **felonious acts.***

   *Do not apply to **Emergency medical/dental coverage**, **Travel accident coverage** or **Flight accident coverage**

   You aren't eligible for reimbursement under any coverage if:
   - **your common carrier** tickets don't show departure and return dates; or
   - the departure and return dates on **your** application or other form don't represent when **you** actually intended to travel.

4. Section 3, **What this policy excludes**, subsection, **Specific exclusions**, following specific exclusions are added:

   Emergency medical/dental, Missed connection, Baggage, Delayed baggage
   - **existing medical conditions** (unless you have *existing medical condition* coverage in Section 2).
   - pregnancy, (unless specifically included in Section 2), unless there are unforeseen complications or problems with the pregnancy.
   - fertility treatments, childbirth or elective abortion.
   - a mental or nervous health disorder (like anxiety, depression, neurosis, psychosis and others), or any related physical complications (physical complication means any physical symptom).
   - **intoxication** or voluntary use of any controlled substance as defined in Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, as now or hereafter amended, unless prescribed by a **doctor** (accidental ingestion of a poisonous food substance or consumption of a controlled drug is not excluded)*.
   - any problem or event that could have reasonably been foreseen or expected when **you** purchased **your plan.**

   *Do not apply to Emergency Medical/Dental Coverage, Travel Accident Coverage or Flight Accident Coverage

The following activities if **you**, a **traveling companion** or a **family member** participates in them, whether the **family member** is traveling with you or not:

- skydiving, hang gliding or parachuting;
- bungee jumping;
- caving;
- extreme skiing, heli-skiing, or skiing outside marked trails;
- body contact sports (meaning any sport where the objective is to physically render an opponent unable to continue with the competition such as boxing and full contact karate);
- mountain climbing or any other high altitude activities;
- scuba diving below 120 feet (40 meters) or with a dive master.

There are no other changes to the policy.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

Prepared By: Craig Cooke **Presented By:** Kelvan Kearse, Danielle Batchelder

Attachments: WPS Residency Report Fall 2019

Subject: Residency Update

BACKGROUND:

Members of the Board requested an update on the district's residency efforts.

STATUS:

N/A

RECOMMENDATION:

For informational purposes only.

Recommended by the Superintendent:

Agenda Item # 9c.

Windsor Public Schools Residency Report Fall 2019

August 15, 2019 - November 22, 2019

School	Referrals	Withdrawals	Residency Confirmed	Open Investigations
WHS	49	16	23	10
SPMS	42	12	21	9
Total Secondary	91	28	44	19
Clover	15	4	7	4
Poquonock	9	2	6	1
OE	8	4	3	1
JFK	6	2	3	1
Total Elementary	38	12	19	7
Total District	129	40	63	26

Students attending under Certificate of Residency for 2019-2020: 299

Students attending under Certificate of Residency for 2018-2019: 301

Students attending under Certificate of Residency for 2017-2018: 382

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: Budget Assumptions 2020 – 2021

SUBJECT: Budget Assumptions in Preparation for Developing the FY 2020 – 2021 Budget 2nd Reading

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BACKGROUND:

Each year a set of Budget Assumptions is adopted by the Board of Education. These assumptions include cost estimated for the next fiscal year's budget and priorities in the development of the budget. The Superintendent is presenting proposed budget assumptions for consideration by the Board.

RECOMMENDATION:

That the Board of Education accept for a 2nd Reading the Budget Assumptions for FY 2020 – 2021.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 9d.

Budget Assumptions for 2020-2021

1. **Enrollment:** Each year the Windsor School District commissions the New England School Development Council (NESDEC) to conduct an enrollment projection study. NESDEC uses the cohort survival technique as well as current town-specific information into the generation of the enrollment forecasts for preparing Windsor's enrollment forecasts.

   District Wide enrollment has had a steady increase over the past few years. In 15/16 and 16/17, enrollment remained stable at 3,187 and 3,186. In 17/18 enrollment increased to 3,250 and then increased again for 18/19 to 3,269. The October 1st 2019 enrollment was 3,308 students. ***This is an increase of 122 students over the past three years***. The projected enrollment for 20/21 shows a continued increase as proven by the last three years and predicted by the DRA Study.

2. **Staffing & Programs:** Based on the likelihood that the approved budget will be lean, any requests for staffing increase will be highly scrutinized and should be made with the realization that they may not survive the budget process. Decisions around staffing and program redesign or development will be driven by their potential impact on raising student achievement while honoring the commitment to be fiscally responsible.

3. **Health Insurance:** If we continue to have low claim trends as we've been experiencing the past few years, the cost for health care is projected to remain flat.

4. **State & Federal Funding/Grants:** ECS Funding & Excess Cost Funding for Windsor is expected to remain stable for 20/21. Historical data is encouraging for WPS entitlement grants. Over the past 5 years, Title grants have increased an average of 2.76% each year and IDEA grants have increased an average of 1.68% each year.

5. **ECS Alliance Grant:** Funding reliability of the Alliance Grant (most recently referred to as ECS Alliance Grant) has varied over the past 7 years. 19/20 is year 7 of the grant. Funding for 20/21 is highly likely to remain consistent with the 19/20 funding level.

6. **Energy:** All schools are now utilizing gas instead of oil for energy. This is a yearly savings for the district. Locking in a rate sooner rather than later is important. Cost-saving measures within the facility and operations area are a must.

7. **Facilities:** All capital needs are presented to George Greco. The need to maintain our buildings is also a priority and we did an LED Upgrade at each of our elementary schools and at Windsor High School over the past two years. The savings from this upgrade was $138,864 and was anticipated in the 19/20 budget.

8. **Transportation:** The contractual increase for Datto Transportation is 3.9% or $205,877 for 20/21. The increase for special education transportation for 20/21 is projected to be $85,000.

9. **Diesel Fuel**: Diesel fuel has been on a slight increase over the past two years. We anticipate a moderate increase moving forward. The lock in price in 18/19 was $2.05/gallon and in 19/20 it is $2.18. The projected rate for 20/21 is $2.50/gallon. This is a projected increase of $39,360. This will be monitored in the coming months by the Town.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 14, 2020

Prepared By: Terrell M. Hill, PhD **Presented By:** Terrell M. Hill, PhD
Assistant Superintendent for Human Resources

Attachments: Draft 2020-2021 School Calendar

Subject: Proposed 2020-2021 School Calendar, 2nd Reading

Background:

Each year the calendar for the next school year is brought to the Board of Education for approval. Input is sought from PTO Presidents, the Windsor Education Association (WEA) and administrators. Principals, Cabinet members and the Superintendent review the input and make appropriate changes.

Status:

The calendar for 2020-2021 is being recommended. The teacher work year would begin on August 24th with opening day. The student school year would begin on August 31st. The last day of school would be tentatively scheduled for June 10th and would include 8 potential snow days. There would be no February vacation. There would be an April vacation, which would be the same week as CREC region schools.

The calendar includes 187 teacher work days and 181 instructional days. The calendar also includes 7 student early release days for the purpose of conducting teacher professional activities. The calendar also includes the traditional vacations and holidays.

Recommendation:

That the Board of Education accept the proposed 2020-2021 school calendar for a 2nd Reading.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 9e

WINDSOR PUBLIC SCHOOLS

School Calendar • 2020-2021

AUGUST 2020 – 1 DAY

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 ★					

SEPTEMBER 2020 – 21 DAYS

S	M	T	W	TH	F	S
		1	2	3	4	5
6	■ 7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	⬠ 22	23	24	25	26
27	28	29	30			

OCTOBER 2020 – 21 DAYS

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	■ 12	13	14	15 W	16	17
18	19	⬠ 20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020 – 17 DAYS

S	M	T	W	TH	F	S
1	2	○ 3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	■ 26	■ 27	28
29	30					

DECEMBER 2020 – 17 DAYS

S	M	T	W	TH	F	S
		1	2 *	3 *	4 *	5
6	7	8	9 S	10 S	11 S	12
13	14	15	16	17	18	19
20	21	22	⬠ 23	■ 24	■ 25	26
27	28	29	30	31		

JANUARY 2021 – 19 DAYS

S	M	T	W	TH	F	S
					■ 1	2
3	4	5	6	7	8	9
10	11	⬠ 12	13	14	15	16
17	■ 18	19x	20x	21x	22x	23
24	25	26	27	28	29	30
31						

IMPORTANT DATES

Aug. 17-21	New Teacher Orientation
Aug. 24	Opening Day for Staff
Aug. 25-27	Teacher Professional Days
Aug. 28	Teacher Work Day
Aug. 31	First Day of School for Students
Sept. 7	Labor Day, All Schools and Offices Closed
Oct. 12	Columbus Day, All Schools and Offices Closed
Nov. 3	Election Day, No school. Teacher Professional Day
Nov. 25-27	Thanksgiving Break
Dec. 23-Jan. 1	Winter Break
Jan. 18	Martin Luther King, Jr. Day
Feb. 15-16	Presidents' Day Break
April 2	Good Friday
April 12-16	Spring Break
May 31	Memorial Day
June 10	Tentative Last Day of School

SCHOOL HOURS

	Hours	Early Dismissal	2 Hour Delay
High School	7:35a-2:20p	7:35a-12:25p	9:35a-2:20p
Middle School	8:05a-2:50p	8:05a-12:55p	10:05a-2:50p
Elementary	8:40a-3:25p	8:40a-1:30p	10:40a-3:25p
Full Day PreK	9:00a-3:00p	9:00a-1:30p	11:00a-3:00p
PreK AM	8:40a-11:35a	8:40a-10:50a	No AM PreK
PreK PM	12:30p-3:25p	11:25a-1:30p	12:30p-3:25p

KEY AND CALENDAR ADJUSTMENTS

- ★ First or Last Day of School
- ■ All Schools and Offices Closed
- ⬠ Early Dismissal - All Students
- □ No School for students or teachers. Offices open
- ○ No school for students. Teacher Professional Day
- * PK-5 Parent Conferences, Early Dismissal for PK-5
- S Sage Park Parent Conferences, Early Dismissal for Middle School
- W Windsor High Parent Conferences, Early Dismissal for High School
- X High School Exams, Early Dismissal for High School
- ◆ Potential Last Day of School due to cancellations

School Delay and Closing Information
www.windsorct.org
860-687-2000, 1180
Local radio and television stations

APPROVED (date)

FEBRUARY 2021 – 18 DAYS

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	⬠ 9	10	11	12	13
14	15	□ 16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021 – 23 DAYS

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11 W	12	13
14	15	16	17 *	18 *	19 *	20
21	22	23	24 S	25	26	27
28	29	⬠ 30	31			

APRIL 2021 – 16 DAYS

S	M	T	W	TH	F	S
				1	■ 2	3
4	5	6	7	8	9	10
11	□ 12	□ 13	□ 14	□ 15	□ 16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021 – 20 DAYS

S	M	T	W	TH	F	S
						1
2	3	⬠ 4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	■ 31					

JUNE 2021 – 9 DAYS

S	M	T	W	TH	F	S
		1	2	3	4x	5
6	7x	8x	9x	★ 10	11	12
13	14	15	16	17	18	19
20	21	22 ◆	23	24	25	26
27	28	29	30			

- Calendar allots for eight (8) snow days beginning June 11. If more are needed, they will be deducted from the Spring Break commencing Monday, April 12.
- High School graduation date will be determined in September by Board of Education.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

Prepared By: Craig A. Cooke **Presented By:** Maryam Khan/Craig A. Cooke

Attachments:
1. Revised BL 9325.4 Voting Method
2. Revised AR 5123.1 WHS Graduation Requirements
3. New BL 9240 Board Member Development
4. Revised P 5131.911 Bullying Prevention and Intervention Policy and AR 5131.911 Safe School Climate Plan
5. Revised P 4112.3 Employment Checks
6. Revised P/AR 5114 Student Discipline
7. Revised P/AR 4118.1 Non-Discrimination (Personnel)
8. Revised P/AR 5145.4 Non-Discrimination (Students)
9. Revised P/AR 4115.1 Policy Regarding Sex Discrimination and Harassment in the Workplace (Personnel)

Subject: Policy Adoption, 1st Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policies and regulations at their meeting on January 6, 2020. The committee is bringing the policies and bylaws to the full Board as a 1st reading and the regulations for notification.

STATUS:

1. BL 9325.4 Voting Method is being revised based on a request to have this bylaw considered by a Board member and on advice of legal counsel.
2. AR 5123.1 WHS Graduation Requirements is being revised as some of the language in the regulation has been amended to provide better clarity of the graduation requirements.
3. BL 9240 Board Member Development is a new bylaw being added at the request of the executive committee which will help to clarify professional development opportunities for Board members.
4. P 5131.911 Bullying Prevention and Intervention Policy and AR 5131.911 Safe School Climate Plan are being revised to include reference to the new administrator training required by PA 19-166. The revisions also include some minor changes to language, deletion of timelines and updated legal references.
5. P 4112.3 Employment Checks is being revised in accordance with PA 19-91, which makes various changes to the requirements for conducting criminal background checks.
6. P/AR 5114 Student Discipline is being revised pursuant to PA 19-91. Also, the definitions for "electronic nicotine delivery system" and "vapor product" have been revised.
7. P/AR 4118.1 Non-Discrimination (Personnel) is being revised to clarify that discrimination based on alienage or citizenship status is prohibited by law.
8. P/AR 5145.4 Non-Discrimination (Students) is being revised to clarify that discrimination based on alienage or citizenship status is prohibited by law.
9. P/AR 4115.1 Policy Regarding Sex Discrimination and Harassment in the Workplace (Personnel) is being revised based on PA 19-16 and 19-93 to update the mandatory training requirements. Additionally, the amended policy updates the required notice to employees as well as information related to potential remedies for victims of sexual harassment.

RECOMMENDATION:

Move to approve the revisions made to BL 9325.4 Voting Method, P 5131.911 Bullying Prevention and Intervention Policy, P 4112.3 Employment Checks, P 5114 Student Discipline, P 4118.1 Non-Discrimination (Personnel), P 5145.4 Non-Discrimination (Students), P 4115.1 Policy Regarding Sex Discrimination and Harassment in the Workplace (Personnel) and approve the addition of new BL 9240 Board Member Development as a 1st reading.

Recommended by the Superintendent: _____

Agenda Item # 9f.

Voting Method

Votes taken at meetings of the Board of Education shall generally be taken by voice in accordance with the following:

1. No member shall vote on a question in which he/she has a direct personal or pecuniary interest, except that members may vote for themselves for any office or other position, and may vote on any matter raised pursuant to Bylaw 9221;

2. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so;

3. A member may prefer to abstain from voting ~~though he/she knows the effect is the same as if he/she had voted on the prevailing side~~;

4. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

Vote Recording

The votes of each member of the Board upon any issue before any regular, special or emergency meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings) and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection as noted below.

Minutes

Copies of the minutes shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

(cf. 9270 - Conflict of Interest)
(cf. 9326 - Minutes)

Legal Reference: Connecticut General Statutes

1-225 (formerly 1-21) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

Bylaw Adopted: January 19, 2005

PROMOTION / RETENTION

Windsor High School Graduation Requirements

I. Introduction

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

II. Credit Distribution Requirement

9 Credits in Humanities Including:		
English	4 credits	English 1 (Required) English 2 (Required) English 3 (Required) English 4 (Required)
Social Studies	3.5 credits	Early Global Studies (Required) Modern Global Studies (Required) U.S. History (Required) Civics (Required)
Fine Arts	1 credit	**Any course** from ~~Electives such as~~ music, visual arts, dance or drama.
Humanities Elective	.5 credits	
9 Credits in Science, Technology, Engineering and Mathematics Including:		
Math	3 credits	Algebra 1 (Required) Geometry (Suggested) Algebra 2 (Suggested)
Science	3 credits	Integrated Science (required for Grade 9 students) Biology (Required) Chemistry (Suggested)

Science, Technology, Engineering and Mathematics Electives	3 credits	Any elective from Science, Technology, Engineering and Mathematics ~~electives~~
~~6 Credits in Career and Life Skills Including:~~		
~~Physical Education~~	~~1 credit~~	
~~Health and Safety~~	~~1 credit~~	
~~Career and Technical Education~~	~~1.5 credits~~	~~Electives such as business education, family consumer science or technology.~~
~~Personal Finance~~	~~.5 credits~~	
~~SAT Preparation~~	~~.5 credits~~	
~~World Language~~	~~1 credit~~	
~~Mastery Based Assessment~~	~~1 credit~~	~~Senior Mastery Based Assessment or its equivalent, as approved by the State Board of Education.~~
~~Any Elective~~	~~1 credit~~	~~Any additional coursework taken as an elective credit or listed as an elective credit~~
2 Credits in Health and Wellness Including:		
Physical Education	**1 credit**	
Health and Safety	**1 credit**	
5 Credits in Career and College Readiness Including:		
Career and Technical Education	**1.5 credits**	**Any course from Business, Family and Consumer Sciences, or Technology Education**
Personal Finance	**.5 credits**	
SAT Preparation	**.5 credits**	
World Language	**1 credit**	
Capstone Project	**1 credit**	**Graduation Mastery Based Assessment or its equivalent, as approved by the State Board of Education**
Any Elective Course	**.5 credits**	**Any additional course taken or listed as an elective credit in any content area**
Grand Total of Credits	***25 credits***	

Citizenship		
Community Service	20 hours	Students will evidence the ability to be a contributing member of the school and local community, and demonstrate knowledge and skills in career activities by satisfactory completion of 20 learning through service hours over 4 years. **Prorated at 5 hours per year for students entering Windsor High School in a grade level other than 9th grade.**

High school graduation credit will be granted to students for Algebra I and World Language courses successfully completed in Grades six, seven or eight. Class grades in six, seven and eight do not count towards high school GPA.

High school graduation credit will be granted to students for coursework completed during the school year or summer months at an institution accredited by the Board of Regents for Higher Education or Office of Higher Education or regionally accredited. One three-credit semester course, or its equivalent, at such an institution shall equal one credit for purposes of this policy.

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

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 Next Generation Science Standards (NGSS) Assessment and the **Connecticut** SAT **School Day** in Grade 11.

Step 1: <u>Standardized Assessments</u>

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 **Connecticut** SAT ~~I~~ **School Day** in Evidence Based Reading and Writing which meets the **achievement standard** ~~"Proficient"~~ or similar designation as determined by the State of Connecticut~~, e.g. Grade 11 College and Career Benchmark Score~~.

B. Achieve a minimum composite score of 20 on the ACT.

Mathematics

A. Achieve a score on the **Connecticut** SAT ~~I~~ **School Day** in Mathematics which meets the **achievement standard** ~~"Proficient"~~ or similar designation as determined by the State of Connecticut~~, e.g. Grade 11 SAT College and Career Benchmark Score~~.

B. Achieve a minimum composite score of 20 on the ACT.

Science

A. Meets the achievement standard on the Connecticut Next Generation Science Standards (NGSS) Assessment, i.e., level 3 or higher. ~~Achieve proficiency (or higher) on the Connecticut NGSS Assessment.~~

Step 2: District Performance Assessments

~~1.~~ **Reading/Writing**

The District Performance Assessment in Reading/Writing will be administered quarterly during a student's senior year to those students who did not meet the **achievement** ~~district~~ standard on the **Connecticut** SAT ~~I~~ **School Day** in Evidence Based Reading and Writing. Students who score at least a 70% have met the reading and writing graduation requirement.

~~2.~~ **Mathematics**

The District Performance Assessment in Mathematics will be administered quarterly during a student's senior year to those students who did not meet the **achievement** ~~district~~ standard on the **Connecticut** SAT ~~I~~ **School Day** in mathematics. Students who score at least 70% have met the mathematics graduation requirement.

~~3.~~ **Science**

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 **achievement** ~~district~~ standard on the Grade 11 **Connecticut Next Generation Science Standards** (NGSS) ~~Science~~ Assessment. Students who score at least 70% have met the science graduation requirement.

Step 3: Options If Performance Standards Are Not Met

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

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

OR

2. 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 courses that, if successfully completed, would meet the standard.

OR

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 Adult Education 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 students' original graduating class, which is based on the year they entered high school.

Notification: The counseling department will notify students and parents/guardians in writing at the beginning of senior year if they have not yet met the reading/writing, mathematics or science 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).

~~**V. Options If Requirements Are Not Met**~~

~~A. Seniors who have earned the necessary 25 credits to graduate but have not met the district performance standard on one or more of the reading/writing, mathematics, and science performance assessments must:~~

~~1. Enroll in summer school courses that, if successfully completed, would meet the standard,~~

~~OR~~

~~2. Sit for a retake of the district performance assessment during the summer, the date of administration to be determined by the school system.~~

~~3. Achieve a standard score of 88 or higher on the Accuplacer Assessment.~~

~~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.~~

~~OR~~

~~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 Adult Education 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 students' original graduating class, which is based on the year they entered high school.~~

V~~I~~. 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 of 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

Regulation Revised: May 21, 2019
Regulation Revised: June 6, 2016
Regulation Approved: November 16, 2010

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

Windsor Public Schools
Windsor, CT

BOARD MEMBER DEVELOPMENT

The complexity of Board of Education membership demands opportunities for development, study and training for Board members. The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members will participate in opportunities for development that may include, but not be limited to, the following:

- In-service activities planned by the Board and by the administration for staff members, as appropriate;

- Participation in conferences, workshops and conventions held by State and National School Boards Associations and other educational organizations;

- Subscriptions to publications addressing Board member concerns.

Recognizing the need for continuing training and development of its members, the Board of Education encourages the participation of all members in appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Superintendent of Schools will inform Board members, in a timely manner, of upcoming conferences, conventions and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district;

- Funds for participation at such meetings will be budgeted. When funds are limited, the Board will designate which members would be most appropriate to participate at a given meeting;

- Membership to the Connecticut Association of Boards of Education (CABE) is covered by the Board budget;

- When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

Adopted:

Windsor Public Schools
Windsor, CT

BULLYING PREVENTION AND INTERVENTION POLICY

The Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

1) causes physical or emotional harm to such student or damage to such student's property;

2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

3) creates a hostile environment at school for such student;

4) infringes on the rights of such student at school; or

5) substantially disrupts the education process or the orderly operation of a school.

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

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, "Teen Dating Violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Windsor Public Schools Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

(1) Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually at the beginning of each school year of the process by which students may make such reports;

(2) enable the parents or guardians of students to file written reports of suspected bullying;

(3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;

(4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section; and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against who such alleged act or acts were directed receive prompt notice that such investigation has commenced;

(5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;

(6) include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;

(7) provide for the inclusion of language in student codes of conduct concerning bullying;

(8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in subdivision (4), above ;

(9) require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;

(10) require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in ~~subsdivision~~subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;

(11) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;

(12) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

(13) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;

(14) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;

(15) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;

(16) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

(17) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; ~~and~~

(18) require that all school employees annually complete the training described in Conn. Gen. Stat. ~~§§~~ 10-220a or 10-222j. related to the identification, prevention and response to bullying; and

(19) provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

~~By September 1, 2014, the [ ]~~The Board ~~of Education~~ shall submit its Safe School Climate Plan to the State Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

Public Act 19-166

Conn. Gen. Stat. § 10-145a

Conn. Gen. Stat. § 10-145o

Conn. Gen. Stat. § 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222h

Conn. Gen. Stat. § 10-222j

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. §§ 10-233a through 10-233f

~~Public Act 14-172, "An Act Concerning Improving Employment Opportunities Through Education And Ensuring Safe School Climates"~~

~~Public Act 14-232, "An Act Concerning The Review And Approval Of Safe School Climate Plans By The Department Of Education And A Student Safety Hotline Feasibility Study"~~

~~Public Act 14-234, "An Act Concerning Domestic Violence and Sexual Assault"~~

REVISED: 5/19/15
REVISED: 2/12/14
REVISED: 6/18/13
REVISED: 1/24/12

Windsor Public Schools
Windsor, CT

SAFE SCHOOL CLIMATE PLAN

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, teen dating violence, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying, cyberbullying and teen dating violence and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying behavior and teen dating violence are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior and teen dating violence, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying and Retaliation

A. The Board expressly prohibits any form of bullying behavior and teen dating violence on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

C. The Board further prohibits any form of teen dating violence outside of the school setting if such violence substantially disrupts the educational process;

D. In addition to prohibiting student acts that constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

E. Students who engage in bullying behavior or teen dating violence in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

A. "Bullying" means the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

~~1.~~(1) causes physical or emotional harm to such student or damage to such student's property;

~~2.~~(2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

~~3.~~(3) creates a hostile environment at school for such student;

~~4.~~(4) infringes on the rights of such student at school; or

~~5.~~(5) substantially disrupts the education process or the orderly operation of a school.

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

III. Other Definitions

A. "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

B. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;

C. "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

D. "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;

E. "Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;

F. "Prevention and intervention strategy" may include, but is not limited to,

(1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education,

(2) school rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts,

(3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur,

(4) inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school,

(5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees,

(6) school-wide training related to safe school climate,

(7) student peer training, education and support, ~~and~~

(8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, and

(9) culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

G. "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

H. "School employee" means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor,psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual 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 a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

I. "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

J. "Teen dating violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

The Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

~~1.~~(1) be responsible for implementing the district's Safe School Climate Plan ("Plan");

~~2.~~(2) collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;

~~3.~~(3) provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying; and

~~4.~~(4) meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's Plan.

B. Safe School Climate Specialist

The Principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying, collect and maintain records of reports and investigations of bullying in the school and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

A. The Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.

B. The Committee shall:

(1) receive copies of completed reports following bullying investigations;

(2) identify and address patterns of bullying among students in the school;

(3) implement the provisions of the school security and safety plan, ~~if applicable,~~ regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying,

(4) review and amend school policies relating to bullying;

(5) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school;

(6) educate students, school employees and parents/guardians on issues relating to bullying;

(7) collaborate with the Coordinator in the collection of data regarding bullying; and

(8) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.

C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

D. The Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

VI. Procedures for Reporting and Investigating Complaints of Bullying

A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal or his/her designee), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.

B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.

D. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. The Safe School Climate Specialist shall also be responsible for promptly notifying the parents or guardians of the student alleged to have committed an act or acts of bullying, and the parents or guardians of the student against whom such alleged act or acts were directed, that an investigation has commenced. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight (48) hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such

notification, however, Windsor Public Schools will take care ~~must be taken~~ to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.

B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall ~~also~~ invite the parents or guardians of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and policies and procedures in place to prevent further acts of bullying. The Safe School Climate Specialist or designee shall also invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the previously described meeting, to discuss specific interventions undertaken by the school to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A.

C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.

D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

F. If a bullying complaint raises a concern about discrimination or harassment on the basis of a legally protected ~~classifications~~classification (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity or expression), the Safe School Climate Specialist or designee shall also coordinate any bullying investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator, etc.), so as to ensure that any such bullying investigation complies with the requirements of such policies regarding nondiscrimination.

VIII. Teen Dating Violence

A. The school strictly prohibits and takes very seriously any instances of teen dating violence as defined above. The school recognizes that teen dating violence may take many different forms and may also be considered bullying and/or sexual harassment.

B. Students and parents (or guardians of students) may bring verbal or written complaints regarding teen dating violence to any building administrator. The building administrator shall review and address the complaint, which may include referral of the complaint to the Safe School Climate Specialist and/or Title IX Coordinator.

C. Prevention and intervention strategies concerning teen dating violence shall be implemented in accordance with Section X below. Discipline, up to and including expulsion, may be imposed against the perpetrator of teen dating violence, whether such conduct occurs on or off campus, in accordance with Board policy and consistent with federal and state law.

IX. Documentation and Maintenance of Log

A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without ~~written~~ prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.

B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

X. Other Prevention and Intervention Strategies

A. Bullying behavior and teen dating violence can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or to teen dating violence. While conduct that rises to the level of "bullying" or "teen dating violence," as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint of bullying. As discussed below, schools may also consider appropriate ~~alternative~~alternatives to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.

B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.

C. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying and teen dating violence:

~~i.~~(1) Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

When an act or acts of teen dating violence are identified, the students involved may be counseled as to the seriousness of the conduct, the prohibition of teen dating violence, and their duty to

avoid any such conduct. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

~~ii.~~ (2) Disciplinary interventions

When acts of bullying are verified or teen dating violence occurs, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints of bullying, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and teen dating violence, and/or when past interventions have not been successful in eliminating bullying behavior.

~~iii.~~ (3) Interventions for bullied students and victims of teen dating violence

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or victim of teen dating violence may include the following:

~~a.~~ (a) Referral to a school counselor, psychologist or other appropriate social or mental health service;

~~b.~~ (b) Increased supervision and monitoring of student to observe and intervene in bullying situations or instances of teen dating violence;

~~c.~~ (c) Encouragement of student to seek help when victimized or witnessing victimization;

~~d.~~ (d) Peer mediation or other forms of mediation, where appropriate;

~~e.~~ (e) Student Safety Support plan;

~~f.~~ (f) Restitution and/or restorative interventions; and

~~g.~~ (g) Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the bullied student or victim of teen dating violence.

~~iv.~~ (4) General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. Additional district actions may also ameliorate potential problems with teen dating violence. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

(a~~.~~) School rules prohibiting bullying, teen dating violence, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;

(b~~.~~) Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence are likely to occur;

(c~~.~~) Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;

(d~~.~~) Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;

(e~~.~~) School-wide training related to safe school climate, which training may include Title IX ~~Sexual~~ sex discrimination/sexual harassment prevention training, Section 504/ADA ~~Training~~training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;

(f~~.~~) Student peer training, education and support; ~~and~~

(g~~.~~) Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;

(h.) Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence, including any such program identified by the Department of Education;

(i.) Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;

(j.) Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying and teen dating violence, with a focus in evidence based practices concerning same;

(k.) Use of peers to help ameliorate the plight of victims and include them in group activities;

(l.) Avoidance of sex-role stereotyping;

(m.) Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;

(n.) Modeling by teachers of positive, respectful, and supportive behavior toward students;

(o.) Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

(p.) Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and

(q.) Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of "bullying."

XI. Improving School Climate

[Individual schools should use this section to outline affirmative steps to improve the quality of school climate as defined within a particular school and/or district. These strategies should align with school improvement plans, and school climate assessments, and be based on current data available on the quality of school climate within the school and/or district including, but not limited to, the type, nature, frequency etc. of behavior that may constitute or lead to bullying, teen dating violence, harassment or similar behavior. This section is intended to be broader in scope and should be targeted towards fostering positive school climate rather than exclusively preventing, investigating and otherwise responding to specific incidences of bullying and teen dating violence.]

XII. Annual Notice and Training

A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.

B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.

C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.

D. The Board shall also provide on its website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability, or (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

E. Any person appointed by the district to serve as district safe school climate coordinator shall complete mental health and first aid training offered by the Commissioner of Mental Health and Addiction Services.

XII. School Climate Assessments

Biennially, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Connecticut State Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Connecticut State Department of Education.

Legal References:

Public Act 19-166

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (March 16, 2009)

Connecticut State Department of Education Circular Letter C-3, Series 2011-2012 (September 12, 2011)

Connecticut State Department of Education Circular Letter C-2, Series 2014-2015 (July 14, 2014)

Connecticut State Department of Education Circular Letter C-1, Series 2018-2019 (July 12, 2018)

Connecticut State Department of Education Circular Letter C-1, Series 2019-2020 (July 16, 2019)

Regulation Approved: May 19, 2015

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

Windsor Public Schools
Windsor, CT

EMPLOYMENT AND STUDENT TEACHER CHECKS

As set forth below, each applicant for a position with the district ~~shall be asked~~, and each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience in the district, shall be asked to provide in writing: (1) whether he/she has ever been convicted of a crime; (2) whether there are any criminal charges pending against him/her ~~and~~at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families ("DCF") (the "Registry"). ***[Optional language: If the applicant's current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state].**** Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

"Sexual misconduct means" any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

"Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

"Former employer" means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

A. The district shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:

1. Requiring the applicant:

a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of "former employer" ~~employer~~ above, including the applicable twenty year reporting period) during any of the previous twenty years~~)~~, if:

(i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or

(ii) the applicant's employment with such current or former employer caused the applicant to have contact with children~~;~~.

such current or former employer was a local or regional board of education, council or operator or if such employment otherwise caused the applicant to have contact with children;

b. to submit a written authorization that

(i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,

(ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and

(iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and

c. to submit a written statement of whether the applicant

(i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,

(ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

(iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under

investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:

   a. the dates employment of the applicant, and

   b. a statement as to whether the employer has knowledge that the applicant:

      (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;

      (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or

      (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department of Education concerning:

   a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,

   b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and

c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.

C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.

D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district's review of information received under this section, provided:

1. The applicant complied with paragraph I.A.1 of this policy;

2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and

3. The applicant affirms that the applicant is not disqualified from employment with the district.

E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;

2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or

3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.

F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the district does not have any knowledge of a reason that such person should be removed from such list.

G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of "former employer" ~~employer~~ above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee's employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include

1. denial of employment, or

2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.

I. If the district provides information in accordance with paragraph I.A.2. or I.G. of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.

J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school or interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G. of this policy or to the Commissioner of Education pursuant to paragraph I.B. of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.

Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer(please note the definition of "former employer" employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local

charter school, interdistrict magnet school operator , or supervisory agent of a nonpublic school, or if the applicant's employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant's fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

K. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the district, and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, begins such student teaching experience, the district shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.

B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected

applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.

D. If notification is received by the Superintendent or designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

III. Criminal Records Check Procedure

A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each ~~person otherwise placed within a school under any public assistance employment program, employed by a provider of supplemental services pursuant to federal law or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also~~student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, shall be required to submit to state and national criminal record checks within ~~thirty~~sixty (~~30~~60) calendar days from the date such ~~worker~~student begins to perform such ~~service~~student teaching experience. Record checks will be processed according to the following procedure:*

1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by Biometric ID Services. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.

2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by Biometric ID Services. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks. Fees and costs

associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.

4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

B. **Criminal Records Check for Substitute Teachers:**

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.

2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing his or her student teaching experience with the district, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the school district.

V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to takes an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the district receives notice of a conviction of a crime by ~~(1)~~ a person holding a certificate, authorization or permit issued by the State Board of Education, ~~or (2) a person employed by a provider of supplemental services,~~ the district shall send such notice to the State Board of Education. In complying with this requirement, the district shall not disseminate the results of any national criminal history records check.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the district shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of these Administrative Regulations, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the district, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the district.

A. During the course of an employment check, the Board may not:

1. request or require that an applicant provide the district with a user name and password, password or any other authentication means for accessing a personal online account;

2. request or require that an applicant authenticate or access a personal online account in the presence of the district; or

3. require that an applicant invite a supervisor employed by the district or accept an invitation from a supervisor employed by the district to join a group affiliated with any personal online account of the applicant.

B. The Board may request or require that an applicant provide the district with a user name and password, password or any other authentication means for accessing:

1. any account or service provided by district or by virtue of the applicant's employment relationship with the district or that the applicant uses for the district 's business purposes, or

2. any electronic communications device supplied or paid for, in whole or in part, by the district.

C. In accordance with applicable law, the district maintains the right to require an applicant to allow the district to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or

2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the district's proprietary information, confidential

information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall also not apply to:

A. A student employed by the local or regional school district in which the student who attends a district school.

B. A person employed by the district as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for his or her position.

X. Falsification of Records.

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References:

Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act ~~18~~19-~~51~~,91, "An Act ~~Implementing the Recommendations of the Department of~~Concerning Various Revisions and Additions to the Education Statutes."

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C.§ 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

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Policy Revised: 1/14/14
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Windsor Public Schools
Windsor, CT

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice[1] that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.[2]

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records:	Out-of-State Records:
Department of Emergency Services and Public Protection **State Police Bureau of Identification (SPBI)** **1111 Country Club Road** **Middletown, CT 06457** **860-685-8480**	**Agency of Record** **OR** **FBI CJIS Division-Summary Request** **1000 Custer Hollow Road** **Clarksburg, West Virginia 26306**

[1] **Written notification includes electronic notification, but excludes oral notification.**

[2] **See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).**

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[3] by Windsor Board of Education that your fingerprints will be used to check the criminal history records of the FBI.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[4]

- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[5]

- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

- If you need additional information or assistance, please contact:

Connecticut Records:	**Out-of-State Records:**
Department of Emergency Services and Public Protection	**Agency of Record**
State Police Bureau of Identification (SPBI)	**OR**
1111 Country Club Road	**FBI CJIS Division-Summary Request**
Middletown, CT 06457	**1000 Custer Hollow Road**
860-685-8480	**Clarksburg, West Virginia 26306**

[3] Written notification includes electronic notification, but excludes oral notification. [4] See 28 CFR 50.12(b). [5] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

STUDENT DISCIPLINE

I. Definitions

A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.

C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.

D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.

F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.

G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a

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

H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

K. **School Days** shall mean days when school is in session for students.

L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release ~~devise~~device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.

P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

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

1. Suspension. Students may be ~~disciplined~~**suspended** for conduct on school grounds or at any school-sponsored activity that ~~**endangers persons or property,**~~**violates a publicized policy of the Board or is seriously disruptive of the educational process~~**, or that** or **endangers persons or property.**

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

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

~~1.~~ Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct violates a publicized policy of the Board and **is seriously disruptive of the educational process** ~~**and violative of a publicized policy of the Board**~~.

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

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school**; (2) **whether other students from the school were involved or whether there was any gang involvement**; (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon**, as defined in Section

Conn. Gen. Stat. § 29-38, and **whether any injuries occurred**; and **(4) whether the conduct involved the use of alcohol.** ~~In making a determination as to whether such conduct is seriously disruptive of the educational process, the~~ The Administration and/or the Board of Education may also consider (5) **whether** ~~such~~**the off-campus conduct involved the illegal use of drugs.**

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

Conduct ~~which~~that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) ~~includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following~~:

1. Striking or assaulting a student, members of the school staff or other persons.

2. Theft.

3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.

4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.

5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.

6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.

7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.

8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.

9. A walk-out from or sit-in within a classroom or school building or school grounds.

10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).

11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

12. Possession of any ammunition for any weapon described above in paragraph 11.

13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

15. ~~Unlawful possession~~Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device ~~that may be~~ used ~~to simulate smoking~~ in the delivery of nicotine or other ~~substance~~substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, ~~that~~ and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any

medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

17. ~~Unlawful possession~~Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.

23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.

24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

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

29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.

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

31. Hazing.

32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:

    a. causes physical or emotional harm to such student or damage to such student's property;

    b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

    c. creates a hostile environment at school for such student;

    d. infringes on the rights of such student at school; or

e. substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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

34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.

36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.

37. 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.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

40. Any action prohibited by any Federal or State law.

41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

A. A principal may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where he/she has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.

B. A principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive,** whom the Administration has reason to believe:

1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon,** or **firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or

2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon**, a **dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or

3. was engaged **on or off school grounds** in **offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms "**dangerous instrument,**" "**deadly weapon,**" **electronic defense weapon,**" "**firearm,**" and "**martial arts weapon,**" are defined above in Section I.

C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no **student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy

whenever the Administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. The term **"firearm"** is defined above in Section I.

D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

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

V. Procedures Governing Removal from Class

A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.

B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:

   a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (*A*) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (*B*) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or

   b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.

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

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

5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.

6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.

7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.

9. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration.

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

12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be

permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

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

VII. Procedures Governing In-School Suspension

A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy~~,~~ or seriously disrupts the educational process ~~or in other appropriate circumstances~~ as determined by the principal or designee.

B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.

C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.

D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

A. ***Emergency Exception:***

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

emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. ***Hearing Panel:***

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

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

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) at least five (5) business days before such hearing.

2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.

3. The written notice of the expulsion hearing shall inform the student of the following:

   a. The date, time, place and nature of the hearing.

   b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.

   c. A short, plain description of the conduct alleged by the Administration.

   d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.

   e. The student may cross-examine witnesses called by the Administration.

f. The student may be represented by an attorney or other advocate of his/her choice at his/her expense or at the expense of his/her parent(s) or guardian(s).

g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.

h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights about free or reduced-rate legal services and how to access such services.

j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. ***Hearing Procedures:***

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.

2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.

3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.

4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer

will rule on testimony or evidence as to it being immaterial or irrelevant.

5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.

6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.

7. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.

8. The student shall not be compelled to testify at the hearing.

9. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.

10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.

11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.

12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.

13. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being

considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.

15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.

17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

E. ***Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion:***

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the

student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. ***Stipulated Agreements:***

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

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. Alternative Educational Opportunities for Expelled Students

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

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

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

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to,

the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.

2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.

3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

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

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

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

1. For the purposes of Section IX, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled,* adopted by the State Board of Education, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

2. The Superintendent, or his/her designee, shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the State Board of Education. Such administrative regulations shall include, but not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

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

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

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

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

X. Notice of Student Expulsion on Cumulative Record

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

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

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

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

XI. Change of Residence During Expulsion Proceedings

A. ***Student moving into the school district:***

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

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. ***Student moving out of the school district:***

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

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

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

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

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the

special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

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

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

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the student's PPT finds that the behavior <u>was</u> a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.

4. If the student's PPT finds that the behavior <u>was not</u> a manifestation of the student's disability, the Administration may proceed with

the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

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

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

   a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or

   b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or

   c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

2. The following definitions shall be used for this subsection XII.C.:

   a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

   b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

   c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority

under the Controlled Substances Act or under any other provision of federal law.

d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504")

A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.

2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.

4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

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

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

A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in or any other residential placement.

B. If a student who committed an expellable offense seeks to return to a school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

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

XVII. Compliance with Documentation and Reporting Requirements

A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).

B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.

C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.

D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the local police.

Legal References:

Public Act ~~18-31, "An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee and Concerning the Transfer of Juvenile Services from the Department of Children and Families to the Court Support Services Division of the Judicial Branch~~19-91, "An Act Concerning Various Revisions and Additions to the Education Statutes."

Public Act 19-13, "An Act Prohibiting the Sale of Cigarettes, Tobacco Products, Electronic Nicotine Delivery Systems and Vapor Products to Persons Under Age Twenty-One."

§ 10-16 Length of school year

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act
§ 10-222d Safe school climate plans. Definitions. Safe school climate assessments
§§ 10-233a through 10-233f Suspension and expulsion of students.
§ 10-233*l* Expulsion and suspension of children in preschool programs
§ 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
§ 21a-240 Definitions
§ 19a-342a Use of electronic nicotine delivery system or vapor product prohibited
§§ 21a-408a through 408p Palliative Use of Marijuana
§ 29-38 Weapons in vehicles
§ 53a-3 Definitions
§ 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to minors
§ 53-206 Carrying of dangerous weapons prohibited.

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).
State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).
State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

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

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).
18 U.S.C. § 921 (definition of "firearm")
18 U.S.C. § 930(g)(2) (definition of "dangerous weapon")
18 U.S.C. § 1365(h)(3) (identifying "serious bodily injury")
21 U.S.C. § 812(c) (identifying "controlled substances")
34 C.F.R. § 300.530 (defining "illegal drugs")
Gun-Free Schools Act, 20 U.S.C. § 7961
Honig v. Doe, 484 U.S. 305 (1988)

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Windsor Public Schools
Windsor, CT

ADMINISTRATIVE REGULATIONS REGARDING ALTERNATIVE EDUCATIONAL OPPORTUNITIES FOR EXPELLED STUDENTS

I. Applicability of these Administrative Regulations

These administrative regulations shall apply in cases when, pursuant to state law, a student in the Windsor Public Schools (the "District") is entitled to an alternative educational opportunity during a period of expulsion.

II. Responsible Personnel

The building principal of the school from which the student has been expelled, or his/her designee(s), shall maintain responsibility for compliance with these administrative regulations relative to the individual student who is being provided with the alternative educational opportunity.

III. Student Placement Procedures

A. After a student has been expelled, and unless extraordinary circumstances exist, the building principal, or his/her designee(s), will take the following steps:

1. Meet with the expelled student's parent(s)/guardian(s) prior to the student's placement in an alternative educational setting to provide information concerning the potentially appropriate alternative educational opportunities for the student and to inform the parent(s)/guardian(s) and student of the right to apply for early readmission to school in accordance with Conn. Gen. Stat. Section 10-233d(j).

2. Consult with relevant school personnel from the school from which the student was expelled, who are knowledgeable about the student, to obtain information regarding the student's academic, social, and behavioral history that will help inform the decision concerning an appropriate alternative educational opportunity. Such information may be gathered by written reports.

3. After placement options have been shared with the parent(s)/guardian(s), convene a placement meeting at which all alternative educational opportunities are explored and a placement decision is made.

B. The educational programming and placement for expelled students who are eligible to receive special education and related services under the Individuals with Disabilities Education Act ("IDEA") shall be determined by the student's Planning and Placement Team ("PPT"). In such case, Subsection A above shall not apply.

IV. Individualized Learning Plan

A. Development of the Individualized Learning Plan

After the student has been accepted into an alternative educational placement, the principal, or his/her designee, will develop an Individualized Learning Plan ("ILP") that will govern the programming for the student for the period of expulsion. To develop the ILP, the principal, or his/her designee, will collaborate with school personnel from the school from which the student was expelled, the student and the parent/guardian, and will review all relevant student records.

B. Contents of the Individualized Learning Plan

1. The ILP will reference student records with information relevant to the provision of an alternative educational opportunity. These records may include:

    a. Student success plan (for students who have a student success plan as mandated by state law, the student success plan may inform the ILP but does not replace the ILP);

    b. Individualized education program ("IEP");

    c. Section 504 Plan;

    d. Individualized health care plan or emergency care plan; and/or

    e. Other relevant academic and behavioral data.

2. The ILP will address the following:

    a. The student's academic and behavioral needs and appropriate academic and behavioral goals and interventions, including the student's core classes at the time of expulsion and the student's current placement or progress in the curriculum for those classes so that the student has an opportunity to continue to progress in the Board's academic program and earn graduation credits, if applicable;

    b. Benchmarks to measure progress towards the goals and ultimately, progress towards graduation;

    c. Provision for the timing and method for reviewing the student's progress in the alternative educational opportunity and for communicating that progress to the parent/guardian or student. For most students, monitoring and reviewing the student's progress will include monitoring the student's attendance, work completion and progress toward meeting the relevant academic standards for particular

coursework, and thus progressing toward graduation, if applicable. The student's progress and grades will be communicated to the parents/guardians or student with the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students. The student's progress and grades will also be reported to the school from which the student was expelled;

d. Provision for the timely transfer of the student's records both from the student's school to the alternative educational opportunity provider, and also from the alternative educational opportunity provider to the student's school; and

e. The possibility of early readmission to the school from which the student was expelled and the early readmission criteria, if any, established by the Board of Education or Superintendent, as applicable.

V. Review of Student's Placement in Alternative Educational Opportunity and Individualized Learning Plan

A. A review of the appropriateness of the placement must occur at least once per marking period.

B. The placement review must include:

1. Review of the ILP to (1) assess progress and make adjustments as necessary and (2) determine its alignment with the goals of the student's IEP, where applicable; and

2. Consideration of opportunities for early readmission as set forth in the ILP, as established by the Board of Education or Superintendent, as applicable.

VI. Transition Plan for Readmission

A. Before a student is readmitted to the school from which the student was expelled, relevant staff should provide an opportunity to meet with the parents/guardians and student to discuss the student's readmission. As part of the readmission process and the student's ILP, the principal, or his/her designee, should consider:

1. Efforts to readmit the student at a semester starting point (at the high school level);

2. A plan to transfer the student's credits and records back to the school from which the student was expelled:

a. The District will award an expelled high school student appropriate high school credit for work satisfactorily completed during the period the student participates in the alternative educational opportunity and will transfer relevant records back to the school from which the student was expelled;

b. The District will provide an expelled student transferring to a new school district a progress summary of all work completed during the course of the student's expulsion, and will indicate the course credit earned by the student for that work.

3. The student's need for academic and other supports upon returning to his/her school; and

4. Efforts to connect the returning student with opportunities to participate in extracurricular activities.

B. In the event the principal, or his/her designee, determines that a student's alternative educational opportunity is no longer beneficial to the student, but it remains inappropriate to return the student to the school from which the student was expelled, a plan for a different alternative educational opportunity may be developed in accordance with the procedures outlines in these Administrative Regulations.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233d

Federal law:

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

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

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

Regulation approved: 9/18/18

Craig A. Cooke, Ph.D.
Superintendent

Windsor Public Schools
Windsor, CT

NON-DISCRIMINATION (PERSONNEL)

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

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

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

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

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

Any employee wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy #_4118.11 and are available online at **www.windsorct.org** or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies Policy #4115.1 Sex Discrimination and Sexual Harassment in the Workplace; P#5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973.

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

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

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

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

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

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

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

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1233

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

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1233

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Section 504/ADA Coordinator:

Steven Carvalho, Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1238

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*
Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110 233, 42 USC 2000ff; 34 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or Expression" defined
Connecticut General Statutes § 10-153. Discrimination on basis of marital status
Connecticut General Statutes § 46a-58. Deprivation of Rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.
~~Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of Absence for National Guard Members, Application for Certain Medicaid Programs, and Disclosure of Certain Records to Federal Military Law Enforcement.~~

Policy Adopted: July 9, 2009
Policy Revised: June 18, 2013
Policy Revised: November 15, 2016
Policy Revised: January 17, 2018

Windsor Public Schools
Windsor, CT

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (PERSONNEL)

It is the policy of the Windsor Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, disability (including pregnancy), genetic information, veteran status 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 all members of the school community.

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

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies Policy #4115.1 Sex Discrimination and Sexual Harassment in the Workplace; P#5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973.

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

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

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

Complaint Procedure

As soon as an individual feels that he or she has been subjected to discrimination or

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

The complaint should state the:

A. Name of the complainant,

B. Date of the complaint,

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

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

E. Location where such harassment/discrimination occurred,

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

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

H. Proposed remedy.

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

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

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

1. offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the

complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;

2. provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;

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

4. an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;

5. maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;

6. communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of 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.

7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);

8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;

9. if either party to the complaint is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall

provide written notice to the complainant and respondent (if any) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, such complaints will be handled under other appropriate policies Policy #4115.1 Sex Discrimination and Sexual Harassment in the Workplace; Policy #_P 5145 Policy Regarding Section 504 of the Rehabilitation Act of 193.

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office of Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
(617) 289-0111

http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

May also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (800-669-4000).

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

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

Anyone who has questions or concerns about these regulations may contact:

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1233

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

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1233

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Section 504/ADA Coordinator is:

Steven Carvalho, Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1238

Administrative Regulation Approved: January 17, 2018

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

Windsor Public Schools
Windsor, CT

NON-DISCRIMINATION (STUDENTS)

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. 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, alienage, disability (including pregnancy), veteran status or gender identity or expression.

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

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

Any student and/or parent/guardian wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy #5145.4 for Students/Non-Discrimination Policy and are available online at www.windsorct.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies Policy #5145.5 Students/Sex Discrimination and Harassment; Policy# 5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973.

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

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

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

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

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

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1233

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

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1233

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Section 504/ADA Coordinator:

Steven Carvalho, Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1238

Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*

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

Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, *et seq.*

Connecticut General Statutes § 10-15c § 46a-58 and § 46a-81a, *et seq.*
Connecticut General Statutes § 1-1n, "Gender Identity or Expression" defined
~~Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of Absence for National Guard Members, Application for Certain Medicaid Programs, and Disclosure of Certain Records to Federal Military Law Enforcement.~~
Connecticut General Statutes § 46a-58. Deprivation of Rights

Policy Adopted: July 9, 2009
Policy Revised: June 18, 2013
Policy Revised: January 17, 2018

Windsor Public Schools
Windsor, CT

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, alienage, disability (including pregnancy), veteran status 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 all members of the school community.

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, alienage, disability (including pregnancy), veteran status or gender identity or expression.

Any student and/or parent/guardian wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy #5145.4 Non-Discrimination Policy and are available online at www.windsorct.org or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex or disability, such complaints will be handled under other appropriate policies, Policy #5145.5 Students/Sex Discrimination and Harassment #5145 Policy Regarding Section 504 of the Rehabilitation Act of 1973.

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
Craig A. Cooke, Ph.D.
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 ext. 1236
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, alienage, disability (including pregnancy),

veteran status 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, alienage, disability (including pregnancy), veteran status or gender identity or expression, he/she should make a written complaint to 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.

H. Proposed remedy.

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 as determined by the investigator.

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

1. offer to meet with the complainant (and respondent, if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;

2. provide the complainant (and respondent, if applicable) with a copy of the Board's 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 an investigation that is adequate, reliable, and impartial. Investigate the factual basis for the complaint, including conducting interviews with individuals with information and review of documents relevant to the complaint;

5. maintain confidentiality to the extent practicable, through the investigative process, in accordance with state and federal law;

6. communicate the outcome of the investigation in writing to the complainant, (and respondent, if applicable) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be extended by fifteen (15) business days during periods of time when school is in session or reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) from the date the complaint was received by the Superintendent's office.-The complainant (and respondent, if applicable) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

7. if a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant (and respondent, if applicable) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);

8. whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of

the harassment or discrimination. Corrective action should include steps to avoid continuing discrimination;

9. if the complainant (and/or respondent, if applicable) is not satisfied with the findings and conclusions of the investigation, the complainant (and/or respondent, if applicable) 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 (and/or respondent, if applicable), 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 (and/or respondent, if applicable), 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 (and respondent, if applicable) of the proposed actions within fifteen (15) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants during periods of time when school is not in session) following the receipt of the written request for review.

Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

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

Any student and/or parent/guardian may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

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

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

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1233

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

Terrell Hill, Assistant Superintendent for Human Resources
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1233

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Section 504/ADA Coordinator:

Steven Carvalho, Director of Pupil and Special Education Services
Windsor Public Schools
601 Matianuck Avenue
Windsor, CT 06095
860-687-2000 x 1238

Regulation Approved: January 17, 2018

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

Windsor Public Schools
Windsor, CT

POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)

It is the policy of the board of education to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

Discrimination

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Harassment

Sexual harassment is a form of sex discrimination. While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;

2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;

3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;

4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;

5. Circulating, showing, or exchanging emails, text messages, digital images 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.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Superintendent, or his/her designee in accordance with the district's sex discrimination and sexual harassment grievance procedure. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

Legal References:

United States Constitution, ~~Article~~Amendment XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000-e-2(a).
Equal Employment Opportunity Commission Policy Guidance ~~(N-915.035)~~ on Current Issues of Sexual Harassment~~, effective 10/15/88.~~ (N-915.050), March 19, 1990.
Title IX of the Education Amendments of 1972, 20 ~~USCS~~U.S.C. § 1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Public Act 19-16, "An Act Combatting Sexual Assault and Sexual Harassment"

Public Act 19-93, "An Act Concerning Sexual Harassment and Sexual Assault"

Constitution of the State of Connecticut, Article I, Section 20
Connecticut General Statutes § 46a-60 Discriminatory employment practices prohibited.
Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207
~~Constitution of the State of Connecticut, Article I, Section 20.~~

POLICY ADOPTED: June 18, 2013

Personnel

ADMINISTRATIVE REGULATIONS REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)

Windsor Board of Education
Sex Discrimination and Sexual Harassment Complaint Procedure

Complaint Procedure

It is the express policy of the Board of Education to encourage victims of sexual discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit any such complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

The school district will provide ~~staff development for new~~training for all employees on federal and state sexual harassment laws and remedies available to victims and will provide periodic supplemental training to employees. The district ~~administrators and~~ will publish its policy and grievance procedures to staff and employees in an effort to maintain an environment free of sex discrimination and sexual harassment. The district will also post a notice regarding sexual harassment in a conspicuous place readily available for viewing by employees. The district will email this notice to employees within three months of hire with the subject line "Sexual Harassment Policy" or words of similar import.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Greater Hartford Region Office of the Connecticut Commission on Human Rights and Opportunities, [address], [phone number]. (Your regional CHRO office can be found by accessing http://www.state.ct.us/chro/index.html) and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER ~~617-565-3200~~800-669-4000). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within ~~180~~300 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, punitive damages, hiring, promotion or reinstatement.

Title IX Coordinator

The Title IX Coordinator for the Windsor Board of Education is: ~~Craig Cooke~~, Terrell Hill, Ph.D., 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. 1233.

Regulation Approved: June 18, 2013

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: December 31, 2019 Financial Report

SUBJECT: Financial Report

BACKGROUND:

A report of operating expenditures is prepared monthly for the Board of Education. The report details monthly and year-to-date expenditures for each site within Windsor Public Schools.

STATUS:

The attached report is for the month of December 2019.

There were no inter-site transfers during the month.

RECOMMENDATION:

No action is necessary. The report is for information only.

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

Expenditures for December 31, 2019	$ 6,566,487
Expenditures through December 31, 2019	$31,727,136

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 11a.

Windsor Public Schools
Financial Report
December 31, 2019

	2019/2020 Budget	Expenditures YTD 12/31/2019	Encumbrance	Balance 12/31/2019	% Balance
Instructional Services					
Clover Street School	63,167	20,061	3,993	39,113	62%
John F. Kennedy School	84,950	32,533	11,183	41,234	49%
Oliver Ellsworth School	86,730	39,514	2,831	44,385	51%
Poquonock School	69,296	25,970	4,181	39,145	56%
Sage Park Middle School	210,935	94,539	26,518	89,878	43%
Windsor High School	397,511	171,078	16,081	210,352	53%
Windsor High School Interscholastic Spo	207,000	115,783	69,629	21,588	10%
Athletic Coaches	263,000	114,034	0	148,966	57%
WHS Career & Technical Education	59,745	19,627	11,056	29,062	49%
Continuing Education	70,400	23,650	12,500	34,250	49%
*Instructional Mgt. & Curriculum Develo	318,380	141,120	32,020	145,240	46%
Magnet School Tuition	1,500,600	1,316,239	0	184,361	12%
Technology	777,405	695,660	56,617	25,128	3%
Total Instructional Services	**4,109,119**	**2,809,808**	**246,609**	**1,052,702**	**26%**
Education Support Services					
Pupil Personnel Services	402,800	124,255	31,264	247,281	61%
Special Education	94,350	27,276	4,266	62,808	67%
Special Education Tuition	4,968,886	1,820,573	290,759	2,857,554	58%
Policy & Planning	142,350	108,367	2,715	31,268	22%
**Employee Personnel Services	129,000	45,658	7,899	75,443	58%
Financial Management	280,442	108,867	1,968	169,607	60%
Financial Services	38,500	36,605	2,938	(1,043)	-3%
Pupil Transportation & Safety	2,857,789	616,063	382	2,241,344	78%
Special Education Transportation	2,121,699	839,062	128,562	1,154,075	54%
Physical Plant Services	1,971,850	1,009,673	941,266	20,911	1%
Major Maintenance	436,000	420,079	15,694	227	0%
L.P. Wilson Center	254,800	133,351	108,770	12,679	5%
Benefits	10,869,681	3,773,038	246,531	6,850,112	63%
Certified Salaries	32,472,322	15,218,139	0	17,254,183	53%
Non-Certified Salaries	8,495,885	4,072,344	0	4,423,541	52%
Regular Ed Tutor Salaries	336,700	105,221	0	231,479	69%
Special Ed Tutor Salaries	284,000	102,746	0	181,254	64%
Substitute Salaries	647,188	356,011	30,692	260,485	40%
Total Education Support Services	**66,804,242**	**28,917,328**	**1,813,706**	**36,073,208**	**54%**
Total All Sites	**$70,913,361**	**$31,727,136**	**$2,060,315**	**$37,125,910**	**52%**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of January 1, 2020

BACKGROUND:

Attached are the enrollment figures as of January 1, 2020. Mrs. Batchelder will answer any questions.

STATUS:

In prior BOE enrollment reports, the enrollment report grouped all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning in September 2016, the Out Placement/Private Placement (SPED) line was separated into two categories:

1. *Out of District Placement-Special Education students*
2. *Private Placement Special Education students*

Out of District - Special Education: Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

Private Placement - Special Education: Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

RECOMMENDATION:

Informational

Reviewed by: NDB **Recommended by the Superintendent:**

Agenda Item # 11b.

Windsor Public Schools
Student Enrollment Report
January 1, 2020

Enrollment in Windsor Public Schools

Grades PreK - 5	1,478
Grades 6-8	725
Grades 9-12	1,143
Total District Enrollment	**3,346**

Windsor Students not in District Schools

Out of District Placements (SPED)	55
Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer)	16
CREC Montessori Hartford	10
CREC Metropolitan Learning Center (MLC)	86
CREC Miscellaneous Magnet Schools	210
Hartford Host Magnet Schools	240
Miscellaneous Magnet Schools	34
A.I. Prince Technical High School	14
Howard Cheney Technical High School	11
	676
Total Students	**4,022**

Windsor Public Schools
Student Enrollment Report
January 1, 2020

GRADE		Poquonock School	Clover Street School	Oliver Ellsworth School	John F. Kennedy School	Total
PreK		57		83		140
K		85		144		229
1		117		124		241
2		93		116		209
3			78		126	204
4			104		112	216
5			99		140	239
Subtotal K-5						1,338
Total		**352**	**281**	**467**	**378**	**1,478**

GRADE		Sage Park Middle School
6		244
7		236
8		245
Total		**725**

GRADE	Windsor High School
9	304
10	260
11	294
12	285
Total	**1,143**

District Wide Enrollment	**3,346**

ENROLLMENT REPORT 2019-2020
POQUONOCK SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
2	Brown			14	14	14	14	14					
3	Scott			13	13	13	13	13					
22	Roche			14	14	14	14	14					
23	Filmer			14	14	15	15	15					
24	Eskanazi			12	13	14	14	15					
26	Scerra			14	14	14	14	14					
		Total	**85**	**81**	**82**	**84**	**84**	**85**	**0**	**0**	**0**	**0**	**0**
		Grade 1											
1	McCann			17	17	18	18	18					
12	Elkey			18	18	18	18	17					
15	Velez			17	17	17	16	16					
17	Stoll			18	17	16	16	16					
16	Reynolds			17	16	17	17	17					
18	Neals			18	18	18	17	16					
25	Hernandez			18	17	17	17	17					
		Total	**116**	**123**	**120**	**121**	**119**	**117**	**0**	**0**	**0**	**0**	**0**
		Grade 2											
8	Coburn			18	18	18	18	19					
9	Trummel			18	18	18	18	18					
11	Delskey			18	18	18	18	18					
13	Hoogewerff			18	18	18	18	18					
14	Couchon			18	19	19	19	20					
		Total	**89**	**90**	**91**	**91**	**91**	**93**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start		30	32	32	32	32	32					
	Sped & Peer		15	19	22	22	25	25					
		Total	**45**	**51**	**54**	**54**	**57**	**57**	**0**	**0**	**0**	**0**	**0**
	Poqunonock	**Totals**	**335**	**345**	**347**	**350**	**351**	**352**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2019-2020
OLIVER ELLSWORTH SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
14	Adamski			15	15	15	15	16					
15	Waszkelewicz			16	16	16	15	14					
19	Drake			14	15	16	16	16					
20	Butterick			15	15	16	16	16					
21	Tedeschi			17	17	17	16	16					
22	Bishop			16	16	16	16	16					
24	Bartholomew			15	16	16	16	16					
25	Chapple			15	15	17	17	17					
26	Marcella			16	16	16	16	17					
		Total	**125**	**139**	**141**	**145**	**143**	**144**	**0**	**0**	**0**	**0**	**0**
		Grade 1											
10	Strickland			21	21	22	22	22					
11	Capizzi			22	22	22	22	22					
12	Furie			21	21	21	22	21					
13	Cornell			21	21	20	19	19					
16	Miler			20	20	20	20	20					
17	Strempfer			20	20	20	20	20					
		Total	**107**	**125**	**125**	**125**	**125**	**124**	**0**	**0**	**0**	**0**	**0**
		Grade 2											
1	Mayo			20	20	20	20	20					
2	Goicohea			21	21	21	21	19					
3	Majors			20	20	20	19	19					
6	Heilman			19	19	19	19	20					
7	Carlin			19	18	19	19	19					
8	Jaworski			19	18	18	18	19					
		Total	**123**	**118**	**116**	**117**	**116**	**116**	**0**	**0**	**0**	**0**	**0**
	PK Smart Start		30	29	30	29	31	31					
	Sped & Peers		30	45	40	50	52	52					
		Total	**60**	**74**	**70**	**79**	**83**	**83**	**0**	**0**	**0**	**0**	**0**
Oliver Ellsworth		**Totals**	**415**	**456**	**452**	**466**	**467**	**467**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2019-2020
JF KENNEDY SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
1	L. Macaluso			17	17	17	17	17					
2	Richards			17	17	16	16	17					
3	Lamouireux			18	18	18	18	19					
4	Ghanesh-May			18	18	18	18	18					
5	Filomeno			16	17	16	16	17					
6	Johnston			18	19	20	20	20					
8	Estelle			17	17	17	17	18					
		Total	**114**	**121**	**123**	**122**	**122**	**126**	**0**	**0**	**0**	**0**	**0**
		Grade 4											
9	M.Macaluso			19	19	19	19	20					
10	Silliman			19	19	19	19	18					
12	Bishop			18	19	18	19	19					
14	Atkins			18	18	18	17	17					
16	Taylor			19	19	19	19	19					
18	Caselli			18	18	17	18	19					
		Total	**110**	**111**	**112**	**110**	**111**	**112**	**0**	**0**	**0**	**0**	**0**
		Grade 5											
15	Brown			20	20	20	20	20					
19	Bowman			20	20	20	20	21					
20	Paley			19	19	19	19	18					
24	Freitas			19	20	20	20	20					
25	Mazur			20	20	21	21	21					
27	Hildt			20	19	18	18	19					
28	Fye			20	20	21	21	21					
		Total	**127**	**138**	**138**	**139**	**139**	**140**	**0**	**0**	**0**	**0**	**0**
John F. Kennedy		**Totals**	**351**	**370**	**373**	**371**	**372**	**378**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2019-2020
Clover Street School

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
8	Lindsley			16	14	14	14	14					
10	Murray			16	15	16	16	16					
11	Sanchez			17	15	14	14	15					
19	Rivers			17	18	18	18	18					
18	Darrell			17	15	15	15	15					
		Total	**85**	**83**	**77**	**77**	**77**	**78**	**0**	**0**	**0**	**0**	**0**
		Grade 4											
9	Michalic			23	22	22	22	23					
14	Su			21	21	21	21	21					
15	Savage			20	20	20	21	21					
26	Keach-Longo			18	18	18	18	19					
27	Williams			20	19	19	19	20					
		Total	**96**	**102**	**100**	**100**	**101**	**104**	**0**	**0**	**0**	**0**	**0**
		Grade 5											
12	Grimes			17	16	16	16	16					
13	Carlson			17	18	18	17	17					
16	Mendola			17	15	15	16	16					
17	Nowsch			17	18	17	17	17					
24	Chartier			16	15	16	17	17					
25	Lewis			15	15	16	16	16					
		Total	**97**	**99**	**97**	**98**	**99**	**99**	**0**	**0**	**0**	**0**	**0**
	Clover	**Totals**	**278**	**284**	**274**	**275**	**277**	**281**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2019-2020

Sage Park Middle School

		Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 6												
Team 1			83	81	81	82	82					
Team 2			82	79	80	81	80					
Team 3			78	78	79	79	82					
	Total	**218**	**243**	**238**	**240**	**242**	**244**	**0**	**0**	**0**	**0**	**0**
Grade 7												
Team 4			79	80	80	80	79					
Team 5			77	76	76	76	76					
Team 6			77	77	78	79	81					
	Total	**250**	**233**	**233**	**234**	**235**	**236**	**0**	**0**	**0**	**0**	**0**
Grade 8												
Team 7			84	85	85	85	86					
Team 8			75	75	76	78	78					
Team 9			79	78	79	79	81					
	Total	**234**	**238**	**238**	**240**	**242**	**245**	**0**	**0**	**0**	**0**	**0**
Sage Park	**Totals**	**702**	**714**	**709**	**714**	**719**	**725**	**0**	**0**	**0**	**0**	**0**

ENROLLMENT REPORT 2019-2020
Windsor High School

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	330	297	295	304	305	304					
Grade 10	261	272	271	267	266	260					
Grade 11	297	296	297	294	295	294					
Grade 12	295	291	290	285	284	285					
Windsor High Total	**1,183**	**1,156**	**1,153**	**1,150**	**1,150**	**1,143**	**0**	**0**	**0**	**0**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

Prepared By: Patricia Patton

Presented By: Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – December 2019

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities, at St. Gabriel's and CREC's Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, Wilson Library, and added Poquonock Elementary School location during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in all our programs.

A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

Status: Financial Report for December 2019

Recommendation: Informational only.

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 11c.

Windsor School Food Service
Financial Statement
December 2019

REVENUE	December 2019	7/1/19 - YTD	December 2018	7/1/18 - YTD
SALES	$70,028.39	$428,425.89	$72,890.01	$371,462.10
REIMBURSEMENTS - STATE	9,998.00	36,951.11	27.00	32,791.00
ACCOUNTS RECEIVABLES	75,247.69	483,259.31	79,258.89	438,699.37
CLOC		95,842.00		86,794.00
INTEREST/FEES				
MISC. (Rebates)		2,164.25		1,216.73
7 CENTS Certification	2,105.88	11,850.93	1,978.74	10,009.68
REVENUE TOTALS	**$157,379.96**	**$1,058,493.49**	**$154,154.64**	**$940,972.88**

EXPENSES				
WAGES	$71,332.62	$340,810.26	$75,112.17	$336,484.77
PAYROLL TAXES	5,456.94	26,071.77	5,746.08	25,741.09
BENEFITS	8,736.68	41,945.33	5,528.69	34,197.39
FOOD/MILK/ICE CREAM	75,302.06	466,115.07	84,679.40	504,680.03
PAPER	3,802.00	24,573.27	4,946.33	27,795.31
TRUCK		1,025.68	599.41	3,954.76
SUPPLIES	231.10	16,959.59	97.80	3,250.90
EQUIPMENT	56.97	36,888.04	5,955.84	6,727.64
SERVICES	605.47	5,428.07	60.19	47,830.23
EXPENSE TOTALS	**$165,523.84**	**$959,817.08**	**$182,725.91**	**$990,662.12**
NET INCOME	**-$8,143.88**	**$98,676.41**	**-$28,571.27**	**-$49,689.24**
INVENTORY		**$48,629.12**		**$34,703.15**
OPENING BALANCE 7/1		**$347,470.46**		**$333,317.93**
COMPUTED OPERATING POSITION		**$494,775.99**		**$318,331.84**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: January 22, 2020

Prepared By: Terrell M. Hill, PhD **Presented By:** Terrell M. Hill, PhD
Assistant Superintendent for Human Resources

Attachments: None

Subject: Human Resources Report for December 1, 2019 – December 31, 2019

RESIGNATIONS/SEPARATIONS

Alexandra Wilmot	Special Ed Teacher	Kennedy
Natalie Braitwaite-Hildt	Grade 5 Teacher	Kennedy
Deonna Sheppard	PT Support Clerk	Poquonock

RETIREMENTS

Deborah Corto	Physical Education Teacher	Ellsworth
Anthony Rizzo	Computer Support Technician	Windsor High

TRANSFERS/REASSIGNMENTS

Meghan O'Brien	From: Head Teacher	Clover
	To: Grade 6 Math Teacher	Sage Park
Yvette Anderson	From: Lunchroom Monitor	Kennedy
	To: Lunchroom Monitor	Ellsworth
Theophilus Hines	From: Substitute Custodian	District-wide
	To: Custodian II Evenings	Windsor High
Renee Newman-Roberts	From: Food Service/Float	Sage Park
	To: Food Service/Cashier	Sage Park
Peaches Johnson	From: Substitute Safety Assistant	District-wide
	To: FT Safety Assistant	Sage Park

HIRES

Shacara Cook	Fashion Design Teacher	Windsor High
Thaslima Thamanna	Parent Educator	LPW/Adult Ed
Annmarie Clay-Bey	Building Substitute	Poquonock
George Aristi	Building Substitute	Poquonock
James Nyarko	Special Education Paraeducator	Poquonock

Reviewed by: _____ **Recommended by the Superintendent:** _____

Agenda Item # 11d.

Windsor Board of Education
Special Meeting - Public Forum
Unapproved Minutes
Thursday, December 19, 2019 6:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the December 19, 2019 Special Meeting - Public Forum. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. Brian Bosch
Mr. David Furie
Mrs. Ayana Taylor
Mr. Paul Panos
Mr. James Ristas

Absent Board Members:
Mr. Ronald Eleveld
Ms. Charlotte Ricketts

Updated Attendance:
Mr. Brian Bosch was updated to present at: 6:31 PM

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order at 6:30 PM by President Leonard Lockhart with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Director of Business Services Ms. Danielle Batchelder.

2. Public Forum (concentration on 2020-2021 Budget Process) (limited to 7:00 PM)--The Board welcomes public participation and asks that speakers please limit their comments to 5 minutes.

Discussion:
None

3. Adjournment

Motion Passed: Move to adjourn the meeting at 6:32 PM passed with a motion by Mr. Paul Panos and a second by Mr. David Furie.

7 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Mr. Ronald Eleveld Absent
Mrs. Ayana Taylor Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Absent
Mr. James Ristas Yes

_____
Ayana K. Taylor, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes
Thursday, December 19, 2019 7:00 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the December 19, 2019 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. Brian Bosch
Mr. David Furie
Mr. Ronald Eleveld
Mrs. Ayana Taylor
Mr. Paul Panos
Mr. James Ristas

Absent Board Members:
Ms. Charlotte Ricketts

Updated Attendance:
Mr. Brian Bosch was updated to present.
Mr. Brian Bosch was updated to absent at: 8:51 PM

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order at 7:00 PM by President Leonard Lockhart with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Dr. Terrell Hill, Assistant Superintendent for Instructional Services Dr. Santosha Oliver, Director of Business Services Ms. Danielle Batchelder and Director of Pupil and Special Education Mr. Steven Carvalho. Ms. Ayana Taylor, Secretary, welcomed members of the audience and viewers at home. She reviewed the Board's mission statement and goals and gave an overview of the protocols for Board meetings.

2. Recognitions/Acknowledgements

Discussion:
None

3. Audience to Visitors

Discussion:
Sally Grossman, 106 Niles Road - asks that caution be used when considering homogeneous grouping.

Becky Jacobsen, 50 Lighthouse Hill Road - suggests that the new Poquonock playground be made a fully accessible playground.

4. Student Representative Report

Discussion: None

5. Board of Education

5.a. President's Report

Discussion:
Mr. Lockhart expressed interest in attending the upcoming School Governance Council and PTO meetings and urged the Board members to be present at their schools as liaison. He thanked former WHS Athletic Director Steve Risser and wished him well on behalf of the Board. Mr. Lockhart appreciated the attendance of the Board at the CABE conference earlier in the month. Mr. Lockhart stated that he had been asked by CABE to be the Resolutions Chair, which he accepted and he asks that Mr. Furie be the Delegate in the Delegate Assembly with Mr. Panos as alternate.

5.b. School Liaison Reports

Discussion:
General consent was given to bypass agenda items 5.b.1-6, School Liaison Reports.

5.b.1. Windsor High School
5.b.2. Sage Park Middle School
5.b.3. Clover Street School
5.b.4. John F. Kennedy School
5.b.5. Oliver Ellsworth School
5.b.6. Poquonock School

6. Superintendent's Report

Discussion:
Dr. Cooke addressed the upcoming Poquonock School parking lot and repaving project.

Dr. Cooke attended the Teacher of the Year ceremony on December 4 with Sage Park teacher Marquis Johnson who had been a finalist for State Teacher of the Year.

The interview process for the new athletic director has been completed. Dr. Cooke announced that Christopher Fulton has been offered the position. He is anticipated to start in this position in early February.

On December 4, the WCC Holiday breakfast was held. Dr. Cooke and Town Manager Peter Souza presented to the Windsor Chamber of Commerce and their guests.

A tour of Leipold Manufacturing with Jane Garibay highlighted the potential employment opportunities for students participating in the Goodwin program. There is discussion of creating a video about clean manufacturing with Leipold and WHS students.

Weather delays and cancellations have been challenging but minimal time has been lost.

In the month of November, students and staff worked together to collect hundreds of jars of peanut butter and jelly for the Windsor Food and Fuel bank.

On Wednesday, December 6, 30 students from the Climate Action Committee at WHS attended the Rally for Action on Climate Change at the State Capitol. Students from over a dozen districts attended.

Windsor Public Schools will be on winter break from December 23 through January 1, reopening on January 2. Offices will be open December 23, 26-27, 30, and December 31 until noon.

Following Dr. Cooke's report, board members discussed capital improvement projects and the Rally for Action on Climate Change field trip.

6.a. Postponed--Legislative Update with Patrice McCarthy, Deputy Director and General Counsel, CT Association of Boards of Education

Discussion:
General consensus was given for agenda item 6.a to be tabled till the Wednesday, January 22 regular meeting.

6.b. WHS Overnight Field Trip to Spain, April 2021, 1st Reading

Discussion:
WHS teachers Ms. Kreiger and Ms. Negron gave an overview of the expectations for the April 2021 Spain trip. This will be a two-week immersive trip where students live with vetted host families and attend classes to improve their understanding of the Spanish language.

Mr. Eleveld questioned the timing of the trip being during the school year and not the summer. It was explained that the timing didn't work for a summer visit and that this trip would coincide with spring break.

Mr. Furie asked how students, based on skill level, are assigned.

Mr. Bosch inquired about dietary restrictions and the administration of medications while students are away. It was explained that host families are informed of all dietary restrictions and as for medications, the students sign a waiver allowing them to self-administer medications.

Mr. Ristas asked how this trip would conflict with testing. Dr. Cooke gave an overview of the testing schedule and said there would be no conflict.

Mr. Bosch asked if there were grade eligibility requirements that would preclude a student from participating. It was explained that the grade eligibility requirement is the same as for athletics and that a cancellation policy is in place if a student is unable to attend for any reason.

Motion Passed: Move the Board of Education approve the proposed trip to Spain reserving the right to cancel if it feels that the safety of the students is at risk passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Mr. Ronald Eleveld Yes
Mrs. Ayana Taylor Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Absent
Mr. James Ristas Yes

6.c. Remote Meeting Participation (with Anticipated Action)

Discussion:
General consensus was to send agenda item 6.c to be discussed at the next Policy meeting on January 6, 2020. Discussion ensued regarding both the benefits and inconveniences of an incorporation of remote meeting participation.

6.d. Residency Update

Discussion:
General consensus was given that agenda item 6.d will be tabled till the Wednesday, January 22 regular meeting. In anticipation of the discussion of this agenda item in January, Dr. Cooke asked Board members for any questions they may have in preparation for the next meeting. Mr. Bosch asked for clarification of the term "withdrawal". Dr. Cooke explained those are students who left the district. Mr. Eleveld requested to see the Certificate of Residency numbers for the last 5 years.

6.e. Budget Assumptions 2020-2021, 1st Reading

Discussion:
Mr. Panos asked about the oil to gas conversion and usage. Mr. Eleveld requested clarification of enrollment numbers being projections versus actual.

Motion Passed: Move That the Board of Education accept for a 1st reading, the Budget Assumptions for FY 2020-2021 passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

7 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. David Furie Yes
Mr. Ronald Eleveld Yes
Mrs. Ayana Taylor Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Absent
Mr. James Ristas Yes

6.f. School Calendar 2020-2021, 1st Reading

Discussion:
Discussion included first and last days of school as well as graduation day.

Motion Passed: Move that the Board of Education accept the proposed 2020-2021 school calendar for a 1st Reading passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

7 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. David Furie Yes
Mr. Ronald Eleveld Yes
Mrs. Ayana Taylor Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Absent
Mr. James Ristas Yes

7. Committee Reports

Discussion:
None

8. Consent Agenda

8.a. Financial Report

Discussion:
Expenditures for November 30, 2019 $6,348,614
Expenditures through November 30, 2019 $25,160,649

8.b. Enrollment Report
8.c. Food Service Report
8.d. Human Resources Report

Motion Passed: Move the Board accept Consent agenda items 8.a. Financial Report, 8.b. Enrollment Report, 8.c. Food Service Report, and 8.d. Human Resources Report passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

7 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. David Furie Yes
Mr. Ronald Eleveld Yes
Mrs. Ayana Taylor Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Absent
Mr. James Ristas Yes

9. Approval of Minutes

9.a. November 12, 2019 Organizational-Special Meeting
9.b. November 12, 2019 Special Meeting
9.c. November 19, 2019 Regular Meeting

Motion Passed: Move to approve the minutes of the November 12, 2019 Organizational-Special Meeting, November 12, 2019 Special Meeting, and November 19, 2019 Regular Meeting passed with a motion by Mrs. Ayana Taylor and a second by Mr. Paul Panos.

7 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. David Furie Yes
Mr. Ronald Eleveld Yes
Mrs. Ayana Taylor Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Absent
Mr. James Ristas Yes

10. Other Matters/Announcements/Regular BOE Meetings

Discussion:
Ms. Khan said that the Technology Student Association Conference will be held February 1 at Sage Park and volunteers are needed. Please contact mhislop@windsorct.org for information.

Mr. Eleveld wished a happy holiday season to the community.

Ms. Taylor agreed with Mr. Eleveld's sentiment.

Mr. Ristas concurred with Ms. Taylor and said he would keep in touch while away.

Mr. Furie spoke about the departure of Mr. Risser but feels we have a great candidate. State finals for robotics will be February 22. Mr. Furie wished a Happy Holidays to the community.

Mr. Panos wished a Happy Holidays to the community.

Mr. Lockhart urged the community to stay safe and enjoy the holidays. He thanked Dr. Cooke and Mrs. Brown for their recognition of the board.

10.a. Next BOE Regular Meeting is Wednesday, January 22, 2020. Superintendent's Presentation of 2020-2021 Budget begins at 6:30 PM followed by Public Forum and Regular Meeting, Town Hall, Council Chambers
10.b. BOE Policy Committee, Monday, January 6, 2020, 6:00 PM, L.P. Wilson Community Center, Room 17
10.c. BOE Special Meeting, Tuesday, January 14, 2020, 6:30 PM, L.P. Wilson Community Center, Board Room

11. Audience to Visitors

Discussion:
None

12. Adjournment

Motion Passed: Move to adjourn the meeting at 9:11 PM passed with a motion by Mrs. Ayana Taylor and a second by Mr. Paul Panos.

7 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Absent
Mr. David Furie Yes
Mr. Ronald Eleveld Yes
Mrs. Ayana Taylor Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Absent
Mr. James Ristas Yes

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Ayana K. Taylor, Secretary
Windsor Board of Education

Windsor Board of Education
Policy Committee
Unapproved Minutes

Monday, January 6, 2020 6:00 PM
L.P. Wilson Community Center, Room 17

The following are the unapproved minutes of the January 6, 2020 Policy Committee. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:00 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. David Furie

Absent Board Members:
Mr. James Ristas

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order by Chair Maryam Khan at 6:00 PM. Superintendent of Schools Dr. Craig Cooke, Assistant Superintendent for Human Resources Dr. Terrell Hill and Board members Brian Bosch and Paul Panos (at 6:25 PM) were also in attendance.

2. Audience to Visitors

Discussion:
None

3. Revised BL 9325.4 Voting Method

Discussion:
Revised BL 9325.4 Voting Method was approved to move forward to the full Board.

4. Revised AR 5123.1 WHS Graduation Requirements

Discussion:
Revised AR 5123.1 WHS Graduation Requirements was approved to move forward after checking proration language to the full Board.

5. New BL 9240 Board Member Development

Discussion:
New BL 9240 Board Member Development was approved to move forward to the full Board.

6. Revised P 5131.911 Bullying Prevention and Intervention Policy and AR 5131.911 Safe School Climate Plan

Discussion:
Revised P 5131.911 Bullying Prevention and Intervention Policy and AR 5131.911 Safe School Climate Plan were approved to move forward to the full Board.

7. Revised P 4112.3 Employment Checks

Discussion:
Revised P 4112.3 Employment Checks was approved to move forward to the full Board.

8. Revised P/AR 5114 Student Discipline

Discussion:
Revised P/AR 5114 Student Discipline was approved to move forward to the full Board.

9. Revised P/AR 4118.1 Non-Discrimination (Personnel)

Discussion:
Revised P/AR 4118.1 Non-Discrimination (Personnel) was approved to move forward to the full Board.

10. Revised P/AR 5145.4 Non-Discrimination (Students)

Discussion:
Revised P/AR 5145.4 Non-Discrimination (Students) was approved to move forward to the full Board.

11. Revised P/AR 4115.1 Policy Regarding Sex Discrimination and Harassment in the Workplace (Personnel)

Discussion:
Revised P/AR 4115.1 Policy Regarding Sex Discrimination and Harassment in the Workplace (Personnel) was approved to move forward to the full Board.

12. Discussion on Remote Meeting Participation

Discussion:
Discussion was held on remote meeting participation.

13. Adjournment

Discussion:
The meeting was adjourned at 7:27 PM.

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Ayana K. Taylor, Secretary
Windsor Board of Education

Windsor Board of Education
Special Meeting
Unapproved Minutes

Tuesday, January 14, 2020 6:30 PM
L.P. Wilson Community Center, Board Room

The following are the unapproved minutes of the January 14, 2020 Special Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 6:30 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Mr. Brian Bosch
Mr. David Furie
Mr. Ronald Eleveld
Ms. Ayana Taylor
Mr. Paul Panos
Ms. Charlotte Ricketts

Absent Board Members:
Mr. James Ristas

Updated Attendance:
Mr. Paul Panos was updated to present at: 6:34 PM
Ms. Maryam Khan was updated to present at: 6:35 PM
Mr. Brian Bosch was updated to present at: 6:43 PM
Ms. Charlotte Ricketts was updated to present at: 7:00 PM

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order by Mr. Lockhart at 6:30 PM with the Pledge to the Flag and Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Assistant Superintendent for Human Resources Dr. Terrell Hill, Assistant Superintendent for Instructional Services Dr. Santosha Oliver and Director of Business Services Ms. Danielle Batchelder.

2. Audience to Visitors

Discussion:
None

3. Presentation on School Development Plans

Discussion:
The Board received a presentation on School Development Plans. Through their 2019-2020 School Development Plan, building administrators reviewed their school's strengths and strategies for their improvement.

The following administrators presented:
Uyi Osunde, Principal, Windsor High School
Liana Jorgensen, Principal, Sage Park Middle School
Mary Kay Ravenola, Principal, John F. Kennedy School

Michelle Williams, Principal, Clover Street School
Taran Gruber, Principal, and Stephen Higgins, Assistant Principal, Oliver Ellsworth School
Tracie Peterson, Principal, Poquonock School

At the conclusion of the presentation, questions and comments from Board members ensued.

4. Announcements

Discussion:
Dr. Cooke thanked the principals and Board members for a good discussion this evening. He thanked Dr. Oliver for her work with the principals and her oversight of the School Development Plans.

Each of the Board members took a moment to comment on the discussion this evening and thanked the principals for their presentations.

Ms. Taylor announced that Dr. Cooke is one of the honorees for the Bridge Builder Awards. The ceremony will take place on Thursday, January 23 at town hall. She also reminded the audience that Martin Luther King Jr Day is on Monday and to take time to reflect on the meaning of the day.

Mr. Furie also mentioned that Sage Park Principal Liana Jorgensen will be speaking at the MLK event on Monday and also congratulated Dr. Cooke on the Bridge Builder Award. Mr. Lockhart expressed his congratulations to Dr. Cooke as well.

5. Adjournment

Discussion:
The meeting adjourned at 9:37 PM.

Motion Passed: Move to adjourn the meeting passed with a motion by Mr. Ronald Eleveld and a second by Mr. David Furie.

8 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Mr. Brian Bosch Yes
Mr. David Furie Yes
Mr. Ronald Eleveld Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

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Ayana K. Taylor, Secretary
Windsor Board of Education