



WINCHESTER BOARD OF EDUCATION

338 MAIN STREET, P.O. BOX 648 • WINSTED, CT 06098

TELEPHONE: 860-379-0706; FAX: 860-738-0638

MELONY BRADY-SHANLEY - SUPERINTENDENT OF SCHOOLS

Winchester Board of Education August 8, 2023

Board of Education Members

Jeannette Brodeur
Salvatore Lovetere
Cheryl McGlynn
Nora Mocarski
Kristin Peterson
Doug Pfenninger
Sondra Strubhar
Tara Sundie
Renata Waldron



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VISION STATEMENT

REVISED 7-18-2018

At Winchester Public Schools, students are provided with a nurturing and caring community that enlightens, inspires, and empowers our students to explore their creativity, talents, and desires so all students can realize and achieve their dreams.

OPERATING PRINCIPLES

AS APPROVED: SEPTEMBER 12, 2006

- We will arrive on time, prepared, and participate fully.
- We will listen with respect and with intent to understand.
- We will support and take responsibility for group decisions.
- We will be open and honest.
- We will operate with a clear purpose that aligns with our mission and vision.
- We will celebrate the positive.
- We will nurture and develop leadership in others.

August 4, 2023

TO THE BOARD OF EDUCATION MEMBERS:

Here is your packet for the August 8, 2023, Board of Education Meeting. The Board of Education meeting will be held at the Town Hall in the Hicks Room.

Please call if you have any questions about the information for the meeting.

Sincerely yours,

Melony Brady-Shanley
Superintendent of Schools

Winchester Board of Education
Policy - #1120 Regulations for Public Participation at Board of Education Meetings
Approved by BOE on 12/13/2022

The Winchester Board of Education welcomes you to its business meeting. There are two opportunities set aside to hear comments from the public.

We welcome and encourage public participation as a valued part of communicating input with the Winchester Board of Education.

We appreciate your adherence to the following:

1. Complete the requested information on the sign-in sheet if you wish to speak (name, address, and email);
2. State your name and address when called upon to speak;
3. You will be allotted three minutes to share your comments.

Please be advised that it is not the practice of the Board of Education to engage in dialogue regarding commentary. The Superintendent of Schools will be directed by the Chairperson to prepare an appropriate response in a timely manner.

We appreciate your time and thoughtful commentary.

The Winchester Board of Education

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AUGUST 8, 2023

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

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Board of Education Agenda – August 8, 2023

COMMENT FROM THE CHAIRMAN

PUBLIC HEARING

Board of Education Chairman to read Public Comment Regulations. Three minutes are Allotted to each speaker per Board Policy #1120. No BOE employee, student, or Community members should be defamed within a public comment.

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- 236 d) Family Resource Center Grant
- 237 e) School Readiness Grant
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- 239 g) School Readiness - Competitive Enrollment-Based Grant
- 240 h) CHAMPS After School Enrichment Program
- 241 i) National School Lunch Program Equipment Assistant Grant

PUBLIC COMMENT

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community members should be defamed within a public comment.

ADJOURN:

Winchester Board of Education

Type of Meeting: Board Of Education Meeting Agenda

Date: August 8, 2023, @ 7:00 p.m.

Location: Town Hall – Hicks Room

Meeting Facilitator: Melony Brady-Shanley, Superintendent
Doug Pfenninger, BOE Chairman

Jeannette Brodeur, Salvatore Lovetere, Cheryl McGlynn, Nora Mocarski, Kristin Peterson, Sondra Strubhar, Tara Sundie, and Renata Waldron

- I. Call to order: Pledge of Allegiance:

- II. Roll call:

- III. Agenda Review Discussion Possible Action:
 - a) Board of Education Agenda: August 8, 2023

- IV. Comments from the Chairman:

- V. Public Comment:

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

- VI. Consent Agenda Items Discussion Possible Actions:
 - a) Minutes of BOE Meeting – June 13, 2023
 - b) Minutes of Committee Meetings – June 20, 2023
 - c) Minutes of Special Meeting Minutes – July 24, 2023

- VII. Gilbert Report from Board of Education Representative:

- VIII. Correspondence to the Board:
 - a) Letters of Resignations
 - b) CABB Liaison Newsletter
 - c) CAPPS Alliance Districts

- IX. Superintendent's Reports & Action Items Discussion Possible Action:
 - a) Superintendent's Report
 - b) Gilbert Enrollment & Grade Level Enrollment
 - c) Monthly Budget Summary - FY23
 - d) Paraprofessional HSA subsidy coverage - Legislation and impact on our paraprofessionals

- X. Presentations:
 - a) Greenleaf Solutions - Solar installation for Hinsdale and Pearson Schools

XI. Board Action Items:

a) New Hires

XII. New Business Discussion and Possible Action:

a) Policies for a First Read

- 1) Policy #4118.112(a) – Sex Discrimination and Sexual Harassment in Workplace
- 2) Policy #5113 (a) – Attendance, Excused, Dismissal
- 3) Policy #5114 (b) – Suspension and Expulsion
- 4) Policy #5125 (a) – FERPA Regulations
- 5) Policy #6141.327 (a) Electronic Resources
- 6) Policy #6142.63 Physical Education Aquatic Safety
- 7) Policy #6144.1 Exemption from Instruction
- 8) Policy #6153 Field Trips

b) Policies for Second Read

- 1) Policy #0521 – Non-Discrimination
- 2) Policy #1330 – Community use of school facilities
- 3) Policy #3281.1 – Crowdfunding
- 4) Policy# 3516(a) - Safety
- 5) Policy #3541 – Transportation Guideline
- 6) Policy #3541.22 – Bus Drivers
- 7) Policy #3542.1 - Food Service
- 8) Policy #4001 – Personnel/Athletic Coaches
- 9) Policy #4111 – Affirmative action – Recruitment and Selection
- 10) Policy #4112.5(a) – Security Check – Fingerprinting
- 11) Policy #4113.6(a)/4213.6 – Remote Work/Telecommuting Policy/Telework
- 12) Policy #4118.15 – Workplace Bullying
- 13) Policy #4152.6 – Family & Medical Leave Act
- 14) Policy #4410 – Occupational Exposure to Bloodborne Pathogens
- 15) Policy #5111 – Admission – Placement

c) CT SDE High Impact Tutoring Grant - Math

d) Family Resource Center Grant

e) School Readiness Grant

f) School Readiness-Competitive COLA Grant

g) School Readiness - Competitive Enrollment-Based Grant

h) CHAMPS After School Enrichment Program

i) National School Lunch Program Equipment Assistant Grant

XIII. Public Comment:

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

IX. Adjourn:

Winchester Board of Education

Type of Meeting: Board Of Education Meeting Minutes

Date: June 13, 2023, @ 7:00 p.m.

Location: Town Hall – Hicks Room

Meeting Facilitator: Melony Brady-Shanley, Superintendent
Doug Pfenninger, BOE Chairman

Jeannette Brodeur, Salvatore Lovetere, Cheryl McGlynn, Nora Mocarski, Kristin Peterson, Sondra Strubhar, Tara Sundie, and Renata Waldron

I. Call to order:@7:02pm Pledge of Allegiance:

II. Roll call: Renata Waldron, Jeannette Brodeur, Tara Sundie, Nora Mocarski, Melony Brady-Shanley, Sondra Strubhar, Cheryl McGlynn, Salvatore Lovetere. Kristin Peterson arrived at 7:07 pm
Absent: Doug Pfenninger.

III. Agenda Review Discussion Possible Action:
a) Board of Education Agenda: June 13, 2023

Melony Brady-Shanley would like to add Food Services and Management Contract under XI. h)

Motion to add Food Services and Management Contract under XI. h)

First: Sondra Strubhar, Second: Jeannette Brodeur, U.

IV. Comments from the Chairman:

On behalf of the Board, Nora Mocarski thanked Seamus Cullinan for all his hard work and dedication that he has done for the Winchester Public Schools. We wish you all the best in Farmington and will miss you.

Melony Brady-Shanley mentioned that we held a short ceremony for Seamus at the Hinsdale School with students and teachers. He was presented with a plaque from his daughter in which the students and staff wrote special messages in circles and put them together in a collage along with a PowerPoint presentation with special memories celebrating him. On behalf of our staff, we appreciate all your work and dedication that you have brought to our District.

V. Presentations:
None

VI. Public Comment:
Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

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Mr. Steve Sedlak, 103 Indian Meadow Drive, Winsted. We just came through the budget cut, which is never a pleasant task, and wanted to compliment the Board and Melony Brady-Shanley for showing leadership in making cuts in salary. Many people who attended last night's budget meeting do not have children in the school system. Hopefully, we can get the message out to vote, and the budget will pass Tuesday, June 27, 2023. Once again, appreciate all your hard work.

VII. Consent Agenda Items Discussion Possible Actions:

- a) Minutes of BOE Meeting – May 9, 2023
- b) Minutes of Committee Meetings - May 23, 2023
- c) Minutes of Special Meeting Minutes - May 23, 2023

MOTION to approve

- a) Minutes of BOE Meeting – May 9, 2023
- b) Minutes of Committee Meetings - May 23, 2023
- c) Minutes of Special Meeting Minutes - May 23, 2023

First: Kristin Peterson, Second: Tara Sundie, U.

VIII. Gilbert Report from Board of Education Representative:

Renata Waldron commented that students were given awards, different graduation ceremonies going on, and a lot of student end-of-year activities going on.

Nora Mocarski mentioned that there is a vacancy on the Gilbert School Corp.

MOTION for Salvatore Lovetere to serve on the Gilbert School Corp

8, 0

Melony Brady Shanley will reach out to Greg Shugrue to connect with Salvatore Lovetere.

IX. Correspondence to the Board:

- a) Letters of Resignations
 - Misty Connoles, Building Substitute
 - Jordan Powell, Custodian

Accept with regret.

Barbara Silverio explained the Boulder Ridge field trip and Project Oceanology overnight field experience to the Board. She explained what a wonderful experience the students had, how well-behaved they were, and they all had an amazing time.

X. Superintendent's Reports & Action Items Discussion Possible Action:

- a) Superintendent's Report
- b) School Enrollment
- c) Chronic Absences

- d) Gilbert Enrollment & Grade Level Enrollment
- e) Monthly Budget Summary - FY23

XI. Board Action Items:

a) New Hires

- Sebiye Akter, Custodian at Pearson School
- Nicole LaPlant, Second Grade Teacher at Hinsdale School

b) AFT Paraprofessional Contract July 1, 2023, to June 30, 2026

MOTION to approve AFT Paraprofessional Contract July 1, 2023, to June 30, 2026

First: Cheryl McGlynn, Second: Kristin Peterson, U.

c) Family Resource Grant

Emily Bernard explained that the family resource center grant provides funding toward a continuum of services made available to schools and families in the community. FRC services indicate that effective education begins with access to resources that promote healthy child development. The grant amount is \$101,725.00.

MOTION to approve Family Resource Grant

First: Cheryl McGlynn, Second: Kristin Peterson, U.

d) School Readiness Grant 2023-2024

Emily Bernard explained that the school readiness grant provides funding for open access to quality preschool programs in our community that promote the health and safety of children and prepare them for formal schooling. The School Readiness Program also provides opportunities for parents to choose affordable and accredited programs that encourage collaboration and coordination within the community. This grant assures that children with disabilities are integrated into the same programs available to children who are not disabled. Therefore, approval from the Winchester Board of Education is sought to apply for the School Readiness Grant for the 2023-2024 fiscal year. The total allocation is \$275,764.

MOTION to approve School Readiness Grant 2023-2024

First: Cheryl McGlynn, Second: Jeannette Brodeur, U.

e) Solar Project Pending Document

MOTION to approve Solar Project Pending Document with the amendment.

First: Cheryl McGlynn, Second: Tara Sundie, U.

f) Sole Source for iReady

MOTION to approve Sole Source for iReady

First: Kristin Peterson, Second: Cheryl McGlynn, U.

g) Administrative Stipends for 2023-2024 for Assistant Principal Coverage

MOTION to approve Administrative Stipends for 2023-2024 for Assistant Principal Coverage

First: Cheryl McGlynn, Second: Kristin Peterson, U.

h) Food Service and Management Contract

MOTION to approve Food Service and Management Contract

First: Cheryl McGlynn, Second: Sondra Strubhar, U.

XII. New Business Discussion and Possible Action:

MOTION to review all the policies

First: Nora Mocarski, Second: Cheryl McGlynn, U.

a) Policies for First Read

- 1) Policy #0521 – Non-Discrimination
- 2) Policy #1330 – Community use of school facilities
- 3) Policy #3281.1 – Crowdfunding

Melony Brady-Shanley will submit edits

: 4) Policy# 3516(a) - Safety

Melony Brady-Shanley will submit edits

- 5) Policy #3541 – Transportation Guideline

Melony Brady-Shanley will submit edits

- 6) Policy #3541.22 – Bus Drivers

Melony Brady-Shanley will submit edits

- 7) Policy #3542.1 - Food Service

Melony Brady-Shanley will submit edits

8) Policy #4001 – Personnel/Athletic Coaches

9) Policy #4111 – Affirmative action – Recruitment and Selection

Melony Brady-Shanley will submit edits

10) Policy #4112.5(a) – Security Check – Fingerprinting

Melony Brady-Shanley will submit edits

11) Policy #4113.6(a)/4213.6 – Remote Work/Telecommuting Policy/Telework

12) Policy #4118.15 – Workplace Bullying

Melony Brady-Shanley will submit edits

13) Policy #4152.6 – Family & Medical Leave Act

Melony Brady-Shanley to submit edits

14) Policy #4410 – Occupational Exposure to Blood-borne Pathogens

15) Policy #5111 – Admission – Placement

Melony Brady-Shanley will submit edits

MOTION to move policies to the second read

First: Nora Mocarski, Second: Jeannette Brodeur, U.

b) Policies for a Second Read

1) Policy 5131.21 Students Threats or Acts of Violence

MOTION to approve Policy 5131.21 Students Threats or Acts of Violence

First: Nora Mocarski, Second: Sandra Strubhar, U.

2) Policy 5145.511 Exploitation, Sexual Harassment

MOTION to approve Policy 5145.511 Exploitation, Sexual Harassment

First: Nora Mocarski, Second: Jeannette Brodeur, U.

Nora Mocarski would like to add a special policy meeting Tuesday, June 20, at 6:00 pm at Hinsdale School.

XIII. Public Comment:

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

MOTION to adjourn to Executive Session and invited Melony Brady-Shanley.

First: Cheryl McGlynn, Second: Salvatore Lovetere, U.

Adjourn @ 8:18 pm

IX. Executive Session:

- a) To discuss the employment request of Elizabeth Neumann, the request is in response to HIPPA protected situation covered under section 1-210(b)(2) - medical files.
- b) To discuss the evaluation and contract extension of Melony Brady-Shanley, Superintendent.

Post Executive Session:

- a) To consider and possibly act on the request for additional personal time due to a HIPPA-related situation.

First: Cheryl McGlynn, Second: Tara Sundie, U.

- b) To consider and possibly act on the request for a contract extension for Melony Brady-Shanley.

First: Jeannette Brodeur, Second: Cheryl McGlynn, U.

MOTION to adjourn

First: Cheryl McGlynn, Second: Salvatore Lovetere, U.

IX. Adjourn @ 8:32pm

Winchester Board Education

Type of Meeting: Committee Meetings Policy Minutes

Date: Tuesday, June 20, 2023, @ 6:30 pm

Location: Hinsdale School Science Lab

Policy & Bylaws Committee Meeting Facilitator: Cheryl McGlynn

Committee Members: Tara Sundie, Sondra Strubhar, Renata Waldron, Jeannette Brodeur, and Salvatore Lovetere

Invitees: Doug Pfenninger, Nora Mocarski, Kristin Peterson, Nancy O'Dea-Wyrick, and Melony Brady-Shanley

Quorum: 4

I. Call to Order @ 6:35 pm

II. Roll Call: Nora Mocarski, Cheryl McGlynn, Renata Waldron, Salvatore Lovetere.
Absent: Tara Sundie and Jeannette Brodeur.

III. Agenda Review

a) Review the Policy/Bylaws Committee Agenda – June 20, 2023

IV. Approval of Minutes

a) Review of the Policy/Bylaws Committee Meeting Minutes – May 23, 2023

MOTION to approve Review of the Policy/Bylaws Committee Meeting

Minutes – May 23, 2023

First: Nora Mocarski, Second: Cheryl McGlynn, U

V. New Business Discussion and Possible Action:

VI. New Business

1) 4118.112(a) – Sex Discrimination and Sexual Harassment in Workplace

Melony Brady-Shanley made live edits and will submit to Darlene Bentley.

MOTION to move Sex Discrimination and Sexual Harassment in Workplace
to first read with edits

First: Salvatore Lovetere, Second: Nora Mocarski, U

2) 5111 – Admission – Placement

Committee decided to skip over this policy for review.

3) 5113 (a) – Attendance, Excused, Dismissal

MOTION to move 5113 (a) – Attendance, Excused, and Dismissal to first read

First: Nora Mocarski, Second: Renata Waldron, U

4) 5114 (b) – Suspension and Expulsion

MOTION to move 5114 (b) – Suspension and Expulsion to first read with edits

Melony Brady-Shanley made live edits and will submit to Darlene Bentley.

First: Nora Mocarski, Second: Renata Waldron, U

5) 5125 (a) – FERPA Regulations

MOTION to approve 5125 (a) – FERPA Regulations to first read with edits

First: Nora Mocarski, Second: Renata Waldron, U

Melony Brady-Shanley made live edits and will submit to Darlene Bentley.

First: Nora Mocarski, Second: Salvatore Lovetere, U

6) 5145.44(a) Personnel/Certified/Non-Certified Students Title IX

MOTION to send 5145.44(a) Personnel/Certified/Non-Certified Students Title IX to the lawyer with proposed changes and ask for her opinion on the changes we have for this policy.

First: Sondra Strubhar, Second: Nora Mocarski, U

7) 5145.511 Sexual Abuse Prevention and Education Program

Melony Brady-Shanley made live edits and will submit to Darlene Bentley.

MOTION to table 5145.511 Sexual Abuse Prevention and Education Program to September's Committee meeting.

First: Nora Mocarski, Second: Renata Waldron, U

8) 6141.327 (a) Electronic Resources

MOTION to move 6141.327 (a) Electronic Resources to first read

First: Nora Mocarski, Second: Renata Waldron, U

9) 6142.63 Physical Education Aquatic Safety

Melony Brady-Shanley made live edits and will submit them to Darlene Bentley.

MOTION to move 6142.63 Physical Education Aquatic Safety to first read with edits.

Fist: Sondra Strubhar, Second: Nora Mocarski, U

10) 6144.1 Exemption from Instruction

MOTION to move 6144.1 Exemption from Instruction to first read

First: Renata Waldron, Second: Salvatore Lovetere, 4, 0, 1

11) 6145.23 Interscholastic /Intramural Athletics Gender Equity

MOTION to table 6145.23 Interscholastic /Intramural Athletics Gender Equity to September's Committee meeting to see if CABA has an updated policy version.

First: Salvatore Lovetere, Second: Nora Mocarski, U

12) 6153 Field Trips

MOTION to move 6153 Field Trips to first read

First: Nora Mocarski, Second: Sondra Strubhar, U

MOTION to move 13) ByLaws, 14) 9311 – Introduction to Summer Retreat, 15) 9000 Policies to Summer Retreat.

First: Salvatore Lovetere, Second: Renata Waldron, U

MOTION to adjourn

First: Salvatore Lovetere, Second: Nora Mocarski, U

VI. Adjourn @ 7:54 pm

Winchester Board of Education - RETREAT MINUTES

Date: JULY 24, 2023

Location: 178 West Street Winchester, CT

Start: 9:00 AM

End time will be 2:00 PM

Members Present (alphabetical order): Jeannette Brodeur, Cheryl McGlynn, Nora Mocarski (BOE Secretary), Kristin Peterson, Doug Pfenninger (BOE Chair), Sondra Strubhar, Tara Sundie, Renata Waldron

Members Absent: Salvatore Lovetere

- Gilbert is going to Ed Advance for lunch
- Asking WBOE members to come out for a meeting at the Gilbert BOE once in a while
- Judging our instructional program beyond the numbers - Student score reporting
 - Curriculum committee will extract data for, say, itemized issues (Extract ELL data, for example), whereas the full board meeting will not because we don't want to confuse the public understanding.
 - COVID kids will be tested
 - Bubble group going into 2nd grade
 - Small K group coming in 2024 will have a larger group but then level out again in 2025
 - Transient populations occur
 - More transience in lower grades than upper grades because of stability with social groups
 - Increase in EL population - movement from Torrington to WPS and back.
 - July/Aug because of movement
 - Dec/Jan because end-of-year rental leases are up.
 - There are also evictions because the federal moratoriums are over
 - Melony will be more specific on our demographics in her presentations, but not by grade level.
 - Growth numbers released in August
- Policy
 - Need district policy for aging kids coming into the district. Parents can petition the superintendent to get younger kids in early even though the law recently changed to the 2024-25 school year.
 - Need a challenge policy for the library. Not the teacher's library in the classroom for curriculum.
 - FOR September's Policy Committee Meeting:
 - TO complete all outstanding policies for language changes
 - TO decide which to work with, CAFE or Shipman, or use CAFE or our Lawyer's policies? (Our Shipman-Goodman lawyer is Jess).
 - TO DO: We will look into Shipman to see what they offer because we have a concern that CAFE doesn't seem to be up to date.

- ACTION PLAN: Policy committee: Have a Zoom with Jess on PD for us.
- BOE Goals
 - Committee meetings - Meeting times will roll into each other, so all will start at 6 pm. The times listed below are internal times... These are currently established committees. Cannot change these names until November. Requires bylaw change if we want to change these names.
 - 6:00-7:15 pm Curriculum - Admin present.
 - 7:15-8:00 pm Policy - Admin present.
 - 8:00-8:30 pm Finance As needed - whole with Nancy as a virtual meeting to allow Nancy to go home.
 - BOE Goals and Review 22/23 Goals
 - INSTRUCTION
 - Josh Town Manager Note - August "Citizens Academy."
 - OPERATIONS
 - Need to improve our communication with our parents.
 - Move the superintendent's report to the first part of the agenda so parents/students presenting hear what we are doing.
 - Board members need to meet and greet parents. Get out there.
 - We WBOE members can campaign for the budget vote
 - Per Kevin Neligan - no limits so long as it is not a bond referendum, BOE members CAN campaign.
 - No such thing as a quiet period
- #3) Discussion MOA from SDE - SDE will give us \$660,000 in August. The state made a mistake on our enrollment in 2022, so they owe us money.
 - Our enrollment went up in 2022 unexpectedly, so when the state did their formula for grant monies in 2022, they used a lower enrollment.
 - SO we will get \$660,000 in August.
 - BOE will get an MOA soon and must be approved by the WBOE. One-time disbursement of money to the BOE. No strings attached.
 - Suggestion for this use: non-certified staff took 0% freezes this year 2023-24. Melony suggested reinstating the money cut in the budget to the staff that took these hits on salaries.
 - = 50K Building subs, central office, business office, data, IT, admin, behavior techs,
 - Reinstating Melony's raise next May if we can do it in the budget.
 - And the rest (610K) Lock it away for a rainy day.
 - NOT in the town non-lapsing money.
 - Grant allocation fund. SDE grant no expiration, no conditions.
 - 660K in grant
 - Minutes 50K Building subs, central office, business office, data, IT, admin, behavior techs,
 - 4 maternity leaves will pay for this increase going forward.

- Leaves 610K to the savings bank. Market similar to “commissioner’s network funds” to LOCK AWAY as “rainy day fund.”
- #5 Proactively build a strong community understanding of curriculum, access to education, and understanding of policies to prevent misunderstanding/misinterpretation.
 - Link the town website to our BOE link and get space in Winchester Wire
- #6 Open forum from BOE members on functionality.
 - Melony working on getting out of the Green Bank plan - current roof deal - in favor of another company - Green Leaf - that will DO our roofs as well as the solar panels. Gilbert is going to use them so they have their roofs paid for and will not charge the town for the roof.
 - Student scores: Looking forward to using iReady. (2nd bubble; 3rd COVID group (were in K when we shut in March 2020).
 - Melony to create an August proposal for BOE meeting on COVID catch-up plan considering using some of the 610K towards COVID catch-up - especially that 3rd grade COVID group.
- #7 BOE Policy Discussion - 9000 and 9311 - ByLaws
 - TABLED
- MOTION TO ADJOURN at 1:37am
 - Nora first, Doug second → U

Letter of Resignation

Thomas Bialko
865 New Britain Ave
Farmington, CT 06032

June 12, 2023

Winchester Public Schools
338 Main Street
Winsted, CT 06098

Dear Cassandra Murphy,

Please accept this letter as my formal resignation from Winchester Public Schools as Interventionist and Building Substitute, effective after the 2022-2023 school year. With my school counseling internship for the 2023-2024 school year officially finalized as of this week, I will be unable to continue in this position in the coming school year.

I sincerely thank you for the opportunity you have provided in working for Winchester Public Schools. In my position as Interventionist, I have been able to expand my skill set and cultivate habits that I will carry throughout my career as a school counselor.

Sincerely,


Thomas Bialko

Rec. 6/13/2023



Darlene Bentley <darlene.bentley@winchesterschools.org>

Letter of Resignation

Addie Mehl <addie.mehl@winchesterschools.org>

Tue, Jun 13, 2023 at 10:09 PM

To: Darlene Bentley <darlene.bentley@winchesterschools.org>, Melony Brady-Shanley <melony.brady-shanley@winchesterschools.org>

Hi Melony and Darlene,

I apologize for the delay in getting you this email. I am writing to let you know that as expressed during my hire, I unfortunately will be resigning from my position as paraprofessional at Hinsdale following my time spent working in the summer school. I will be returning to school full-time this coming fall so I will no longer be available for a full-time position. I have thoroughly enjoyed my time spent at Hinsdale. That being said, I do hope I can stay on as a substitute to offer my services as and if I'm available throughout the next year.

Thank you and please let me know if you need anything more from me.

Addie Mehl

On Jun 13, 2023, at 12:52 PM, Darlene Bentley <darlene.bentley@winchesterschools.org> wrote:

[Quoted text hidden]

Meg Hamylak
17 Summit Drive
Burlington, CT
06013

June 14, 2023

Dear Superintendent Shanley,

It is with a heavy heart that I write to express my resignation from my role as Library Media Specialist at Hinsdale School. I have loved my time with Winchester Public Schools and am tremendously grateful I was able to work and learn with such a strong and supportive team. Winchester Public Schools has been so good to me, from making the application process comfortable, to going above and beyond in helping me navigate all the new hire paperwork. The staff at Hinsdale is a dedicated and enthusiastic group of educators who have inspired me and helped me to grow this year. My administrative team of Rosie and Emily were always available to me, offered creative solutions to challenging situations, and treated their staff like a family. And you, Mel, have been the greatest model of all. You are the definition of leading by example. I am so thankful to have had this time watching you work and seeing your dedication to building WPS into an amazing district for staff and students.

My last day will be Tuesday, June 20, 2023. I will be available to help in any way I can and look forward to supporting my replacement. I will be awaiting further details regarding the repayment of my Library course fees. Thank you for taking a chance on me, for creating such a wonderful teaching environment, and for helping me to make a career dream come true.

Respectfully,

Meghan S. Hamylak

Rec
6-14-2023



Darlene Bentley <darlene.bentley@winchesterschools.org>

Decision

1 message

Heather <heather.erha@gmail.com>

Sun, Jun 18, 2023 at 10:07 PM

To: Darlene Bentley <darlene.bentley@winchesterschools.org>

Darlene,

I had a long talk with my husband and we went back and forth with pros and cons. With having two babies at home now on top of the 4 teen/preteen teams and working part time.. it makes more sense to take time off of my career and enjoy my babies while I can. Although this is a cert difficult decision, i believe it is the best. I would like to thank you and everyone that has giving me this opportunity. I have meant some really amazing people at Winchester. Please tale this as my formal resignation. I will be in work on Tuesday to finish some things up, as well as leave my keys and computer.

Thank you

Heather Erha

Sent from my iPhone

Rc
6-19-2023



Darlene Bentley <darlene.bentley@winchesterschools.org>

Insurance Cancellation

1 message

Justina McGuire <justina.mcguire@winchesterschools.org>

Mon, Jun 26, 2023 at 3:08 PM

To: Melony Brady-Shanley <melony.brady-shanley@winchesterschools.org>

Cc: Darlene Bentley <darlene.bentley@winchesterschools.org>

Good afternoon Melony and Darlene,

I have had the pleasure of working in the Winsted School District for the past four years. On August 1st, I will be moving to Keene N.H. In Keene, I will be taking a job as a third grade teacher. I need to cancel my health insurance as of July 1st. I have enjoyed working with both of you and really have come to love the staff and community in Winsted. Please keep in touch!

Best regards,
Justina McGuire

Devin Pratt
devin.pratt84@gmail.com
860-309-1267
7/17/2023

Darlene,

I hereby resign from my position as a paraprofessional with Winchester Public Schools – this notice is effective immediately.

I thank you, Superintendent Shanley and the many staff and teachers with whom I worked for the opportunity to be here. My time with everyone will be fondly remembered and is much appreciated.

If there is a need for an exit interview, please do not hesitate to contact me at the phone number listed.

Once again, thank you very much for the opportunity to work with you and I wish you all the best in the future.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'D' followed by a horizontal line that curves upwards at the end.

Devin Pratt

Rec.
7-18-2023
Bartley

Sarah Ward

Canton, CT

(860) 463-3160

Sarahkaminski13@hotmail.com

Mrs. Melony Brady-Shanley

Superintendent of Schools

Winchester Public Schools

Dear Mel,

I am writing to inform you that I am resigning from my current position as Interventionist at Pearson School. After much consideration, I have accepted a classroom teacher role and believe this to be the best choice for me professionally.

I will miss my fellow staff members. Please accept my gratitude for providing an invaluable learning experience.

Thank you for welcoming me into the Winchester School family, I hope to keep in touch in the future. I can be reached at my personal phone number or email address should you have any further questions.

Best wishes to you, Barb, Darlene, and the rest of the team!

Sincerely,

Sarah

Rec. 7/26/2023
DBerly



Darlene Bentley <darlene.bentley@winchesterschools.org>

Resignation Letter

Joanna Petti <joanna.petti@winchesterschools.org>

Fri, Aug 4, 2023 at 9:28 AM

To: Darlene Bentley <darlene.bentley@winchesterschools.org>

Darlene,

I am writing to let you know that I am formally resigning from my position as a special education teacher for Winchester Public Schools effective immediately.

Thank you so much for the opportunity to learn and grow over the past five and a half years in the district. I am honored to have been part of WPS all these years.

This was a very difficult decision to make, and I wish my time at WPS did not have to come to an end. Thank you for understanding that I made this decision because I want WPS students to continue to receive the highest level of instruction.

Please let me know if there is anything I can do to help with this transition.

Sincerely,
Joanna Petti

--

Joanna Petti, M.A.
Special Education Teacher
Winchester Public Schools

August 2023

CABE Liaison Newsletter



CABE Liaison:

Please talk with your Board about these upcoming events at your next board meeting.

Professional Development

13th Annual CABE Summer Leadership Conference

August 10, 2023 • 1:00 - 7:15 pm

Water's Edge, Westbrook

To register visit:

<https://bit.ly/45CfPD6>

Candidate Workshops

In September, CABE will be offering two webinars for Board of Education candidates.

September 19 • 5:00 - 6:15 pm

September 27 • 12:00 - 1:15 pm

Registration details will be available soon. Both sessions will be recorded and made available on the CABE website.

CABE Journal

The July/August issue of the CABE Journal will be available digitally only on or about the first of August.

Save the Date!

CABE Delegate Assembly

November 16, 2023

Mystic Marriott Hotel, Groton

CABE/CAPSS Convention

Leading from Why

November 17-18, 2023

Mystic Marriott Hotel, Groton

Hotel Reservations:

<https://bit.ly/44c2GzL>

Early Registration:

<https://bit.ly/3PzXkK2>

For more Convention information, please go to:

<https://bit.ly/3XwOK0C>

Virtual Policy Chair Roundtable - August

Topic: Policy Updates based on most recent legislative session.

Watch your email for details.

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Connecticut Association of Boards of Education



CAPSS Alliance Districts

Who We Are

We are 36 unique, diverse, and complex districts:

- *Ansonia, Bloomfield, Bridgeport, Bristol, Danbury, Derby, East Hartford, East Haven, East Windsor, Enfield, Groton, Hamden, Hartford, Killingly, Manchester, Meriden, Middletown, Naugatuck, New Britain, New Haven, New London, Norwalk, Norwich, Plainfield, Putnam, Stamford, Stratford, Thompson, Torrington, Vernon, Waterbury, West Haven, Winchester, Windham, Windsor, and Windsor Locks*
- We are predominantly situated in the Connecticut communities in need of support as reflected by nearly all economic indicators including: per capita income; adjusted equalized net grand list per capita; equalized mill rate; per capita aid to children receiving Temporary Family Assistance program benefits; and unemployment rate.
- We are serving 44% of Connecticut's children (226,365) including:
 - More than 64% of CT's 260,703 Students of Color
 - 66% of Connecticut's 208,375 low-income students
 - 77% of CT's 45,184 English Learners (EL) students

What We Have Done

- Since 2014-15, improvement of the original 30 Alliance districts has outpaced the improvement of non-Alliance districts in literacy, chronic absence, and graduation rates (see figures 1-3).
- These accomplishments of impressive achievement gains were achieved with significantly less resources and financial supports:
 - Alliance districts educated students with approximately \$2,400 less per pupil than non-alliance districts during the 2020-21 school year (see figure 4).
 - Despite the investment of Alliance dollars, the state of CT currently spends over a \$1 billion less annually on students who attend Alliance districts (Local/State revenue).

What We Need

- *Support for sustainability and growth in funding for Alliance Districts:* We urge Connecticut leaders to stand as strong advocates for sustaining and increasing funding levels to Alliance districts in order to promote equity and adequacy for the students who need it most. By supporting the Education Cost Sharing (ECS) Grant Phase in Process through 2028, Connecticut leaders take a strong equity stance by funding the kids who have demonstrated the greatest growth when invested in.
- *Continue to work to develop universal Pre-School for Alliance Districts:* We urge Connecticut leaders to actively pursue policies that establish universal pre-school access for all Alliance districts. While significant progress has been made through state sponsored programs (Smart Start, School Readiness), more must be done. By taking a bold stand on offering high-quality pre-school opportunities for all children in Alliance districts, Connecticut leaders activate a proven reform strategy that changes the game for our kids and communities.
- *Focus policy and funding supports to elevate and prioritize whole child needs:* We urge Connecticut leaders to focus policy and funding intentions on developing programs that promote whole child supports. By supporting our students' mental health and wellness, prioritizing social emotional learning (SEL), focusing on improving attendance and strengthening our ability to provide high quality trauma informed instruction, we surround our students with necessary supports and resources that make academic achievement possible.

Invest in us, Grow with us, Learn from us...Achieve with us...We are Connecticut's Alliance Districts

Connecticut Association of Public School Superintendents

26 Caya Avenue, West Hartford, CT 06110 | Work: 860-236-8640 | Fax: 860-236-8628 | www.capss.org

Appendix

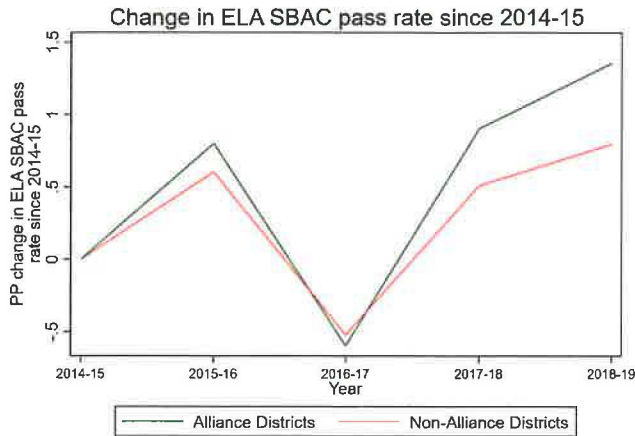


Figure 1

From 2014-15 to 2018-19, Alliance districts demonstrated close to 1.5% percentage points of growth in ELA pass rate, while non-Alliance districts had roughly .8% growth.

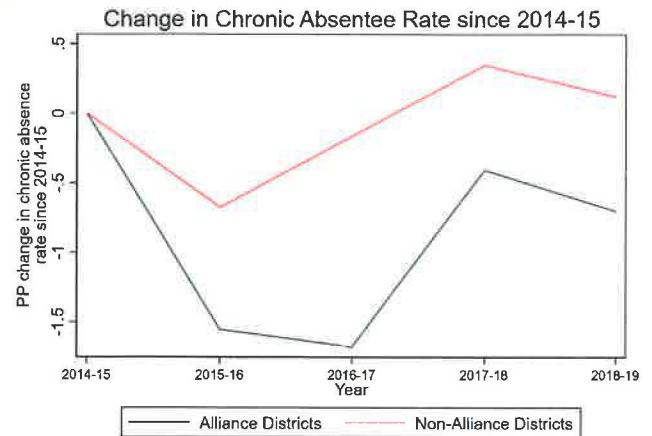


Figure 2

From 2014-15 to 2018-19, Alliance districts demonstrated an improvement of almost 1% in students chronically absent, while non-Alliance districts were roughly steady on the same measure.

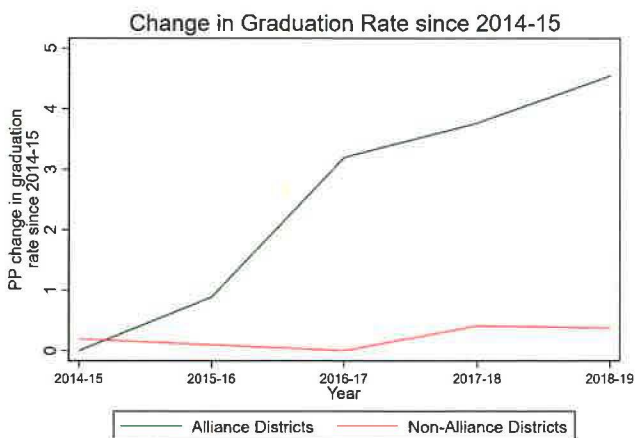


Figure 3

From 2014-15 to 2018-19, Alliance districts demonstrated growth of roughly 4.5% in graduation rate, while non-Alliance districts were approximately steady over the same timeframe.

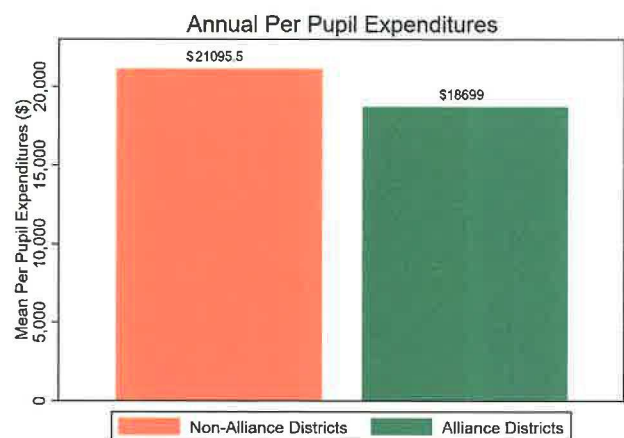


Figure 4

During the 2020-21 school year, Alliance districts on average received roughly \$2,400 less per pupil than Connecticut's average non-Alliance districts.

This report was prepared in collaboration between the Connecticut Association of Public School Superintendents (CAPSS) and the University of Connecticut's Center for Education Policy Analysis, Research, and Evaluation (CEPARE).

Questions may be directed to Samuel Kamin, Postdoctoral Researcher at the University of Connecticut's Neag School of Education (Samuel.kamin@uconn.edu).



Winchester Public Schools

338 Main Street, P.O. Box 648 Winsted, CT 06098
 Telephone: 860-379-0706; Fax: 860-738-0638
 Melony M. Brady-Shanley – Superintendent of Schools

SUPERINTENDENT'S REPORT

August 2023

Instruction:

- School lunch personnel have served approximately 300 summer meals per week.
- Interviews have been held for special education, paraprofessionals, interventionists, substitutes, and an EL teacher.
- Conducted several special education planning meetings
- Met with the technology department and made a plan to ensure the proper rollout of machinery.
- Held several HUB transition meetings to move the program from Hinsdale to Pearson.
- Administration and coaches attended the Annual Summer Retreat.
- Summer Mailers have been sent to both families and staff.
- New registrations are in process and being assisted by the summer office staff.
- iReady Assessment System is in the process of being installed for the fall administration of benchmark assessments.

Building Operations:

- In June, the FY24 Budget passed the second referendum.
- The Town Recreation Camp was at Pearson School all summer.
- All buildings have been cleaned and are in the process of being prepared for staff and student entrance.
- We completed multiple grant applications.
- The solar applications for Hinsdale and Pearson Schools have been completed.
- We have coordinated all walker and bussing information with our transportation company.
- We will be requiring insurance on any computer a student takes home for the 23/24 school year. Insurance for the year will cost \$30.00 for the family. Coverage must be purchased prior to taking the computer.
- We have held several HVAC meetings at Pearson. The system is set for substantial completion on August 25th.
- The SBHC services will be adjusted at Pearson to include Behavioral and Dental Services. The medical component will be discontinued due to low enrollment/usage.

Leadership:

- BOE held its Annual Retreat in July.
- I have reviewed all educational legislation and am in the process of turning keying information to staff members/departments that have implications.

Better Together – Everyone, Everyday.
www.winchesterschools.org

- Attended two trainings on the new insurance program that will add funds to paraprofessionals' HSA/HRA accounts.
- Held a meeting with the facilities staff to review summer expectations and working relations expectations.
- Interviewed with a researcher from UCONN on the impact that the ARP/ESSER funds had on our district.

Upcoming Important Dates:

August 21 and 22 – New Teacher Orientation

August 28 and 29 – Teacher Professional Development

August 29 – Meet and Greet 2-3 PM Hinsdale and Pearson and 3:15 – 4:15 PK and K Bus Orientation at Hinsdale

August 30 – 1st Day of School for Grades 1-6

September 4 – Labor Day – No School

September 5 – 1st Day of School for PK, K

September 5 – 1st Day for CHAMPS Afterschool Programming

September 12 – BOE Meeting at 7 PM Hicks Room of Town Hall

SUPERINTENDENT'S MONTHLY STUDENT REGISTRATION AND STAFF VACANCY REPORT

STAFF VACANCIES (8/4/23)	
<u>Position</u>	<u>Number</u>
Special Education	1
Building Interventionist/Sub - TGS	1
Interventionist - Pearson	1
Paraprofessional - Pearson	1

NEW REGISTRATIONS (pending 8/4/23)			
<u>School</u>	<u>Number</u>	<u>Cause</u>	<u>Support (currently aware of)</u>
Hinsdale	20	11 new K, moved into town	6 with EL, 504 or IEP
Pearson	18	Moved, Returning from Homeschooling, Moved from out of the country	5 with EL, 504 or IEP

Withdrawals from WPS (8/4/23)	
Hinsdale	4
Pearson	12

Gilbert Total Enrollment by Month by Population				
	Winchester Enrollment	International Enrollment	Other District Enrollment	Total Enrollment
August 2023	408	4	2	414
September 2023				
October 2023				
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				
April 2024				
May 2024				
June 2024				

Gilbert Grade Level Enrollment - Winchester Only											
	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
Grade 7	80										
Grade 8	66										
Grade 9	61										
Grade 10	61										
Grade 11	85										
Grade 12	55										
Total	408										

FY2023 Winchester Public Schools Budget Snapshot by Resource Year to Date July 2023

2022-2023 Budget Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
Town Appropriation	\$ 20,672,513	\$ 20,707,347	\$ 14,239	\$ (49,073)	\$ (49,597)	\$ 524
Town Support for Education	601,000	584,623	6,568	9,809	9,809	-
Non-Lapsing Fund	683,092	78,921	399,520	193,651	11,000	182,651
Grants	4,230,969	3,566,809	275,167	388,993	190	388,803
Medicaid	60,245	60,154	-	91	91	-
2022-2023 Total	\$ 26,247,819	\$ 24,997,854	\$ 695,494	\$ 543,471	\$ (28,507)	\$ 571,978

Winchester Public Schools

FY2023 Appropriated Budget Year to Date July 2023

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
0-100	Wages	\$ 7,103,188	\$ 7,004,691	\$ -	\$ 98,497	\$ (39,184)	\$ 137,681
	Unfilled Positions, Food Service Reimbursement, Utilization of Grants						
200	Employee Benefits	2,158,615	1,980,536	-	178,079	-	178,079
	Grants						
	Subtotal Personnel Expense	\$ 9,261,803	\$ 8,985,227	\$ -	\$ 276,576	\$ (39,184)	\$ 315,760
300	Professional Technical Services	\$ 94,700	\$ 155,463	\$ -	\$ (60,763)	\$ -	\$ (60,763)
	Contracted Assistant Principal, Physical Therapist & Insurance Audit						
400	Property Services	-	-	-	-	-	-
	All in Funds 6 (Town Support for Ed) and 12 (Non-Lapsing)						
51X	Pupil Transportation	1,328,500	1,409,334	2,730	(83,564)	-	(83,564)
	Out of District & Homeless Transportation						
560	Special Ed Out of District Tuition	1,593,326	1,823,381	9,959	(240,014)	(10,413)	(229,601)
	Out of District Placements						
563	Gilbert School Tuition	7,856,124	7,856,124	-	-	-	-
5XX	All Other Purchased Services	313,503	279,485	-	34,018	-	34,018
	Vo-Ag Tuition and Magnet costs came in lower than expected						
600	Supplies	105,057	53,576	-	51,481	-	51,481
	Utilization of Grant Funds & Spending Freeze						

FY2023 Appropriated Budget Year to Date July 2023

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
700	Equipment & S/W	100,000	125,227	1,550	(26,777)	-	(26,777)
	Replacement of Pearson Security Network Video Recorder, Hinsdale Floor Scrubber & 4 Computers						
800	Dues & Fees & Other Objects	19,500	19,531	-	(31)	-	(31)
	Subtotal Non-Personnel Expense	\$ 11,410,710	\$ 11,722,120	\$ 14,239	\$ (325,649)	\$ (10,413)	\$ (315,236)
TOTAL Appropriation		\$ 20,672,513	\$ 20,707,347	\$ 14,239	\$ (49,073)	\$ (49,597)	\$ 524

Fund 12 TOTAL Non-Lapsing Fund							
100	Wages - Extra Duty	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000	\$ (11,000)
400	Property Services	\$ 503,520	\$ 31,153	\$ 399,520	\$ 72,847	\$ -	\$ 72,847
563	Gilbert School Tuition	49,000	-	-	49,000	-	49,000
600	Supplies	23,000	47,768	-	(24,768)		(24,768)
800	Undesignated Non-Lapsing Fund	96,572	-	-	96,572	-	96,572
TOTAL Non-Lapsing Budget		\$ 683,092	\$ 78,921	\$ 399,520	\$ 193,651	\$ 11,000	\$ 182,651

Fund 5 Medicaid Reimbursements

Wages	\$ 60,245	\$ 60,154	\$ -	\$ 91	\$ 91	\$ -
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Winchester Public Schools

FY2023 Town Resources Summary Operating Budget Year to Date July 2023

Ob- ject	Description	TOWN APPROPRIATION					TOWN SUPPORT FOR EDUCATION					TOTAL
		Town Appropriated Budget	Expended to Date	Encumbered	Estimated Adjustments	Projected Year-End	Fund 6 Budget	Expended to Date	Encumbered	Estimated Adjustments	Projected Year-End	Total Summary Operating Year-End
0-100	Wages	\$ 7,103,188	\$ 7,004,691	\$ -	\$ (39,184)	\$ 137,681	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,681
200	Employee Benefits	2,158,615	1,980,536	-	-	178,079	-	-	-	-	-	178,079
	Subtotal Personnel Expense	\$ 9,261,803	\$ 8,985,227	\$ -	\$ (39,184)	\$ 315,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,760
300	Professional Technical Services	\$ 94,700	\$ 155,463	\$ -	\$ -	\$ (60,763)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (60,763)
400	Property Services	-	-	-	-	-	131,083	190,897	6,568	1,809	(68,191)	\$ (68,191)
500	Purchased Services	11,091,453	11,368,324	12,689	(10,413)	(279,147)	109,917	134,849	-	-	(24,932)	\$ (304,079)
600	Supplies	105,057	53,576	-	-	51,481	360,000	258,877	-	8,000	93,123	\$ 144,604
700	Equipment & Capital	100,000	125,227	1,550	-	(26,777)	-	-	-	-	-	\$ (26,777)
800	Dues, Fees & Other Objects	19,500	19,531	-	-	(31)	-	-	-	-	-	\$ (31)
900	Special Items	-	-	-	-	-	-	-	-	-	-	\$ -
	Subtotal Non-Personnel Expense	\$ 11,410,710	\$ 11,722,120	\$ 14,239	\$ (10,413)	\$ (315,236)	\$ 601,000	\$ 584,623	\$ 6,568	\$ 9,809	\$ -	\$ (315,236)
	TOTAL	\$ 20,672,513	\$ 20,707,347	\$ 14,239	\$ (49,597)	\$ 524	\$ 601,000	\$ 584,623	\$ 6,568	\$ 9,809	\$ -	\$ 524

Winchester Public Schools

FY2023 Grant Budget Year to Date July 2023

Grant	Description	FY 2021-23 Grant Award	Funds Received	Spent Prior Year	FY2023 Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
634	IDEA 611	295,207	230,000		295,207	166,017	-	129,190	-	129,190
653	IDEA 611 Carryover	291,932	291,932	169,424	122,508	122,508	-	-	-	-
635	IDEA 619 Preschool	14,130	14,130		14,130	14,130	-	-	-	-
652	IDEA 619 Preschool Carryover	13,789	13,789	3,913	9,876	9,876	-	-	-	-
647	ARP IDEA 611	54,747	54,747	11,375	43,372	37,800	-	5,572	-	5,572
648	ARP IDEA 619	5,235	5,235	775	4,460	1,795	1,000	1,665	-	1,665
681	IDEA CT-SEDS Stipend	15,000	15,000	-	15,000	15,000	-	-	-	-
657	ARP ESSER Homeless	10,657	7,000		10,657	3,649	-	7,008	-	7,008
659	ARP CHAMPS	180,000	115,000	8,230	171,770	69,433	-	102,337	-	102,337
677	ARP	1,609,745	1,609,745	157,292	1,452,453	1,182,413	270,040	-	-	-
649	ESSER II SPED Recovery	40,000	40,000	2,764	37,236	37,236	-	-	-	-
650	ESSER II Special Populations	25,000	25,000		25,000	21,936	2,883	181	181	-
651	ESSER II Dyslexia Recovery	16,250	4,000		16,250	3,054	-	13,196	-	13,196
666	ESSER II	850,160	850,160	654,344	195,816	195,816	-	-	-	-
660	ESSER II Family Resource Center	25,000	20,000	195	24,805	18,065	-	6,740	-	6,740
636	Title I	244,488	220,000		244,488	224,169	-	20,319	-	20,319
654	Title I Carryover	234,101	234,101	210,958	23,143	23,143	-	-	-	-
637	Title II	35,908	-		35,908	7,095	-	28,813	-	28,813
655	Title II Carryover	35,608	35,608		35,608	25,126	-	10,482	-	10,482
638	Title III	2,870	2,870		2,870	2,870	-	-	-	-
663	Special Ed Stipend	10,000	10,000		10,000	10,000	-	-	-	-
664	SPED Stipend Para PD	5,000	5,000		5,000	5,000	-	-	-	-
672	Student Support Title IV	17,482	12,000		17,482	9,464	-	8,018	-	8,018
675	Student Support Title IV Carryover	15,447	15,447	743	14,704	14,704	-	-	-	-
627	Family Resource Center	101,725	101,725		101,725	101,103	613	9	9	-
628	NW Connecticut Community Foundation	3,000	3,000		3,000	3,000	-	-	-	-
629	School Readiness	273,533	273,533		273,533	239,587	631	33,315	-	33,315
632	CHAMPS	161,878	161,878		161,878	161,878	-	-	-	-
633	Quality Enhancement School Readiness	3,881	3,881		3,881	3,881	-	-	-	-
639	ECS Alliance	200,966	200,966		200,966	200,966	-	-	-	-
644	Winsted Family Alliance FRC	500	500	335	165	-	-	165	-	165
646	CBITS Bounce Back	9,060	9,060		9,060	411	-	8,649	-	8,649
656	Excess Cost Grant	585,716	585,716		585,716	585,716	-	-	-	-
658	Adult Education	15,284	10,089		15,284	15,284	-	-	-	-
662	Critical Needs Fund	2,348	2,348		2,348	2,348	-	-	-	-
665	School Readiness COLA	14,028	14,028		14,028	14,028	-	-	-	-
671	NASA CT Space Consortium	1,500	1,500		1,500	1,500	-	-	-	-
676	Unified Champion Schools	1,000	1,000	18	982	-	-	982	-	982
679	FRC Alliance	1,000	1,000		1,000	1,000	-	-	-	-
680	School Readiness Competitive Enrollment	28,160	15,000		28,160	15,808	-	12,352	-	12,352
TOTALS		\$ 5,451,335	\$5,215,988	\$1,220,366	\$ 4,230,969	\$ 3,566,809	\$ 275,167	\$ 388,993	\$ 190	\$ 388,803

Winchester Public Schools

FY2023 Food Service Budget

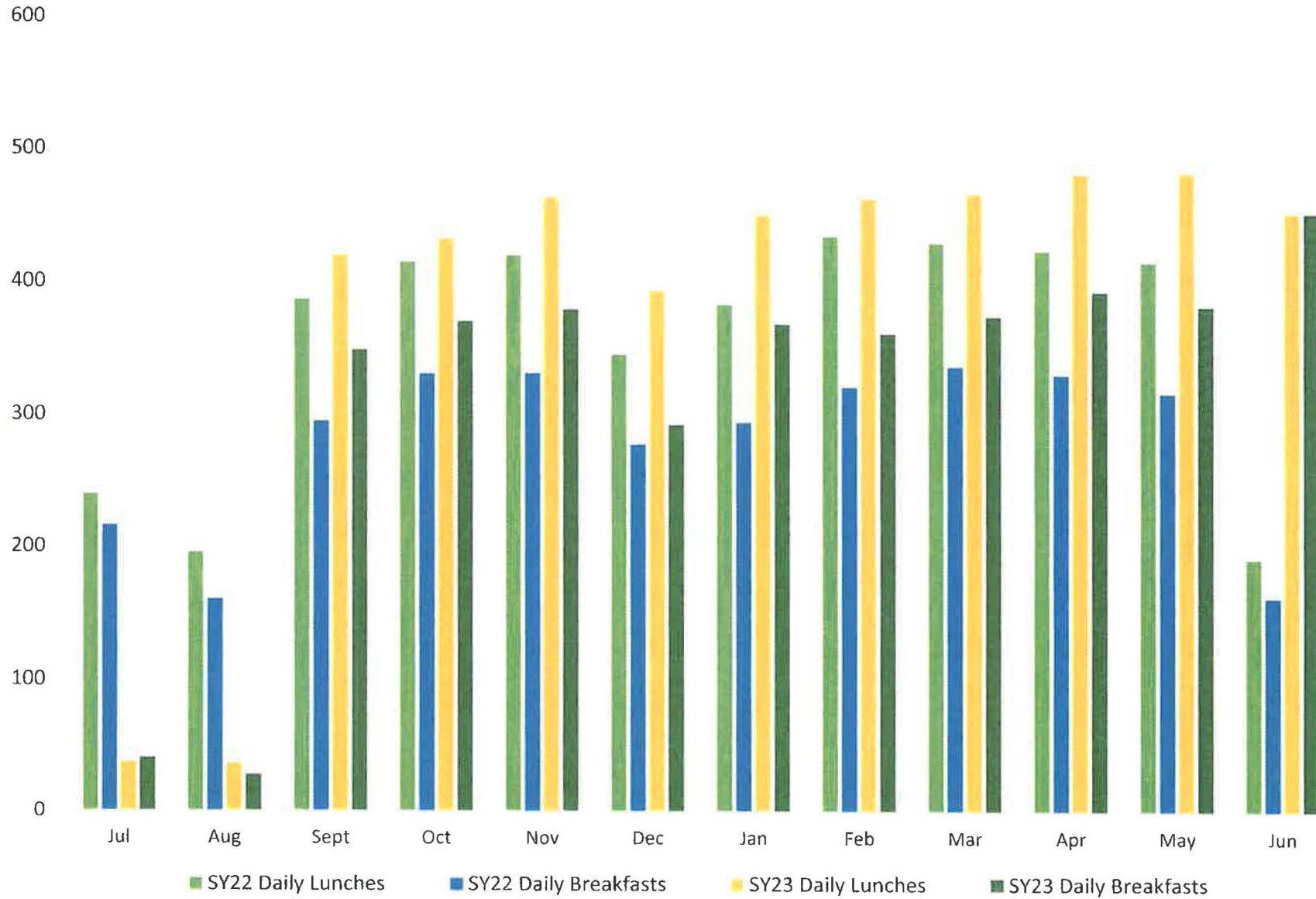
Year to Date July 2023

Description	Budget	Actual To Date	Estimated Adjustments	Projected Year-End
INCOME				
Lunch Receipts	\$ 10,000	\$ 11,568		\$ 11,568
NSLP Reimbursement	454,801	449,220	39,722	488,942
HeadStart	20,000	23,229	2,199	25,428
NSLP State Match	30,000	15,800		15,800
CT Grown for CT Kids	4,999	-	2,500	2,500
FY23 Supply Chain Assistance Grant	23,689	23,689		23,689
Catering	100	-	-	-
Donations, Refunds, Other	100	-	-	-
Total Income	543,689	523,506	44,421	567,927
EXPENSE				
Wages	173,910	196,271	28,093	224,364
Benefits	14,452	15,706	1,166	16,872
Management Services	53,570	53,820	-	53,820
Equipment Repairs	250	-	-	-
Purchased Services	1,071	721	-	721
Supplies	277,967	256,683		256,683
Equipment	1,500	607	-	607
Total Expense	522,720	523,808	29,259	553,067

FY22 Supply Chain Assistance Grant C/O	14,884	14,884	-	-
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Net Profit/(Loss)	\$ 35,853	\$ 14,582	\$ 15,162	\$ 14,860
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FY2023 Daily Meal Volumes



Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Melony Brady-Shanley Date: 7/10/23
Sent To: Melony Brady-Shanley Date: 7/7/2023

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* THOMAS B. BROWN (name) is a new hire within our organization in the position of: PROFESSOR

* Employee's location(s): Winsted

* Proposed starting date: AUGUST 2023

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE 1
2. Days per week: 5
3. Daily start time: 8:00 Daily end time: 4:00
4. Lunch (paid or unpaid): 20 Minutes
5. Paid hours per week: 40
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace? JOHN J. (10)

Who will be this new employee's evaluator? R. FIELD

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? NA

9. Recommended Hiring Step: 1 Year 1 Benefits applicable? YES

Funding Source: GA Wage: \$18/hr

Superintendent Approval: [Signature] Date: 7/10/23

Business Manager Approval: [Signature] Date: 7/11/23

Director of Student Services Approval: [Signature] Date: 7/17/2023

Principal Approval: [Signature] Date: 7/11/2023

WINCHESTER PUBLIC SCHOOLS
338 MAIN STREET, P.O. Box 648 • WUNSTED, CT 06098
TELEPHONE: 860-379-0706; FAX: 860-738-0638
MELONY BRADY-SHANLEY - SUPERINTENDENT OF SCHOOLS

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Rosanne Field Date: 7/21/2023
Sent To: Melony Brady-Shanley Date: 7/21/2023

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* William Blanchard (name) is a new hire within our organization in the position of: Paraprofessional

* Employee's location(s): Hinsdale

* Proposed starting date: August 2023

(Needs to go before BOE at their regular monthly meeting before starting)

* Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE ✓

2. Days per week: 5

3. Daily start time: _____ Daily end time: TBD

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 30

6. Is this a newly added position? NO

7. If not a newly added position, who will this new employee replace? D. Pratt

Who will be this new employee's evaluator? R. Field

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? N/A

9. Recommended Hiring Step: 1 Year _____ Benefits applicable? yes

Funding Source: GS Wage: \$18.00 per hour

Superintendent Approval: [Signature] Date: 7/25/23

Business Manager Approval: [Signature] Date: 7/26/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: [Signature] Date: 7/21/2023

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Barbara Silverio Date: 7/18/23
Sent To: Melony Brady-Shanley Date: 7/18/23

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Courtney Cappabianca (name) is a new hire within our organization in the position of: Long Term Substitute/Building Substitute

* Employee's location(s): Pearson School

* Proposed starting date: August 29, 2023

(Needs to go before BOE at their regular monthly meeting before starting)

* Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE yes

2. Days per week: 5

3. Daily start time: 8:15 Daily end time: 3:15 pm

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 32.5

6. Is this a newly added position? NO

7. If not a newly added position, who will this new employee replace? Misty Connole

Who will be this new employee's evaluator? Barbara Silverio

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? NO

9. Recommended Hiring Step: _____ Year _____ Benefits applicable? yes

Funding Source: GB Wage: \$120.00 per day

Superintendent Approval: [Signature] Date: 7/18/23

Business Manager Approval: [Signature] Date: 7/18/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: Barbara Silverio Date: 7/18/23

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Rosanne Field Date: 7/21/23
Sent To: Melony Brady-Shanley Date: 7/21/23

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Savannah Holland (name) is a new hire within our organization in the
position of: Paraprofessional
* Employee's location(s): Hinsdale
* Proposed starting date: August 2023

(Needs to go before BOE at their regular monthly meeting before starting)

* Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? N/A

List:

1. FTE ✓
2. Days per week: 5
3. Daily start time: _____ Daily end time: TBD
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week: 35
6. Is this a newly added position? No
7. If not a newly added position, who will this new employee replace? vacancy

Who will be this new employee's evaluator? R-Field

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? N/A

9. Recommended Hiring Step: 1 Year _____ Benefits applicable? yes

Funding Source: GB Wage: \$18.00

Superintendent Approval: [Signature] Date: 7/25/23

Business Manager Approval: [Signature] Date: 7/26/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: [Signature] Date: 7/21/2023

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Barbara Silverio Date: 7/14/23

Sent To: Melony Brady-Shanley Date: _____

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Nichole Hughes (name) is a new hire within our organization in the position of: Para Professional

* Employee's location(s): Pearson School

* Proposed starting date: August 28, 2023
(Needs to go before BOE at their regular monthly meeting before starting)

* Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE Yes
2. Days per week: 5
3. Daily start time: 8:00 Daily end time: 3:00
4. Lunch (paid or unpaid) 30 Minutes
5. Paid hours per week: 32.5
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace? Kira Howell

Who will be this new employee's evaluator? Barbara Silverio

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? NO

9. Recommended Hiring Step: 1 Year _____ Benefits applicable? yes

Funding Source: GB Wage: \$18.00 per hour

Superintendent Approval: [Signature] Date: 7/18/23

Business Manager Approval: [Signature] Date: 7/18/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: Barbara Silverio Date: 7/14/23

Principal Approval: _____ **Date:** _____

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Rosanne Field Date: 7/25/2023
Sent To: Melony Brady-Shanley Date: 7/25/2023

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Merci-Grace Jenkins (name) is a new hire within our organization in the position of: Spec. Teacher

* Employee's location(s): Winsted
* Proposed starting date: August 2023

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? ☒

List:

1. FTE ☒
2. Days per week: 5
3. Daily start time: 7:25 AM Daily end time: 3:25 PM
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week: 25.5
6. Is this a newly added position? Yes
7. If not a newly added position, who will this new employee replace? N/A

Who will be this new employee's evaluator? R. Field

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? YES TDD

9. Recommended Hiring Step: 5 Year 0 Benefits applicable? yes

Funding Source: General Budget Wage: \$50,000

Superintendent Approval: [Signature] Date: 7/25/23

Business Manager Approval: [Signature] Date: 7/25/23

Director of Student Services Approval: [Signature] Date: 7/25/2023

Principal Approval: [Signature] Date: 7/25/2023

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Barbara Silverio Date: 7/21/23

Sent To: Melony Brady-Shanley Date: _____

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Lydia Johnson (name) is a new hire within our organization in the position of: ELL Specialist

* Employee's location(s): Hinsdale & Pearson

* Proposed starting date: Aug. 28, 2023

(Needs to go before BOE at their regular monthly meeting before starting)

* Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE YES

2. Days per week: _____

3. Daily start time 8:15 Daily end time: 3:15

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: _____

6. Is this a newly added position? NO

7. If not a newly added position, who will this new employee replace? Heather Erha

Who will be this new employee's evaluator? Melony Brady-Shanley

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? NO

9. Recommended Hiring Step: 5th Year 12 Benefits applicable? yes

Funding Source: GB & TT# Wage: 87,287.⁰⁰

Superintendent Approval: [Signature] Date: 7/25/23

Business Manager Approval: [Signature] Date: 7/26/22

Director of Student Services Approval: _____ Date: _____

Principal Approval: Barbara Silverio Date: 7/21/23

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Barbara Silverio Date: 7/25/23

Sent To: Melony Brady-Shanley Date: 7/25/23

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Stacey LaBree (name) is a new hire within our organization in the position of: Paraprofessional

* Employee's location(s): The Gilbert School

* Proposed starting date: 8/28/23

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position?

List:

1. FTE yes
2. Days per week: 5
3. Daily start time: Daily end time:
4. Lunch (paid or unpaid) 30 Minutes
5. Paid hours per week: 35
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace? Tamie Duffy

Who will be this new employee's evaluator? Cassandra Murphy or Sarah Schaknez

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? N/A

9. Recommended Hiring Step: 1 Year Benefits applicable? yes

Funding Source: GA Wage: \$18.00 per hour

Superintendent Approval: [Signature] Date: 7/25/23

Business Manager Approval: [Signature] Date: 7/26/23

Director of Student Services Approval: Date:

Principal Approval: Barbara Silverio Date: 7/25/23

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Rosanne Field Date: 7/12/2023

Sent To: Melony Brady-Shanley Date: 7/12/2023

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Sannipha Milhoit-Lynch (name) is a new hire within our organization in the position of: Paraprofessional - H&E

* Employee's location(s): Thrace

* Proposed starting date: August 2023

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? No

List:

1. FTE ✓
2. Days per week: 5
3. Daily start time: 8:00 Daily end time: TBD
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week: 32.5
6. Is this a newly added position? ✓
7. If not a newly added position, who will this new employee replace?

Who will be this new employee's evaluator? R. Field

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? N/A

9. Recommended Hiring Step: 1 Year Benefits applicable? yes

Funding Source: General Wage: \$18

Superintendent Approval: [Signature] Date: 7/18/23

Business Manager Approval: [Signature] Date: 7/12/23

Director of Student Services Approval: [Signature] Date: 7/12/23

Principal Approval: [Signature] Date: 7/12/2023

(New Hires, Rehires, Extra Duties, and Stipend Positions please fill out completely)

Principal Approval: _____ Date: _____

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Melony Brady-Shanley Date: 7/11/23

Sent To: Melony Brady-Shanley Date: 7/11/23

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Zoe Rinaldi (name) is a new hire within our organization in the position of: Spa Therapist (LP) - awaiting certification

* Employee's location(s): LP - date

* Proposed starting date: August 2023

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE ✓
2. Days per week: 5
3. Daily start time: 5:30 Daily end time: 3:30 pm
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week:
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace? V. Hansen

Who will be this new employee's evaluator? R. Field

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? Yes Melony Brady-Shanley

9. Recommended Hiring Step: 5 Year BA Benefits applicable? yes

Funding Source: Wage: \$50,006.00 - \$120.00 per day until certification comes through.

Superintendent Approval: [Signature] Date: 7/18/23

Business Manager Approval: [Signature] Date: 7/24/23

Director of Student Services Approval: [Signature] Date: 7/11/2023

Principal Approval: [Signature] Date: 7/7/23

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Barbara Silverio Date: 7/6/2023
Sent To: Melony Brady-Shanley Date: 7/10/2023
Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Jennifer Titus (name) is a new hire within our organization in the position of: Interventionist

* Employee's location(s): Pearson

* Proposed starting date: 8/28/2023

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE yes

2. Days per week: 5

3. Daily start time: 8:15 Daily end time: 3:45

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 35

6. Is this a newly added position? NO

7. If not a newly added position, who will this new employee replace? Justina McEwire

Who will be this new employee's evaluator? Barbara Silverio

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? N/A

9. Recommended Hiring Step: _____ Year _____ Benefits applicable? yes

Funding Source GA + Amicus Wage: \$20.19

Superintendent Approval: [Signature]

Date: 7/10/23

Business Manager Approval: [Signature]

Date: 7/11/23

Director of Student Services Approval: _____

Date: _____

Principal Approval: Barbara Silverio

Date: 7/11/23

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Rosanne Field Date: 7/5/2023
Sent To: Melony Brady-Shanley Date: 7/5/2023

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Joyce Zaido (name) is a new hire within our organization in the
position of: Library Media Specialist
* Employee's location(s): Hinsdale
* Proposed starting date: August 2023

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: 10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE ✓
2. Days per week: 5
3. Daily start time: 8:25 AM Daily end time: 3:25 PM
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week: _____
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace? meghan Hamlyk

Who will be this new employee's evaluator? R-Field

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? NO

9. Recommended Hiring Step: 13 Year _____ Benefits applicable? yes

Funding Source: ED Wage: \$94,447

Superintendent Approval: [Signature] Date: 7/5/23

Business Manager Approval: [Signature] Date: 7/11/20

Director of Student Services Approval: _____ Date: _____

Principal Approval: [Signature] Date: 7/5/2023

Board of Education Policy Regarding:
 Personnel / Certified / Non-Certified Students
 Sex Discrimination and Sexual Harassment in the Workplace
 Policy # 4118.112(a)
 Amended:
 Supersedes / Amends: New 12/8/2020

The Winchester Board of Education (Board) is committed to safeguarding the right of all employees within the school district to a work environment that is free from all forms of sexual discrimination or harassment. Therefore, the Board condemns and prohibits all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment, or which has the purpose or effect of creating an intimidating, hostile, or offensive working environment unreasonably interfering with the employee's work performance or adversely affecting the employee's employment opportunities. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Definitions

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~~ **their** 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~~ **their** sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Sexual harassment, a form of sex discrimination, means any unwelcome sexual advances or requests for sexual favors or any 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 substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Employee means all personnel hired by the Board of Education.

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.

Harassment

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 so that appropriate corrective action may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

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.

Notification Requirements

The Board shall, in each school, post in a prominent and accessible location information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment.

In addition, the Board shall provide, not later than three months after an employee's start date with the District, a copy of the information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment to each employee by electronic mail with a subject line that includes the words "Sexual Harassment Policy" or similar, if the District has provided an e-mail account to the employee, or if the employee has provided the District with an e-mail address. The Board will also post the information on the District's website. (Note: The Board can also fulfill this requirement by providing a link to its employees by e-mail, text message or in writing, of the information posted by The Connecticut Commission on Human Rights and Opportunities (CHRO) on its website.) (Also refer to Policy 4000.1/5145.44 federal Title IX notification requirements.)

Training Requirements

All District employees shall be provided two hours of training and education within one year of October 1, 2019, unless such training was previously provided to any such employee after October 1, 2018. Such training and education shall also take place not later than six months after the date of a new employee's hire. (Note: The use of the free, online training and education video or other interactive method developed by CHRO fulfills the statutory requirement.)

In addition to the required training listed above, the Board shall also provide supplementary training at least every ten (10) years on the content of the training and education.

P4118.112(c)

4218.112

Personnel – Certified/Non-Certified
Sex Discrimination and Sexual Harassment in the Workplace

Training Requirements (continued)

NOTE: Title IX contains specific training requirements for individuals serving as investigators or “decision-makers.” or “decision-makers.”

The Board acknowledges that it is subject to a financial penalty if it fails to provide the training and education as required. In addition, such inaction to provide the training is considered, under P.A. 19-16, as a discriminatory practice.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual discrimination and/or sexual harassment.

A copy of this policy and its accompanying regulation are to be distributed to all personnel and posted in appropriate places.

(cf. 4000.1/5145.44 – Title IX)

Legal References: United States Constitution, Article XIV

Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88.

Title IX of the Education Amendments of 1972, 20 USCS §1681, et seq.

Title IX of the Education Amendments of 1972, 34 CFR §106, et seq.

Title IX Final Rule, May 6, 2020

Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

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.

P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

R4118.112(a)

4218.112

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

The following procedures shall be followed pursuant to the Board of Education policy prohibiting sex discrimination and sexual harassment in the workplace.

Definitions

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~~ **their** 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~~ **their** sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

Sexual harassment, a form of sex discrimination, means any unwelcome sexual advances or requests for sexual favors or any 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.

Employee means all personnel hired by the Board of Education.

Immediate supervisor means the person to whom the employee is directly responsible. (e.g., Department Head, Building Principal)

Policy Awareness

A. Each school shall post in a prominent and accessible location information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment.

B. Each employee shall be provided, not later than three months after the employee's start date with the District, a copy of the information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment to each employee by electronic mail with a subject line that includes the words "Sexual Harassment Policy" or similar, if the District has provided an e-mail account to the employee, or if the employee has provided the District with an e-mail address.

C. The Board will also post the information on the District's website. (Note: The Board can also fulfill this requirement by providing a link to its employees by e-mail, text message or in writing, of the information posted by The Connecticut Commission on Human Rights and Opportunities (CHRO) on its website.)

R4118.112(b)

4218.112

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Policy Awareness (continued)

D. The Board of Education policy, "Sex Discrimination and Sexual Harassment in the Workplace" shall be distributed to all employees annually at the start of the school year by each building Principal. Principals shall provide written assurance to the Superintendent that such policy and implementing procedures have been distributed and explained to staff.

E. In addition to the above, items A through D, training shall be provided for those individuals serving as Title IX Coordinators, investigators of Title IX claims and decision makers of Title IX claims. (Such training requirements contained in Policy 4000.1, Title IX)

Staff Training

A. Staff training in the prevention of sexual discrimination and sexual harassment in the work place shall be conducted annually as part of the District's continuing staff development program.

B. All District employees shall be provided two hours of training and education within one year of October 1, 2019, as required by P.A. 19-16, unless such training was previously provided to any such employee after October 1, 2018.

C. Training and education shall also take place not later than six months after the date of a new employee's hire.

D. Supplementary training shall also be provided to all staff every ten years on the content of the training and education.

Note: The use of the free, online training and education video or other interactive method developed by CHRO fulfills the above statutory requirements.)

Procedures

A. The Superintendent of Schools will appoint a District Title IX Coordinator and announce the identity of this person annually at the beginning of the school year.

B. Employees who believe they have been subjected to sexual harassment or sexual discrimination are to report the incident promptly to the Title IX Coordinator [and to their immediate supervisor]. Should the Title IX Coordinator be the subject of the complaint, the complaint shall be made to the Superintendent, who shall investigate or appoint a designee to do so. Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.

C. All reports of sexual harassment will be held in confidence subject to all state and federal applicable laws.

R4118.112(c)

4218.112

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Procedures (continued)

D. Consistent with federal and state law, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sex discrimination or sexual harassment.

Informal Complaints

Employees who believe they have been subjected to sex discrimination or sexual harassment may request that an informal meeting be held between themselves and the appropriate supervisor. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The supervisor will then promptly discuss the complaint with the alleged perpetrator. Should the harasser admit the allegations, the supervisor is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the supervisor may recommend that further disciplinary action be taken. Thereafter, the written report of the incident is to be prepared and the complainant informed of the resolution. The complainant is to indicate on report whether or not he/she is satisfied with the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual discrimination or harassment is reported. The supervisor is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

If during the informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that ~~he/she~~they will refrain from the unwelcome behavior, the supervisor is to file a report with the Title IX Coordinator. The report is to indicate the nature of the complaint, a description of what occurred when the supervisor informed the alleged harasser of the allegations against ~~him/her~~them, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by a formal complaint.

Should the alleged harasser deny the allegations, the supervisor is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The supervisor will file a report with the Title IX Coordinator on what has transpired to date. If the complainant submits a formal complaint, a copy of it should accompany the supervisor's report with a recommendation for further action.

R4118.112(d)

4218.112

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Formal Complaints

Formal complaints may be submitted either to initially report any incidence of sexual discrimination or harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. The formal written complaint will consist of any appropriate forms and a copy of any applicable supervisor reports. The appropriate forms solicit the specifics of the complaint, e.g. date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter.

Any employee who believes that ~~he or she~~^{they} ~~has~~^{have} been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Hartford Region Office of the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd Hartford, CT 06103. 860-541-3400 (Your regional CHRO office can be found by accessing <https://www.ct.gov/chro/cwp/view.asp?a=2523&Q=315790>) and/or the Equal Employment Opportunity Commission, Boston Area Office, 475 Government Center, Boston, MA 02203 (Telephone Number 617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 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, hiring, promotion or reinstatement.

Investigating a Complaint

Complaints will be investigated promptly. The District's Grievance/Investigative Process pertaining to Policy 4000.1, Title IX, shall be utilized. 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.

Remedial Action

If the investigation reveals that sexual discrimination or harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law. Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law.

R4118.112(e)

4218.112

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Remedial Action (continued)

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the Superintendent or the Board of Education. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

Post Remedial Action

Following a finding of sexual discrimination or harassment, victims will be periodically interviewed by the appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

Title IX Coordinator

The Title IX Coordinator for the Winchester Board of Education is the Director of Student Services.

Complaint Records

Complainants should receive a copy of any resolution reports filed by the supervisor concerning ~~his/her~~ **their** complaint. Copies should also be filed with the employment records of both the complainant and the alleged harasser.

Investigation in the Absence of a Complaint

The Board, in the absence of a victim's complaint, must ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct.

Role of the District Title IX Coordinator

The District Title IX Coordinator shall immediately institute an inquiry into allegations which shall include, but not limited, to:

1. Advising the Superintendent of Schools that a complaint of alleged sexual harassment has been filed.

R4118.112(f)

4218.112

Personnel -- Certified/Non-Certified

Sex Discrimination and Sexual Harassment in the Workplace

Role of the District Title IX Coordinator (continued)

2. Interviewing the complaining adult or student in a confidential setting and notifying such individual(s) of the grievance/investigatory process which will be utilized. In the case of a student, the parent/guardian shall be notified (unless the parent/guardian is the subject of the allegations) and invited to be present for the interview.

a. All parties named as perpetrators of and witnesses to the alleged sexual harassment will be interviewed by the Title IX trained individual serving as the investigator.

b. The Trained Title IX individual serving as the decision-maker in the formal complaint process shall file a report of findings with the Superintendent of Schools. If the findings result in reasonable cause to suspect or believe that any child under the age of eighteen has been abused, the District Title IX Compliance Officer shall also file a report with the State of Connecticut Commissioner of Children and Youth Services. Nothing contained herein shall abrogate the reporting requirements of school personnel pursuant to Connecticut General Statute 17a-101 in cases of suspected child abuse.

Legal References: United States Constitution, Article XIV

Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2 (a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88.

Title IX of the Education Amendments of 1972, 20 USCS §1681, et seq.

Title IX of the Education Amendments of 1972, 34 CFR §106, et seq.

Title IX Final Rule, May 6, 2020

Mentor Savings Bank, FSB v. Vinson 477 US.57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26,1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)

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.

P.A. 19-16 An Act Combatting Sexual Assault and Sexual Harassment

Form # 1 & 2 - [Complaint Form Regarding Sex Discrimination and Sexual harassment \(Personnel\)](#), and [Appeal form Regarding Sex Discrimination and Sexual harassment complaint \(Personnel\)](#)

4118.112

4218.112

Notice

To be posted in a conspicuous place readily available for viewing by employees

WINCHESTER PUBLIC SCHOOLS

SEXUAL HARASSMENT IS ILLEGAL
AND IS PROHIBITED

BY

THE CONNECTICUT DISCRIMINATORY EMPLOYMENT PRACTICES ACT
(Section 46a-60 of the Connecticut General Statutes)

AND

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
(42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY 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 SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT.

Examples of SEXUAL HARASSMENT include:

UNWELCOME SEXUAL ADVANCES

SUGGESTIVE OR LEWD REMARKS

UNWANTED HUGS, TOUCHES, KISSES

REQUESTS FOR SEXUAL FAVORS

DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS, OR DRAWINGS

Remedies for SEXUAL HARASSMENT may include:

CEASE AND DESIST ORDERS

BACK PAY

COMPENSATORY DAMAGES

HIRING, PROMOTION, OR REINSTATEMENT

RETALIATION AGAINST ANY EMPLOYEE FOR COMPLAINING ABOUT SEXUAL HARASSMENT IS PROHIBITED UNDER THIS POLICY AND ILLEGAL.

VIOLATION OF THIS POLICY IS GROUNDS FOR DISCIPLINE, INCLUDING DISCHARGE.

4218.112

Notice

(continued)

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

AN INFRACTION OF THIS POLICY BY SUPERVISORS OR CO-WORKERS SHOULD BE REPORTED IMMEDIATELY TO THE DIRECTOR OF STUDENT SERVICES. CONFIDENTIALITY WILL BE MAINTAINED TO THE EXTENT POSSIBLE.

ANY EMPLOYEE WHO BELIEVES THAT HE OR SHE HAS BEEN HARASSED OR DISCRIMINATED AGAINST IN THE WORKPLACE IN VIOLATION OF THIS POLICY MAY ALSO CONTACT:

THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES

HARTFORD REGION OFFICE [REGIONAL OFFICES AND THEIR ADDRESSES CAN BE FOUND ON THE CHRO WEBSITE, [HTTP://WWW.STATE.CT.US/CHRO/](http://www.state.ct.us/chro/)
450 COLUMBUS BLVD
HARTFORD, CT 06103
860-541-3400

AND/OR:

THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
BOSTON AREA OFFICE
475 GOVERNMENT CENTER
BOSTON, MA 02203
PHONE (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 THREE HUNDRED (300) DAYS OF THE DATE WHEN THE ALLEGED HARASSMENT/DISCRIMINATION OCCURRED.

Board of Education Policy Regarding:
 Students – Attendance/Excuses/Dismissal
 Policy # 5113(a)
 Amended:
 Supersedes / Amends: (5113.2, 6/12/18), 6/14/2022

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at ~~his/her~~student's assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198b.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

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

P5113(b)

Students

Attendance/Excuses/Dismissal

Excuses (continued)

Note: The use of the state-approved definitions of “excused” and “unexcused” absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading.

A student’s absence from school shall be considered “excused” if written, email, or verbal notification of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and provides appropriate documentation to school officials.
- B. A student’s engagement in remote classes, remote meetings, activities on time-logged electronic systems, and completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning is excluded from the definitions of “excused absence” and “unexcused absence.”
- C. Absence resulting from a student enrolled in grades K-12, taking two mental health days during the school year. Such absence is to permit the student to attend to ~~his/her~~ **the student's** emotional and psychological well-being in lieu of attending school.

The student shall not be required to present documentation or parental/guardian consent. For purposes of school year limitation, such absence shall be identified as a “mental health wellness day.”

A student cannot take these mental health days during consecutive school days.

Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

D. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

- 1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);

2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;

P5113(c)

Students

Attendance/Excuses/Dismissal

Excuses (continued)

4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

E. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been

called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to the return to school from such period of excused absence.

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

P5113(d)

Students

Attendance/Excuses/Dismissal

Chronic Absenteeism (continued)

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

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

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and

subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is not English, and student with disabilities.

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or ~~his/her~~ designee of any elementary or middle school located in a town/city designated as an Alliance District may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or ~~his/her~~ designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

P5113(e)

Students

Attendance/Excuses/Dismissal

Dismissal (continued)

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

(cf. 5142 - Student Safety)

(cf. 5113.2 - Truancy)

(cf. 6113 - Released Time)

Legal Reference: Connecticut General Statutes

10-220(c) Duties of boards of education (as amended by PA 15-225)

10-184 Duties of parents (as amended by PA 98-243, PA 00-157 and PA 18-15)

10-185 Penalty

10-198a Policies and procedures concerning truants (as amended by PA11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight committee)

10-198b State Board of Education to define "excused absence," "unexcused absence," and "disciplinary absence" (as amended by PA 21-46, Section 19)

10-198c Attendance review teams.

10-198d Chronic absenteeism (as amended by PA 17-14 and PA 18-182)

45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)

10-199 through 10-202 Attendance, truancy - in general

Action taken by State Board of Education on January 2, 2008, to define "attendance."

Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.

PA 17-14 An Act Implementing the Recommendations of the Department of Education

PA 21-46 An Act Concerning Social Equity and the Health, Safety and Education of Children

Board of Education Policy Regarding
Students – Suspension and Expulsion/Due Process
Policy: 5114 (b)

Amended:

Supersedes/Amends: 09/09/08, 1/11/96, 7/10/12, 12/11/18, 12/10/19

Suspension

An authorized member of the administrative staff may suspend a student from school privileges or from transportation services when the student's conduct on school grounds or at a school sponsored activity endangers persons or property or is seriously disruptive of the educational process, or whose conduct violates a publicized policy of the Board of Education. A student may also be suspended from school privileges when the student's conduct off school grounds is violative of Board policy and is seriously disruptive of the educational process.

In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

For any one incident a student shall not be suspended for more than ten (10) consecutive school days. 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 the student is granted a formal hearing as specified in C.G.S. 4-176e -- 4-180a. All suspensions shall be in-school suspensions unless the administration determines for students in grades three to twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies. A student in grades preschool to two, inclusive, may receive an out-of-school suspension if it is determined by the administration that such out-of-school suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent nature or sexual nature that endangers persons.

In-school suspensions shall be served in the school attended by the student. (or: Such suspensions may be served in any school building under the jurisdiction of the Board of Education. The Board has determined that in-school suspensions shall be served in the following District schools: **Hinsdale** and Pearson.)

Students may not be suspended without an informal hearing before the Building Principal or the Principal's designee unless the Principal determines that an emergency situation exists.

A suspended student must be given an opportunity to complete any classwork, including examinations, which were missed during the suspension.

P5114(b)

Students - Suspension and Expulsion/Due Process (continued)

For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or ~~his/her~~ student's parents/guardians.

At the discretion of the Principal, in-school suspensions not to exceed ten consecutive days may be given when deemed appropriate no more than fifteen (15) times or a total of fifty days in one school year, whichever results in fewer days of exclusion.

If it is necessary to suspend a student before an informal hearing is held, such hearing shall be held as soon after the suspension as possible.

A suspension shall not extend past the end of the school year.

A suspension shall be included in the student's record.

Expulsion

The Board of Education may expel any student, in grades three to twelve, inclusive, whose conduct on school grounds or at a school-sponsored activity endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Board, provided that a formal hearing is held under C.G.S. 4-176e -- 4-180a. The Board may expel any student found to be in possession of a dangerous weapon in school, on school transportation, on school grounds, or at a school-sponsored activity. Consideration may also be given to expelling a student whose conduct off school grounds is seriously disruptive of the educational process and is violative of a publicized policy of the Board.

1. Grounds for expulsion if occurring on school property, school transportation vehicles, or at any school-sponsored activity shall include, but not be limited to:

- A. Willfully striking or assaulting a student or any member of the school staff.
- B. Theft.
- C. The use of obscene or profane language or gestures to a member of the school staff.
- D. Deliberate refusal to obey a member of the school staff.
- E. A walkout from or a sit-in within a classroom or school building or class.
- F. Blackmailing, harassing, threatening or intimidating school staff or another student.
- G. Personal possession of a firearm, as defined in 18 U.S.C. 921, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.

P5114(c)

Students - Suspension and Expulsion/Due Process

Expulsion (continued)

H. Unauthorized possession, distribution, selling or consumption of dangerous drugs, narcotics or alcoholic beverages (Dangerous drugs or narcotics shall mean any controlled drug as defined in C.G.S. 21a-240).

I. Willful destruction of school property or property of staff members or other students.

J. Creating a disturbance in the classroom.

K. Any violation of school policies or rules.

2. Grounds for expulsion if occurring off of school property or outside of school activities:

A. Conduct leading to a Class A misdemeanor or felony arrest if that conduct is determined to pose a danger to ~~the student himself/herself~~ self, other students, school employees or school property.

B. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to ~~the student himself/herself~~ self, other students, school employees or school property.

C. Knowingly possessing a firearm or deadly weapon. A firearm as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, blackjack, bludgeon or metal knuckles.

D. Knowingly possessing, or using a dangerous instrument, or martial arts weapon, 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 as defined in C.G.S. 53a-3.

E. Offering for sale or distribution a controlled substance as defined in Section 21a-240(a) of the Connecticut General Statutes.

3. A special education student's disability shall be considered before making a decision to expel. An IEP team (PPT) meeting must be held for any suspension beyond 10 cumulative days in a school year which constitute a pattern or change of placement. The meeting shall determine whether the student's behavior or actions are violative of Board of Education standards set forth in policy which govern suspension and expulsion and are the result of the student's disability.

4. If a student, PK through 12, inclusive, is found to have possessed a firearm, dangerous instrument, deadly weapon or martial arts weapon on school property or at any school-sponsored activity or to have possessed off school property a firearm as defined in 18 U.S.C. 921 or used off school property, a deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime, or on or off school property offered for sale or distribution a dangerous drug, he/she must be expelled for one calendar year. The Board may modify the expulsion period on a case-by-case basis.

P5114(d)

Students - Suspension and Expulsion/Due Process

Expulsion (continued)

5. Any student under sixteen who is expelled shall be offered an alternative educational opportunity which shall be equivalent to alternate education as defined by C.G.S. 10-74j, with an individualized learning plan (1) if the Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education (by 8/15/17) which includes the kind of instruction to be provided and the number of hours to be provided, during the period of expulsion according to the terms of the law. Any student between the ages of sixteen and eighteen, not previously expelled and who wishes to continue ~~his/her~~their education shall be offered an alternative educational opportunity if ~~he/she~~the student complies with conditions established by the Board. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184.

6. With regard to special education students, any special education student found to be in possession of a weapon on school property or at a school function or knowingly possessing, using of illegal drugs or selling or soliciting the sale of controlled substances at school or at a school function or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function will be referred to the IEP team (PPT) for modification of the individualized education plan in order to prevent reoccurrence of such behavior and to ensure the safety of other children in the school. School personnel may remove a student to an interim alternate educational setting for up to 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability in the aforementioned circumstances. If the IEP team (PPT) determines that the special education student's inappropriate behavior or actions are deemed not to be the result of the student's disability, suspension or expulsion procedures shall be conducted in accordance with provisions of this policy for non-special education students. If the special education student is expelled, ~~he/she~~the student must be offered an alternative educational opportunity consistent with ~~his/her~~the student's needs during the period of expulsion and with the student's IEP. The interim alternative placement shall be determined by the IEP team (PPT). In case of a due process hearing, the student shall remain in the interim placement until the Board and parents otherwise agree or the Board obtains a court order.

7. A period of exclusion may extend into the next school year.

8. A student may be expelled before the formal hearing provided that an emergency exists, but in this case the hearing shall be held as soon after the expulsion as possible.

P5114(e)

Students - Suspension and Expulsion/Due Process

Expulsion (continued)

9. The notice of formal hearing required by C.G.S. 4-177 shall be given to the parents or guardians of the student as to the student if the student is a minor at least five business days before such hearing. The notice shall include information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such

services. An attorney or other advocate may represent any student subject to expulsion proceedings. The student's parent/guardian shall 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 as after the expulsion as possible.

10. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Superintendent of Schools. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

11. For any student expelled for the first time and who has never been suspended, except for a student who has been expelled based on possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

12. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged, except for the notice of an expulsion of a student in grades 9 through 12, inclusive, based on possession of a firearm or deadly weapon, from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.

13. If a student in grades kindergarten to eighth is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students' cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.

Under provisions of C.G.S. 10-233d, a student may be expelled at a meeting at which three or more members of the Board are present provided that at least a majority of those present at the expulsion hearing vote for expulsion, and provided that at least three affirmative votes for expulsion are cast.

P5114(f)

Students - Suspension and Expulsion/Due Process (continued)

Readmission of Student from a Residential Placement

A District student who has committed an expellable offense who seeks to return to a District school, after participating in a diversionary program or having been detained in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, for one year or more, in lieu of expulsion from the District, shall be permitted to return to the

appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s).

Students and parents shall be notified of this policy annually.

Legal Reference: Connecticut General Statutes
 4-176e through 4-180a. Contested Cases. Notice. Record, as amended
 10-74j Alternative education (PA 15-133)
 10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA
 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6
 (September Special Session), PA 10-111, PA 11-126, PA 14-229, PA 15- 96, PA 16-147 and PA
 17-220.
 53a-3 Definitions.
 53a-217b Possession of Firearms and Deadly Weapons on School
 Grounds.
 PA 94-221 An Act Concerning School Discipline and Safety.
 PA 15- 96 An Act Prohibiting Out-of-School Suspensions and Expulsions
 for Students in Preschool and Grades Kindergarten to Two.
 GOALS 2000: Educate America Act, Pub. L. 103-227.
 18 U.S.C. 921 Definitions.
 Title III - Amendments to the Individuals with Disabilities Education Act.
 Sec. 314 (Local Control Over Violence)
 Elementary and Secondary Act of 1965 as amended by the Gun Free
 Schools Act of 1994
 P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997.
 Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.
 20 U.S.C. Section 7114, No Child Left Behind Act
 P.L. 108-446 The Individuals with Disabilities Education
 Improvement Act of 2004

Policy adopted:

rev 6/14
 rev 7/15
 rev 11/16
 rev 6/17

Appendix

Students - Suspension and Expulsion/Due Process

A. Definitions

A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.

5. "Expulsion" shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year. To be expelled, the student's conduct must be found to be both violative of a Board policy and either seriously disruptive of the educational process or endangering persons or property.
6. "Emergency" shall be defined as a situation under which the continued presence of the student in the school imposes 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.
7. "Days" is defined as days when school is in session.
8. "School-sponsored activity" is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. "Possess" means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. "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 airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm.

Board of Education Policy Regarding:
 FERPA REGULATIONS
 Policy # 5125(a)
 Amended:
 Supersedes/Amends: New 12/12/2017

STUDENTS

Student Records; Confidentiality

Educational records, defined as records directly related to a student, will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to and amendment of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing and revised regulations and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

For the purposes of this policy:

"Parent" means a natural parent, an adopted, or a legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the student.

"Student" means an individual who is or has been "in attendance" in person at an educational agency or institution for whom education records are maintained. It also includes those situations in which students "attend" classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.

"Student record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by a school district or

required to be maintained by an employee in the performance of their duties whether recorded in handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student records include information relative to an individual student gathered by the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purpose of review by a second party is considered a student record. Records that pertain to an individual's previous attendance as a student are "education records" under FERPA regardless of when they were created or received within the school system.

"Student record" shall not include informal notes related to a student compiled by a school officer or employee, which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. Records of the law enforcement unit of the District or school are not considered student records.

"Law Enforcement Unit" means an individual office, department, division, or other component of an education agency or institution that is officially authorized or designated by that agency or institution to (1) enforce laws or refer matters of law enforcement to appropriate authorities, or (2) maintain the physical security and safety of the agency or institution.

"Substitute" means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

"School Official" means a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, a person serving on the Board of Education, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

"Authorized Representative" means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct with respect to Federal or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

"Education Program" means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

"Early Childhood Education Program" means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age

six that addresses the children's cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

P5125(c)

Students

Student Records; Confidentiality (continued)

"Directory Information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent's name and/or e-mail address, student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student's social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student's ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the district. ~~He/She~~ **The Superintendent** will develop procedures (administrative regulations) providing for the following:

Annually informing parents of their rights.

Permitting parents to inspect and review educational records, including, at least, a statement of the procedure to be followed by a parent or eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of

education records maintained by the school and the titles and addresses of school officials responsible for those records.

Not disclosing personally identifiable information from a student's education records without the prior written consent of the student's parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are "school officials" and what the school considers to be a "legitimate educational interest"; and a specification of the personally identifiable information to be designated as directory information.

P5125(d)

Students

Student Records; Confidentiality (continued)

Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.

Providing a parent/guardian or eligible student with an opportunity to seek the correction of the student's education records through a request to amend the records. If the District decides that an amendment of the records as requested is not warranted, **the District shall** inform the parent/guardian or eligible student and advise ~~him/her/them~~ of the right to a hearing. ~~The are then permitting the~~ parent/guardian or an eligible student **is permitted** to place a statement in the education records of the student.

Guaranteeing access to student records to authorized persons within five days following the date of request.

Assuring security of student records.

Enumerating and describing the student records maintained by the school system.

Annually informing parents under what conditions that their prior consent is not required to disclose information.

Ensuring the orderly retention and disposition, per applicable state statutes, of the district's student records.

Notifying parents of secondary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of

higher learning upon request. Parents or eligible students may request that the District not release this information, and the District will comply with the request.

Notifying parents annually of the District's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Legal Reference: Connecticut General Statutes

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

7-109 Destruction of documents.

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

10-154a Professional communications between teacher or nurse & student.

P5125(e)

Students

Student Records; Confidentiality

Legal Reference: Connecticut General Statutes (continued)

10-209 Records not to be public.

10-221b Boards of education to establish written uniform policy re: treatment of recruiters.

11-8a Retention, destruction and transfer of documents

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

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

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

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93568, codified at

20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA

enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)parent and student

privacy and other rights with respect to educational records, as amended 11/21/96, and Final

Rule 34 CFR Part 99, December 9, 2008, December 2, 2011)

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and

2331 Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

P.L. 112-278 "The Uninterrupted Scholars Act"

R5125(a)

Students

Student Records; Confidentiality

Definitions

As used in this regulation:

"Student" means an individual who is or has been "in attendance" in person at an educational agency or institution for whom education records are maintained. It also includes those situations in which students "attend" classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.

"Student Record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by the school district or required to be maintained by an employee in the performance of his/her duties whether recorded by handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. Student records include information relative to an individual student gathered within or without the school system and maintained within the school district, regardless of the physical form in which it is maintained. Any information which is maintained for the purpose of review by a second party is considered a student record.

"Student Record" shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute for the maker of the record. Employment records used only in relation to a student's employment by the district are not considered student records. In addition student records do not include alumni records that contain information about the student after the student is no longer in attendance, records maintained by a law enforcement unit of an educational agency or institution that were created by that unit for the purpose of law enforcement or records of an eligible student that are maintained by a physician, psychologist, professional or paraprofessional made in connection with the treatment of the student and disclosed only to individuals providing such treatment.

"Substitute" means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of notes in ~~his or her~~ **their** position. Medical records are not open to public inspection.

"Post-enrollment Records" means that records that pertain to an individual's previous attendance as a student are "education records" under FERPA regardless of when they were created or received by the institution.

R5125(b)

Students

Student Records; Confidentiality

Definitions (continued)

"Directory Information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes, but is not limited to, one or more of the following items: parent's name and/or e-mail address, student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student's Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student's ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

"Parent" means a natural parent, an adopted parent, or legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated, both the parent granted custody and the parent not granted custody have the legal right of access to the academic, medical, hospital or other health records of the child, unless a court order prohibits access.

Whenever a student has attained eighteen (18) years or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student, unless parents of a student eighteen (18) years of age or older who is a dependent as defined in Section 152 of the Internal Revenue Code of 1956.

"School Official" means a person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff and law enforcement unit personnel, a person serving on the Board of Education, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing ~~his/her~~ **their** tasks.

R5125(c)

Students

Student Records; Confidentiality

Definitions (continued)

"Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records, to any party, by any means including oral, written, or electronic means. It is also permitted to return an educational record to the provider or creator of the record, including the return of a questionable document to the purported sender for verification of information in the document.

"Personally Identifiable Information" includes but is not limited to the student's name, the name of the student's parent or other family member, the address of the student or student's family, a personal identifier such as the student's Social Security Number or student number, or "biometric records" (a record of one or more measurable biological

or behavioral characteristics that can be used for automated recognition of an individual, including fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics and handwriting), a list of personal characteristics or indirect identifiers, such as the name of the student's parent or other family members and the date and place of birth and ~~mother's parent's maiden birth~~ name, or other information that would allow a reasonable person in the school or community who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

"Record" means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

"Access" means a personal inspection and review of a record or an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record and a request to release a copy of any record.

"Student" means a person who is or was enrolled in a school.

"Adult student" means a person who is or was enrolled in school and who is at least eighteen (18) years of age.

"Eligible Student" means a student or former student who has reached eighteen years (18) of age or who is attending an institution of post-secondary education or is an emancipated minor.

"Law Enforcement Unit" means an individual office, department, division, or other component of an education agency or institution that is officially authorized or designated by that agency or institution to (1) enforce laws or refer matters of law enforcement to appropriate authorities, or (2) maintain the physical security and safety of the agency or institution.

"Legitimate Interest" means the need for a school official to review an educational record in order to fulfill ~~his/her~~ ~~their~~ professional responsibilities.

R5125(d)

Students

Student Records; Confidentiality

Definitions (continued)

"Signed and Dated Waiver Consent" means signed and dated written consent to disclose personally identifiable student information from a student's records must specify the records to be disclosed, the purpose of disclosure and the party to whom

such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of consent.

“Authorized Representative” means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct with respect to Federal or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

“Education Program” means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

“Early Childhood Education Program” means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children’s cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

Types of Records

The school district shall maintain only the following three categories of records:

“Mandatory Permanent Student Records” are those records which are maintained in perpetuity (at least 50 years) and which schools have been directed to compile by statute, regulation, or authorized administrative directive. Such records shall include the following:

Legal name of student, address, gender of student

Date of birth, place of birth

Method of verification of birth date

R5125(e)

Students

Student Records; Confidentiality

Types of Records (continued)

Name and address of parent of minor student

Address of minor student if different than the above

An annual verification of the name and address of the parent and the residence of the student

Entering and leaving date of each school year and for any summer session or other extra session

Subjects taken during each year, summer session, or quarter

Academic achievement (grades, transcripts)

Level of academic achievement (class standing/academic level)

If marks or credit are given, the mark or number of credits toward graduation allowed for work taken

Verification or exemption from required immunizations

Date of high school graduation or equivalent

Student activities and significant awards

“Mandatory Interim Student Records” are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed as per statute, regulations (6 years following the student’s graduation, or the graduation of the class to which he/she belonged, after appropriate notification to parents and/or eligible students via media and an opportunity provided to copy said records), or authorized administrative directive. Such records include the following:

A log or record shall be maintained for each student's record which lists all persons, agencies or organizations requesting or receiving information from the record, and the legitimate interests therefore. (Exception from listing, see Access Log, #2.)

Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver. (Comprehensive Health Record)

Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.

R5125(f)

Students

Student Records; Confidentiality

Types of Records (continued)

Language training records.

Progress slips and/or notices.

Parental restrictions regarding access to directory information or related stipulations.

Parent or adult student rejoinders to challenged records and to disciplinary action.

Parental authorizations or prohibitions of student participation in specific programs.

Results of standardized tests administered within the preceding three years.

Note: Disciplinary records of suspension and expulsion are subject to being expunged according to state and federal statutes.

“Permitted Records” are those records having clear importance only to the current educational process of the student. Such records may be destroyed after 6 years following the student’s graduation, or the graduation of the class to which ~~he/she~~ **the student** belonged, after appropriate notification to parents and/or eligible students via media and an opportunity provided to copy said records. Such records may include the following:

Objective counselor and/or teacher ratings

Standardized test results older than three years

Routine discipline data

Verified reports of relevant behavioral patterns

All disciplinary notices

Maintenance and Security of Student Records

Custodian of Records

The Superintendent of Schools is hereby designated as custodian of student records. The address of the custodian is 338 Main Street Winsted, CT 06098.

The custodian is charged with districtwide responsibility for implementing Board of Education policies and administrative regulations relating to student records.

R5125(g)

Students

Student Records; Confidentiality

Maintenance and Security of Student Records (continued)

Custodian of Records (continued)

The custodian shall be responsible for security of student records and shall devise procedures for assuring that access to such records is limited to authorized persons.

The custodian of records or a designated certified employee shall be responsible during the inspection for interpretation of the records where necessary and for prevention of their alteration, damage or loss.

In each school, the principal, or a certified employee designated by the principal, is responsible for implementation of Board of Education policies and administrative regulations relating to student records maintained in that school.

Files

A record for each individual student shall be maintained in a central file at the school attended by the student, or when records are maintained in different locations, a notation shall be placed in the central file indicating where such records may be found.

Student records shall be stored in locked containers (files) or rooms.

Information

All anecdotal information and assessment reports maintained as student records must be dated and signed by the individual who originated the record. Each school principal shall keep on file a record of enrollment and scholarship for each student currently enrolled in that school.

Access to Student Records

School Officials

School officials, as defined, have access to students' educational records without consent, if the official has been determined to have a legitimate educational interest in

the records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill ~~his/her~~^{their} professional responsibility.

Contractors, consultants, volunteers, and other parties to whom a school has **outsourced** services or functions are considered “school officials” who may have access to student records, without parental consent, if the following conditions are met:

R5125(h)

Students

Student Records; Confidentiality

Access to Student Records (continued)

School Officials (continued)

The party is under the direct control of the school.

The party is subject to the same conditions governing the use and redisclosure of education records applicable to other school officials.

The contractor must ensure that only individuals with legitimate educational interests, as determined by the district or school, obtain access to the education records. The contractor may not re-disclose personally identifiable information without consent unless the district or school has authorized the re-disclosure under a FERPA exception and the district or school records the subsequent disclosure.

The district or school may not disclose education records to an outside service provider unless it has specified in its annual FERPA notification to parents/students that it uses contractors, consultants, volunteers, as “school officials” to provide certain institutional services and functions.

In controlling access to education records by school officials and outside service providers, schools must:

Use “reasonable methods” to ensure an official is given access to only those education records, paper or electronic, in which the official has a legitimate educational interest.

Schools may use such methods as:

Physical controls such as locked filing cabinets;

Technological controls such as role-based access controls for electronic records;

Administrative policies, in lieu of physical or technological controls. Such policies must be effective in controlling access.

(It is recommended that access to education records by school officials be tracked.)

R5125(i)

Students

Student Records; Confidentiality

Access to Student Records (continued)

Parents

Parents of currently enrolled or former students shall have an absolute right during regular business hours to **access any** and all student records related to their children which are maintained by the district. Neither the student record, nor any part thereof, shall be withheld or edited. If the student records contain information on more than one student, the parent may inspect and review or be informed of only the specific information which pertains to that student.

A parent or guardian's request for access to student records shall be made in writing to the custodian of student records. Access shall be granted no later than forty-five (45) days following the date of the request.

A requesting parent shall be notified of the location of all student records, if not centrally located.

When a parent's dominant language is not English, the district shall make an effort to provide interpretation of the student record in the dominant language of the parent, or assist the parent in securing an interpreter.

Parental Consent

The custodian of student records may permit access to student records during regular school hours (a) to any person for whom a student's parent has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released; or (b) to the student if ~~he/she is~~ **they are** an eligible student, or has entered a post secondary educational institution.

The recipient must be notified that the transmission of the information to others without the written consent of the parent is prohibited.

The consent notices shall be kept permanently with the student record.

Upon request, the district shall provide the parent/eligible student with a copy of the record which is disclosed. (34 CFR 9910, Rights of Inspection and Review)

R5125(j)

Students

Student Records; Confidentiality

Access to Student Records (continued)

Without Parental Consent

No person or agent shall be permitted access to student records without written parental consent or under judicial order, except that access to those particular records relevant to the legitimate educational interests of the requester shall be permitted to the following:

Officials and employees of other public schools or school districts, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, where the student intends to or is directed to enroll. The authority of the district or school to transfer education records to a student's new school continues after actual enrollment so long as the disclosure is in connection with the student's enrollment. This ensures that a school may supplement, update, or correct records sent during the student's application or transfer period. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Note: Section 504 and Title II of the ADFA generally prohibits post-secondary institutions from making pre-admission inquiries about an applicant's disability status. However, after admission, such institutions may request such information concerning a current student.

Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, State Education Officials, or their respective designees, or the United States Office for Civil Rights where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law; provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

The U.S. Attorney General or his/her designee in response to a court issued ex parte order, under the USA Patriot Act, in connection with the investigation or ~~persecution~~ prosecution of an offense listed in U.S.C. 2332b(g)5(B) or an act of domestic or international terrorism crimes. The District, in response to such an order, is not required to record a disclosure of information, nor acquire consent or notice to the parent or student.

R5125(k)

Students

Student Records; Confidentiality

Access to Student Records (continued)

Without Parental Consent (continued)

Other state and local officials to the extent that such information is specifically required to be reported pursuant to state law.

Parents of a student eighteen (18) years of age or older who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

Schools may disclose information received under a community notification program concerning a student who is required to register as a sex offender in the State.

Child welfare agencies that are legally responsible for the care and protection of students, including the educational stability of children in foster care.

Information from student records may be released to the following:

Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of other persons. The factors to be considered in determining whether information may be disclosed include the seriousness of the threat to the health or safety of the student or other individuals, the need for the information to meet the emergency, whether the parties to whom the information is disclosed are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 34 CFR 99.36, Conditions for disclosure of information in health and safety emergencies.

Agencies or organizations in connection with a student's application form or receipt of financial aid, provided that information permitting the personal identification of students or their parents may be disclosed only as may be necessary for such purposes as to determine the amount of the financial aid, to determine the conditions which will be

imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.

Accrediting organizations in order to carry out their accrediting functions.

Organizations conducting studies for or on behalf of state educational agencies and state higher education authorities, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

R5125(I)

Students

Student Records; Confidentiality

Access to Student Records (continued)

Without Parental Consent (continued)

Such disclosure is subject to the following FERPA requirements:

The school does not have to initiate the research request or agree with or endorse the conclusion or results of the study.

The school must agree with the purposes of the study and retain control over information from the education records it discloses.

The school must have a written agreement with the receiving organization that:

Specifies the purpose, scope, and duration of the study or studies and the information to be disclosed.

Requires the organization to use the information from education records only to meet the purpose or purposes of the study stated in the agreement.

Requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests.

Requires the organization to destroy or return all personally identifiable information when no longer needed for purposes of the study.

Specifies the time period in which the information must be returned or destroyed.

Note: It is recommended that whenever possible agencies and institutions either release de-identified information or remove student's names and Social Security Numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

Officials and employees of private schools or school districts where the student is enrolled or intends to enroll subject to the rights of parents by law.

An agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the education needs of the students and authorized by such agency or organization to receive such disclosure.

R5125(m)

Students

Student Records; Confidentiality

Access to Student Records (continued)

Without Parental Consent (continued)

No person, persons, agency, or organization permitted access to student records pursuant to this regulation shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student's parent; provided, however, that this paragraph shall not be construed to require prior parental consent when information obtained pursuant to this regulation is shared with other persons within the district so long as such persons have an equal legitimate interest in the information.

Education records may be released without consent if all personally identifiable information has been removed. The district must reach a "reasonable determination" that a student's identity is not personally identifiable because of unique patterns of information about that student, whether through single or multiple releases, taking into account other reasonably available information. Also, de-identified student level data may be released for the purpose of educational research by attaching a code to each record. It may be necessary to look to local news, events, and media coverage in the "school community" in determining, in a highly publicized incident, whether other

information would make a particular record personally identifiable even if all direct identifiers have been removed.

Court Order

Information concerning a student shall be furnished in compliance with a court order.

Unless otherwise judicially instructed, the custodian shall, prior to the disclosure of any student's records pursuant to a court order, give the parent and the student three days notice, if lawfully possible, within the requirements of the judicial order, of the name of the requesting agency and the specific records requested. Such notice shall be in writing if possible.

Only those records related to the specific purpose of the court order shall be disclosed.

When a parent is a party to a court proceeding involving child abuse or neglect, or dependency matters, and a judicial order is issued in the context of that proceeding, or pursuant to a lawfully issued subpoena, additional notice to the parent by the educational agency or institution is not required pertaining to the disclosure of the records.

R5125(n)

Students

Student Records; Confidentiality

Access to Student Records (continued)

Court Order (continued)

The service of a subpoena upon a district employee or official solely for the purpose of causing the employee to produce a school record pertaining to any student may be complied with by such employee, in lieu of personal appearance as witness in the proceeding, by submitting to the court, or other agency issuing the subpoena, at the time and place required by the subpoena, a copy of such record, accompanied by an affidavit certifying that such copy is a true copy of the original record on file in the school or school office. The copy of the record shall be in the form of a photograph, microfilm, micro card, or miniature photograph or other photographic copy or reproduction or an enlargement thereof.

Nothing in this regulation shall preclude the district from providing in its discretion statistical data from which no student may be identified to any public agency or entity or private nonprofit college, university, or educational research and development organization when such actions would be in the best educational interests of students.

If it is determined, per the federal regulations, that a third party improperly redisclosed personally identifiable information from education records in violation of Section 99.33(a), of FERPA Regulations, the district may not allow that third party access to personally identifiable information from education records for at least five years.

Disclosure to Parents of "Eligible Students" and Rights of Students

Rights of parents under FERPA transfer to students once the student has reached 18 years of age or is attending a post secondary institution and thereby becomes an "eligible student."

Disclosure to parents without student consent after FERPA rights have transferred to students is permitted under the following circumstances:

The student is a dependent for Federal income tax purposes.

The disclosure is in connection with a health or safety emergency; i.e. knowledge of the information is necessary to protect the health or safety of other individuals.

The student has violated a law or the school's rules or policies governing alcohol or substance abuse.

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Students

Student Records; Confidentiality

Access to Student Records (continued)

Disclosure of Information in Health and Safety Emergencies (Also see section above)

The district may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

Such appropriate information concerning disciplinary action may be disclosed to teachers and school officials in the district who have been determined to have legitimate educational interests in the behavior of the student. This must be strictly construed.

Such appropriate information, concerning disciplinary action, may be disclosed to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

In making a determination, the district or school must take into account the totality of the circumstances pertaining to a threat to the safety or health of the student or other individuals. If a school determines that there is an articulable and significant threat to the safety or health of a student or other individuals, it may disclose information from education records to appropriate parties whose knowledge of the information is necessary to protect the health and safety of the student or other individuals.

The district or school is required to record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed. "Appropriate parties" include the parents of an eligible student.

Pursuant to C.G.S. 19a-581 through 19a-585, confidential information concerning HIV status may not be released to anyone EXCEPT a health care provider with a written release from the parents.

Redisclosure of Educational Records

Federal and State officials that receive education records for audits, evaluation, and compliance and enforcement purposes may redisclose such records under the same conditions that apply to other recipients of education records.

A state educational agency that received records for audit, evaluation or compliance or enforcement purposes may redisclose records for other qualifying purposes, such as:

Forwarding records to a student's new school district;

Forwarding records to another listed official, including the Education Secretary or a post secondary authority;

Forwarding to an accrediting agency; or

In connection with a health or safety emergency.

R5125(p)

Students

Student Records; Confidentiality

Access to Student Records (continued)

Criteria

"School officials and employees" as used in this regulation means district employees and elected district officers, and other parties as defined in this regulation.

The following criteria shall be used in determining whether a “school official or employee” has a “legitimate educational interest”.

The employee has an instructional or supervisory responsibility toward the student that, in order to be fulfilled, requires knowledge of the contents of the student's records.

The employee has an administrative duty that requires information contained in the student's records.

The school official is engaged in a disciplinary proceeding that requires disclosure of all or part of the student's records in order to come to a just conclusion. (Or criteria can be defined by school district)

The district and/or school shall use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom they disclose education records. The district and its schools may use PINS, passwords, personal security questions, “smart cards” and tokens, biometric indicators, or other factors known or possessed only by the user, as appropriate. Identification means determining who is the intended or authorized recipient of the information. Authentication means ensuring that the recipient is who ~~he/she~~ **they** claim to be.

Challenging Contents of Records

Following an inspection and review of a student's records the parent or guardian of the student or former student may challenge the content of any student record.

The parent or eligible student may file a written request with the Superintendent of Schools to correct or remove any information recorded in the written records concerning the parent's child which the parent alleges to be:

Inaccurate, misleading or in violation of the student's rights of privacy.

An unsubstantiated personal conclusion or inference.

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Students

Student Records; Confidentiality

Challenging Contents of Records (continued)

A conclusion or inference outside of the observer's area of competence.

Not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of such request, the Superintendent or designee shall meet with the parent or guardian and the certified employee who recorded the information in question, if any, and if such employee is presently employed by the school district.

The information shall be corrected or removed if the Superintendent sustains any or all of the allegations.

If the Superintendent denies any or all of the allegations and refuses to order the correction or the removal of the information, the parent or guardian may, within 30 days of the refusal, appeal the decision in writing to the Board of Education.

Within 30 days of receipt of such an appeal, the Board of Education shall, in closed session with the parent or guardian and the certified employee who recorded the information in question, if any, and if such employee is presently employed by the district, determine whether or not to sustain or deny the allegations. The decision of the Board of Education shall be final.

If the Board of Education sustains any or all of the allegations, it shall order the Superintendent to immediately correct or remove and destroy the information from the student's written records.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board of Education unless the parent or guardian initiates legal proceedings relative to the disputed information within the prescribed period.

If the final decision of the Board of Education is unfavorable to the parent or guardian, or if the parent or guardian accepts an unfavorable decision by the Superintendent, the parent or guardian shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is corrected or removed.

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Students

Student Records; Confidentiality

Challenging Contents of Records (continued)

Hearing Panel

Either the Superintendent of Schools or the Board of Education may convene a hearing panel upon written request of a parent or eligible student. The hearing shall be provided to afford the opportunity to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the students. The hearing panel shall be composed of the following persons, provided the parent has given written consent to release information from the relevant student's records to the members of the panel so convened, to assist in making determinations;

The principal of a public school other than the one at which the record is on file.

A certified employee appointed by the parent or guardian.

A parent appointed by the Superintendent or by the Board of Education, depending upon who convenes the panel.

Alternate: The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.

The persons appointed pursuant to the above paragraph, if possible, shall not be acquainted with the student, **their** parent or guardian, or the certified employee who recorded the information, except when the parent or guardian appoints the person pursuant to paragraph a (2) above.

The Principal appointed to the hearing panel shall serve as Chairperson.

The hearing panel shall, in closed session, hear the objections to the information of the parent and the testimony of the certified employee who recorded the information in question, if any, and if such employee is currently employed by the school system. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross examine witnesses, to present evidence and to receive a written decision of the hearing.

The hearing panel shall be provided with verbatim copies of the information which is the subject of the controversy.

Written findings shall be made setting forth the facts and decisions of the panel, and such findings within a reasonable period of time after the hearing shall be forwarded to the Superintendent or the Board of Education, depending upon who convened the panel.

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Students

Student Records; Confidentiality

Challenging Contents of Records (continued)

If, after the hearing, the District does not make the requested change, the parent or eligible student shall be informed of **their** right to place a statement on the record commenting on the information or stating why ~~he/she~~**they** disagrees with the record. Whenever the District discloses the record to third parties, any such statement by the parent or eligible students must also be disclosed. (34 C.F.R. §99.21)

The proceedings of the hearing shall not be disclosed or discussed by panel members except in their official capacities.

Whenever there is included in any student record information concerning any disciplinary action taken by school system personnel in connection with the student, the student's parent or guardian may include in such student's record a written statement or response concerning the disciplinary action.

Directory Information

The following student information is declared to be directory information:

Name

Address

Telephone number

Date and place of birth

Major field of study

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Dates of attendance

E-mail address

Parent's name/e-mail address

Degrees and awards received, including honor roll publication

Most recent previous public or private school attended by the student

Note: FERPA regulations prohibits the use of a Social Security Number (SSN) as an identification element when disclosing or confirming directory information unless the student has provided written consent for the disclosure.

Directory information may be released to the following:

Federal, state and local governmental agencies

Representatives of the news media, including but not limited to newspapers, magazines and radio and television stations

Employers or prospective employers

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Students

Student Records; Confidentiality

Directory Information (continued)

Nonprofit youth organizations

Military recruiters or institutions of higher learning that have requested the names, addresses, and telephone numbers of secondary school students unless parental consent is denied.

Subject to the provisions of C.G.S. 119(b11), high schools shall provide the same directory information and on campus recruiting opportunities to military recruiters as are offered to nonmilitary recruiters or commercial concerns. (cf. 5145.14 On Campus Recruitment).

No information may be released to a private profit making entity other than employers, prospective employers and representatives of the news media.

The names and addresses of students enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided, in accordance with the terms of the law, to a private school or college cooperating under state law.

The custodian of records will normally limit or deny the release of specific categories of directory information unless he determines that such release is required by law or is in the best interests of students.

Notice shall be given annually of the categories of information which the school district plans to release and of the recipients.

The school shall allow a reasonable period of time after such notice has been given for a parent or guardian to inform the custodian of student records that any or all of the information designated should not be released without the parent's or guardian's prior consent.

No directory information shall be released regarding any student when a parent or guardian has notified the school that such information shall not be released.

Disclosure of directory information on former students is permitted without providing notice or additional opt-out opportunities. A former student's opt-out provided while they were a student in the district must continue to be honored unless specifically rescinded by the former student.

Opt-out from directory information does not prevent a school from identifying a student by name or from disclosing an electronic identifier or instructional e-mail address in the classroom. A student does not have the right to remain anonymous in class and an opt-out may not be used to impede routine classroom communications and interactions, whether the class is held in a specified physical location or online through electronic communications.

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Students

Student Records; Confidentiality

Directory Information (continued)

Note: A district may adopt and implement a limited directory information policy that allows for the disclosure of directory information to specific parties, for specific purposes, or both. Such a policy must be specified in the public notice to parents/guardians and eligible students. The District must then limit directory information disclosures to those specified in the public notice.

Alternate: Limited Disclosure of Directory Information

The District limits its disclosure of directory information to the following, without prior written consent of parent/guardian or eligible student unless the District has been advised to the contrary:

Military recruiters or institutions of higher learning. Such disclosure is limited to the student's name, address and telephone listing.

Companies that manufacture class rings.

Companies that publish yearbooks.

4. Playbills showing a student's role in a drama or vocal production.
5. Honor roll or other recognition lists.
6. Graduation programs.
7. Sports activity sheets.

Other: _____

Access Log

1. A log or record shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interests.
2. Such listing need not include the following:
 - A. Parents or students to whom access is granted.
 - B. Parties to whom directory information is released.
 - C. Parties for whom written consent has been executed by the parent or guardian.
 - D. School officials or employees having a legitimate educational interest.
3. The log or record shall be open to inspection only by a parent or guardian and the custodian of student records, or the custodian's designee, and to other school officials with legitimate interests in the records, and to the Comptroller General of the United States, the Secretary of the Office of Education, an administrative head of an education agency as defined in 20 U.S.C. 1232g., and state educational authorities as a means of auditing the school system's operations.

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Students

Student Records; Confidentiality (continued)

Fee for Reproducing Records

1. A fee based upon the actual cost of reproduction, handling and postage (if any) shall be charged for furnishing copies of any student record.
2. The custodian of student records annually shall recommend a fee schedule for approval by the Board of Education.
3. No fee shall
 - A. effectively prevent the parents or guardians from exercising their right to inspect and review student records.
 - B. be charged for searching or retrieving a student's record.
 - C. be made for furnishing
 - (1) up to two transcripts of former student's records.
 - (2) up to two verifications of various records of former students.

Transfer of Student Records

1. Whenever a student transfers to another Connecticut public school district or to a charter school, the following student records shall be forwarded upon written notification of the student's enrollment from the other district:
 - A. The student's Mandatory Permanent Student Record or a copy thereof. The original or a copy shall be retained by this district.
 - B. The student's entire Mandatory Interim Student Record.
2. The student's records shall be transferred to the new school district or charter school no later than 10 days after receipt of such notification.
3. Whenever a student transfers to a school district in another state or to a private school, the district shall transfer the student's Mandatory Permanent Student Record upon receipt of a written request.
4. Permitted student records may be forwarded.
5. Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or the student's parents or guardian.
6. All student records shall be updated prior to transfer.

Students

Student Records; Confidentiality

Transfer of Student Records (continued)

7. Parent Notification

A. If a student's parent or guardian did not give authorization for the transfer of such records, the district shall send notification of the transfer to the parent/guardian at the same time it transfers the records.

B. If the transfer is a within-state transfer, the receiving school shall notify the parents of the record transfer.

C. If the student transfers out of state, the custodian of student records shall notify the parents or guardian at their last known address of the rights accorded them. (34 C.F.R. 99.34 disclosure to other agencies or institutions)

D. The notification shall include a statement of the parent's or guardian's right to review, challenge, and receive a copy of the student record, if desired.

Expungement of Records Pertaining to Suspension and/or Expulsion

1. Suspension

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 as permitted by Statute, 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.

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.

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Students

Student Records; Confidentiality

Expungement of Records Pertaining to Suspension and/or Expulsion (continued)

2. 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 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 as permitted by Statute, 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 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.

Retention and Destruction of Student Records

1. No additions, except routine updating, shall be made to a student's record after high school graduation or permanent departure without the parent's or guardian's prior consent for those students who have not reached the age of eighteen years. Adult students may give consent for themselves.

2. The guide to disposal of municipal records in Connecticut is found in Connecticut General Statutes Section 7109. For disposal of education records, see Schedule V of "Records Retention Schedules 1982" (Revised 1983) published by the Public Records Administration, Connecticut State Library, Hartford, Connecticut.

3. The method of destruction shall assure that records are not available to possible public inspection during the destruction process.

Subpoenaed Records

If the school is served with a subpoena issued by competent authority directing the production of school or student records in connection with any court proceeding, the school upon which such subpoena is served may deliver such record, or at its option a copy thereof, to the clerk of such court. Such clerk shall give a receipt for the same and shall be responsible for the safekeeping of such records, not permitting the removal of

such records from the premises of the court. The clerk shall notify the school to call for the subpoenaed record when it is no longer needed for use in court. Any such record so delivered to the clerk of the court shall be sealed in an envelope which shall indicate the name of the school or student, the name of the attorney subpoenaing the same and the title of the case referred to in the subpoena.

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Students

Student Records; Confidentiality

Subpoenaed Records (continued)

No such record or copy shall be open to inspection by any person except upon the order of a judge of the court concerned, and any such record or copy shall at all times be subject to the order of such judge.

Any and all parts of any such record or copy, if not otherwise inadmissible, shall be admitted in evidence without any preliminary testimony, if there is attached thereto the certification in affidavit form of the person in charge of such record indicating that such record or copy is the original record or copy thereof, made in the regular course of such business to make such record and that it was the regular course of such business to make such record at the time of the transactions, occurrences or events recorded therein or within a reasonable time thereafter.

A subpoena directing production of such school or student records shall be served not less than eighteen (18) hours before the time for production, provided such subpoena shall be valid if served less than eighteen (18) hours before the time of production if written notice of intent to serve such subpoena has been delivered to the person in charge of such records not less than eighteen hours (18) nor more than two weeks before such time for production.

Notification of Parents

1. Parents shall be notified in writing of their rights under this regulation upon the date of the student's initial enrollment, and annually thereafter of students current attendance at the same time as notice is issued. The notice shall be in a form which reasonably notifies parents of the availability of the following specific information:

A. The type of student records and information contained therein which are directly related to students and maintained by the school system.

B. The position of the person responsible for the maintenance of each type of record.

C. The location of the log or record required to be maintained.

D. The criteria to be used by the school district in defining "school officials and employees" and in determining "legitimate educational interest."

E. The policies of the school district for reviewing and expunging student records, including the right to inspect and review the student's education records within 45 days of the day the school district receives a request. If circumstances effectively ~~present~~ **prevent** the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall provide a copy of the records requested or make other arrangements for the inspection or review of the requested records.

F. The right of the parent or guardian to access (inspect and review) to student records.

R5125(z)

Students

Student Records; Confidentiality

Notification of Parents

G. The right to request the amendment of student education records that the parent or eligible student believes are inaccurate or misleading.

H. The procedures for challenging the content of student records.

I. The policy that no fee will be charged for up to two copies of a record.

J. The categories of information which the school district has designated as directory information and that pursuant to federal law, military recruiters and institutions of higher learning may request and receive names, addresses and telephone numbers of all high school students, unless their parents/guardians notify the school, in writing, not to release this information.

K. The right of the parent to file a complaint with the United States Department of Education concerning an alleged failure by the school system to comply with the provisions of Section 438 of the Federal Education Provisions Act (20 U.S.C.A. 1232g).

L. The right of a parent or eligible student to a hearing regarding the request for amendment of the record if denied by the district.

M. The right to consent to disclosures of personally identifiable information contained in the student education record, except to the extent that FERPA authorizes disclosure without consent.

Issue/Practice of Peer Grading

The definition of "education records" excludes grades on peer-graded papers before they are collected and recorded by a teacher. Peer-grading does not violate FERPA.

Legal Reference: Connecticut General Statutes

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

7-109 Destruction of documents

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

10-94i Rights and liabilities of surrogate parents.

10-154a Professional communications between teacher or nurse and student.

10-209 Records not to be public.

10-221b Boards of education to establish written uniform policy re treatment of recruiters.

R5125(aa)

Students

Student Records; Confidentiality

11-8a Retention, destruction and transfer of documents

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

46b-56(e) Access to records of minors.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g and Final Rule 34 CFR Part 99, December 9, 2008)

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

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and

P.L. 112-278 "The Uninterrupted Scholars Act"

Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

FORM #1

NOTIFICATION OF RIGHTS UNDER FERPA

WINCHESTER PUBLIC SCHOOLS

Winsted, Connecticut

Dear Parent or Student:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal/school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before District disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

5125

FORM #1

(continued)

NOTIFICATION OF RIGHTS UNDER FERPA

One exception which permits disclosure without consent is disclosure to school officials, including teachers within the District, with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board of Education. A school official may also include a volunteer or contractor outside of the District who performs an institutional service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifiable information from education records. This includes a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); a parent of a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her/their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her/their professional responsibility.

Contractors, consultants, volunteers, and other parties to whom a school has outsourced services or functions are considered "school officials" who may have access to student records, without consent, subject to following conditions:

- The party is under the direct control of the school.
- The party is subject to the same conditions governing the use and redisclosure of education records applicable to other school officials.
- The contractor must ensure that only individuals with legitimate educational interests, as determined by the district or school, obtain access to the education records. The contractor may not redisclose personally identifiable information without consent unless the District or school has authorized the redisclosure under a FERPA exception and the district or school records the subsequent disclosure.

Upon request, the District will disclose a student's education record without consent to officials of another school district or charter school or institution of postsecondary education in which the student seeks or intends to enroll or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer.

(Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Office of the Chief Privacy Officer (OCPO)

U.S. Department of Education

400 Maryland Avenue

SW Washington DC 20202-4605

5125

FORM #1

(continued)

NOTIFICATION OF RIGHTS UNDER FERPA

Note: In addition, a school may want to include its directory notice as required by FERPA regulations with its annual notification of rights under FERPA. Such a notice is provided in item #5. Be sure that which is listed as "Directory Information" in this notification agrees with what the district has designated as "Directory Information."

5. The District has determined that the following information regarding the District's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in the absence of a parent or guardian, or the student (if 18 or older), does not want the District to release the information listed below, they must notify the District in writing within two weeks of receiving this notice of the information they do not want released.

The following information may be released without obtaining parental consent:

Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible, activities thereof (e.g. artistic performances sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees,

honors and awards received, most recent previous school attended and photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

A student's ID number or otherwise unique personal identifier displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity, such as a PIN, password, or other factors known only to the authorized user.

6. Pursuant to federal law, military recruiters and institutions of higher learning may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the District in writing if you do not want this information released.

7. Personally identifiable information in the student's records may be released to authorized representatives of the Attorney General of the United States, the U.S. Secretary of Education, or State and local educational authorities such as the Connecticut Department of Education in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs, and to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

5125

FORM #1

(continued)

NOTIFICATION OF RIGHTS UNDER FERPA

8. Schools may release information received under a community notification program concerning a student who is required to register as a sex offender in the State, with consent.

9. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/guardian or eligible student, FERPA regulations require the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

10. Information may be disclosed from the education records of a student without obtaining prior written consent of the parents or the eligible student in the following situations:

- a. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- b. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- c. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- d. To accrediting organizations to carry out their accrediting functions.
- e. To parents of an eligible student if the student is a dependent for IRS tax purposes.
- f. To comply with a judicial order or lawfully issued subpoena.
- g. To appropriate officials in connection with a health or safety emergency.
- h. Information the school has designated as "directory information."
- i. To child welfare agencies, or tribal organizations that are legally responsible for the care and protection of students, including the educational stability of children in foster care.

5125

FORM #2

NOTIFICATION OF RELEASE OF STUDENT RECORDS

PURSUANT TO COURT ORDER OR SUBPOENA

Winchester Public Schools

Winsted, Connecticut

TO:

Parent - Student:

Address:

The purpose of this notice is to notify you that on _____ (date), the
Winchester Public Schools released the following documents:

from your child's (your own) student records to:

pursuant to a court order or subpoena, a copy of which is attached hereto.

DATED:

Note: When a parent is a party to a court proceeding involving child abuse or neglect, or dependency matters, and a judicial order is issued in the context of that proceeding, or pursuant to a lawfully issued subpoena, additional notice to the parent by the educational agency or institution is not required pertaining to the disclosure of the records.

5125

FORM #3

APPLICATION TO REVIEW STUDENT'S RECORDS

AND CONSENT THERETO BY PARENT OR STUDENT

Winchester Public Schools

Winsted, Connecticut

I, _____ have hereby requested access to
following reasons:

Said records will not be made available to any other person or persons without the specific written consent of (Parent-Student)

DATED:

CONSENT

I hereby consent that _____ have access to my child's (to my)
records with the understanding that such records will not be released by him/her to
other persons without my further consent.

DATED:

5125

FORM #4

APPLICATION TO REVIEW STUDENT'S RECORDS

BY PARTIES ENTITLED THERETO

WITHOUT CONSENT BY PARENT OR STUDENT

Winchester Public Schools

Winsted, Connecticut

I, _____ have hereby requested access to

records for the following reasons:

Said records will not be made available to any other person or persons without the specific written consent of (Parent-Student)

DATED:

5125

Form #5

WINCHESTER PUBLIC SCHOOLS

Winsted, Connecticut

RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

I hereby authorize _____ to release

[name of individual who holds the information]

confidential HIV-related information, as defined in Connecticut General Statute §19a-581, concerning _____ to the following personnel:

[name of protected individual]

1. School Nurse
2. School Administrator(s)
 - a. _____
 - b. _____
3. Student's Teacher(s)
 - a. _____
 - b. _____
4. Paraprofessional(s)
5. Director of Pupil Personnel Services
6. Other(s)
 - a. _____
 - b. _____

This authorization shall be valid for:

1. ☐ The student's stay at _____ School
2. ☐ The current school year
3. ☐ Other _____ (specify period)

I provide this information based on my responsibility to consent for the health care of _____ . I understand that such information shall be held confidential by the persons authorized here to receive such information, except as otherwise provided by law.

Name

Relationship to Student

Date

Board of Education Policy Regarding:
 Instruction / Electronic Resources
 Policy # 6141.327(a)
 Amended:
 Supersedes/Amends: New 9/10/2019

The Winchester Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Winchester District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and ensure students are ready for the widest range of educational and vocational options to support a diversity of life choices.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including but not limited to, safely interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and responses.

The Board directs the Superintendent or ~~his/her~~ designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

(cf. 6162.6 – Copyrights)
 (cf. 4118.4/4218.4 – E-Mail (Electronic Monitoring) (staff))
 (cf. 4118.5/4218.5 – Staff Acceptable Computer Network Use)
 (cf. 5125 – Student Records)
 (cf. 5131.911 – Bullying)
 (cf. 5131.913 – Cyberbullying)
 (cf. 6141 – Curriculum Design/Development/Revision)
 (cf. 6141.32 – Computer Literacy)
 (cf. 6141.321 – Student Acceptable Use of the Internet)
 (cf. 6141.322 – Websites/Pages)
 (cf. 6141.323 – Internet Safety Policy/Filtering)

Legal Reference: Connecticut General Statutes
 1-19(b)(11) Access to public records. Exempt records.
 10-15b Access of parent or guardians to student's records.
 10-209 Records not to be public.
 11-8a Retention, destruction and transfer of documents

P6141.327(b)

Instruction - Electronic Resources

Legal Reference: Connecticut General Statutes (continued)

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

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

53a-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)

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

18 USC § 25 10-2522 Electronic Communication Privacy Act

20 U.S.C. 254 Children's Internet Protection Act of 2000

47 U.S.C. Children's Online Protection Act of 1998

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

Dept. Of Educ. 34 C.F.R. Part 99 (May 9, 1980, 45 FR 30802) regs. Implementing FERPA
enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student
privacy and other rights with respect to educational records, as amended 11/21/96.

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

Physical Education Aquatic Safety (Pool Safety)

Instruction - Physical Education

Aquatic Activity Safety (Pool Safety)

Policy #6142.63

Amended:

Supersedes / Amends: New 11/11/2014, 6142.63(a)

Swimming is an important life skill. The Board of Education (Board) believes that we owe it to our students to give them the best chance to learn to swim, and as early as possible.

The Board believes it is fortunate to be able to have access to a pool for aquatic activities. Safety is of paramount importance. Students are not allowed to utilize the pool for any aquatic activity without staff supervision as required by P.A.13-161.

At the time this policy was established (11/11/2014), the only pool used by the District is located at the Northwest Y on Main Street in Winsted. Only one District program (the CHAMPS PROGRAM) currently has an aquatic component. This policy and its attached regulations are intended to be applicable to this program and any other aquatic programs established by the Winchester School District (excluding The Gilbert School) in the future.

The swimming instructional program serves as a vital component of the health, physical education, and co-curricular activities within the District's public schools. The program's primary goal is to teach safety awareness, develop basic swimming skills, and enhance the proficiency level of all aquatic skills. The program also aims to improve personal and community safety skills and help students develop a commitment to lifetime fitness.

All District schools which are approved for aquatic activities and offer instruction in swimming and/or diving are covered by this policy. This policy is designed to promote safety for students, staff, and community members by requiring appropriate staffing, a swimming pool safety plan, and appropriate water safety equipment at these pools while any aquatic activities are being conducted. All persons involved in the instruction, supervision, and coaching of such activities shall be appropriately certified and trained.

This policy applies to all aquatic activities. Aquatic activities include swimming, wading, diving, water polo and any other curricular and extracurricular activities the District conducts in or in any pool owned, leased, or used by the Board of Education, including those used by local District students during approved out-of-town field trips.

6142.63(b)

Definitions

School swimming pool means any swimming pool approved for use by a local or regional Board of Education for student aquatic activities.

Student aquatic activities means any physical education class, interscholastic athletics or extracurricular activities offered to students by the Board of Education.

Qualified lifeguard means any person who (A) is sixteen years of age or older, (B) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (C) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-l of the regulations of Connecticut state agencies, as amended from time to time, and (D) has completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health.

Qualified educator means any person who (A) holds a valid certificate issued by the State Board of Education, pursuant to section 10-14Sb of the general statutes, with an endorsement in physical education, (B) (i) is certified as a lifeguard by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs, (ii) has completed a safety training for swim coaches and instructors course offered by the American Red Cross or an organization approved by the State Board of Education, or (iii) was certified as a lifeguard for at least five years during the previous ten years and has at least five years' experience as a swimming coach or an instructor of a physical education course that makes use of a school swimming pool, (C) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-l of the regulations of Connecticut state agencies, as amended from time to time, and (D) has completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health.

Qualified instructor means any person with training and certification as a swimming instructor in addition to training and certification as a qualified lifeguard (see above).

6142.63(c)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety) (continued)

Minimum Staffing and Qualifications

Any aquatic activity sponsored by the District (such as the CHAMPS program) shall have a Board employee who is certified as a qualified lifeguard in the pool area directly overseeing the safety of district students. This district employee will serve in addition to a qualified lifeguard provided by the Y as required by Y regulation. If this district

employee has additional training and certification as a swimming instructor he/she may instruct district students. Locker Rooms shall be supervised whenever students are present.

NOTE: P.A. 13-161: A-Ae Pool Safety at Public Schools, requires, commencing July 1, 2013, in addition to the person responsible for conducting any student aquatic activity that makes use of a school swimming pool, there shall be at least one qualified educator, qualified swimming coach or qualified lifeguard who shall be solely responsible for monitoring such swimming pool during such student aquatic activities for swimmers who may be in distress and providing assistance to such swimmers when necessary.

For the school year commencing July 1, 2014, and each school year thereafter, no local or regional board of education shall offer a physical education course that makes use of a school swimming pool unless there is at least one qualified educator who shall serve as the instructor of such physical education course and be responsible for implementing the provisions of the school swimming pool safety plan and at least one qualified educator, qualified swimming coach or qualified lifeguard who shall be solely responsible for monitoring such school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.

For the school year commencing July 1, 2014, and each school year thereafter, no local or regional board of education shall permit any student to participate in any interscholastic athletic activity that makes use of a school swimming pool unless there is at least one qualified swimming coach who shall serve as a coach of such participating students and be responsible for implementing the provisions of the school swimming pool safety plan, and at least one qualified educator, qualified swimming coach or qualified lifeguard whose primary responsibility is to monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary.

For the school year commencing July 1, 2014, and each school year thereafter, no local or regional board of education shall offer any extracurricular activity that makes use of a school swimming pool unless there is at least one qualified lifeguard who shall (1) monitor the school swimming pool for swimmers who may be in distress and provide assistance to such swimmers when necessary, and (2) be responsible for implementing the provisions of the school swimming pool safety plan.

Pool Safety Plan

The Board, offering a physical education course and aquatic programs that make use of a swimming pool, shall adopt a swimming pool safety plan, not later than July 1, 2014. Such swimming pool safety plan shall include, but is not limited to, required staffing patterns, best practices regarding swimming pool safety, the requirements of the Public Health Code, and any other provisions deemed necessary and appropriate for ensuring the safety of students who use such swimming pools for student aquatic activities. The

swimming pool safety plan shall be reviewed and updated as necessary prior to the start of each school year.

Nonetheless, the Board recognizes that swimming (and related aquatic activities) is one of the few recreational or teaching activities which also carries with it the evident hazards of death through drowning or injury by brain damage through near drowning. The teaching and learning of swimming and water safety therefore requires the utmost care on the part of all concerned.

It is expected that the District will adhere to the regulations of the Connecticut Department of Public Health, 19-13-B33b, applicable to public pools.

Administrative Regulations

The Board directs the Superintendent of Schools to create and promulgate administrative regulations governing the use of pools in District schools. These regulations shall be approved by the Board prior to their use and when amended at any time. Nothing in this policy is intended or shall be construed to create a private right of action against the Board or any of its employees. No part of this policy shall be construed to create contractual or other rights or expectations.

Legal References:

Connecticut General Statutes

P A 13-161 an Act Concerning Public School Pool Safety

19a-36 Public Health Code. Fees. Swimming pools. Wells; Use, replacement and mitigation.

6142.63(a)

Instruction

Physical Education

ADMINISTRATIVE REGULATIONS

Aquatic Activity Safety (Pool Safety)

The purpose of these administrative regulations is to provide guidance in safe practice in school swimming, aquatic activities and water safety. This document sets out the required procedures pertaining to the implementation of the Board of Education policy #6142.63, "Aquatic Activity Safety (Pool Safety)," in relation to swimming pool safety. The Board of Education (Board) recognizes its responsibility for ensuring safety in

school swimming pools. As part of this responsibility the Board provides the safety policy, guidance and procedures for swimming and ensures that its employees receive any necessary training to carry out their assigned tasks.

The effective supervision of all involved in swimming and aquatic activities is essential to safety.

School Responsibility

The Board requires that a member of the staff be delegated the responsibility of "Swimming Coordinator" (Pool Coordinator, Pool Supervisor) and applying the swimming pool safety policy and procedures in the school. This will include the proper operation of the school's swimming facility.

Personnel Requirements

All personnel with responsibility for swimming instruction or supervision must possess a high level of skill in water safety and be committed to exemplary standards of safety. They must also meet state or local certification requirements including first aid procedures.

1. Qualifications

a. All certified staff members with an endorsement in physical education or substitute teachers serving as an instructor of a physical education course that makes use of a swimming pool must also fulfill the following statutory requirements:

- i. Is a certified lifeguard,
- ii. Is certified in cardiopulmonary resuscitation,
- iii. Has completed a course in first aid offered by the American Red Cross, or the American Heart Association, the Department of Public Health or any director of health, as certified by the agency or director of health offering the course.

6142.63(b)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Personnel Requirements (continued)

c. Classes involving the use of a swimming pool must also have another instructor or lifeguard on duty to supervise the students for all physical education pool classes. Such individual must also meet the requirements listed above (Ia-i, ii, iii) pertaining to lifeguard certification, cardiopulmonary resuscitation certification and first aid training.

d. In the case of interscholastic activity, there must be at least one qualified swimming coach who coaches the participating students and is responsible for implementing the school swimming pool safety plan. Additionally, at least one qualified educator, swimming coach, or lifeguard must be present whose primary responsibility is to monitor the pool for students in distress and provide help when necessary.

e. In the case of extracurricular activity, at least one qualified lifeguard must monitor the pool for swimmers who may be in distress and provide assistance to them when necessary. ~~He or she~~ The lifeguard must be responsible for implementing the provisions of the pool safety plan.

f. In the case of a physical education course, there must be at least one qualified educator who serves as the course instructor and at least one other educator, swimming coach, or lifeguard whose primary responsibility is to monitor the pool for swimmers in distress and provide assistance, if necessary. The course instructor is responsible for implementing the pool safety plan.

g. All pool personnel must be thoroughly trained in emergency procedures to include practice under simulated conditions (i.e. near drowning, diving injury, stoppage of breathing, pool evacuation, loss of power/lights) at least annually.

h. The individual hired to assist the certified physical education instructor supervise the swimming classes may be a qualified swimming coach or qualified lifeguard who is at least sixteen (16) years of age or older and meets the above criteria for an instructor. The lifeguard must be under the supervision of the certified instructor.

i. Teachers and swimming coaches must meet the minimum legal requirement of American Red Cross Lifeguard Training, American Red Cross Standard First Aid, and American Red Cross CPR/AED. ~~(optional in light of Ia-iii)~~

2. General

a. One of the two required staff members shall be charged with responsibility for implementation and coordination of pool safety standards.

6142.63(c)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Personnel Requirements (continued)

b. At least one additional appropriately certified individual, as previously described, shall be responsible for lifeguard duties whenever instruction is provided by the designated staff member or substitute.

c. The instructor to student ratio shall not exceed the American Red Cross standard of 1:25. (A 1:12 ratio is preferred)

Responsibilities of the Teaching Staff

Teachers have a duty of care that operates for any activity in which children are involved and that duty of care cannot be transferred to anyone else. The Board recognizes that this responsibility, described in law, is equivalent to the standards expected of a responsible and careful parent. This applies to all activities within the school curriculum and to extracurricular activities organized by the school during and outside school hours, whether on or off school site. Teachers are responsible for the safety of all students involved in any aspect of the swimming instructional program or extra-curricular aquatic.

In relation to swimming this means that:

- Children are appropriately supervised when changing;
- Students are under control at all times;
- Headcounts are taken before, during, and after sessions;
- Normal and emergency procedures are taught and enforced; and
- Teachers have an overview of the swimming ability of their children in the conduct of their class.

Any individual who teaches or assists in teaching, coaches or assistant coaches, or supervises students participating in any aquatic activity must fulfill the statutory requirements previously detailed.

~~Alternate language:~~ Teachers assigned as swimming instructors must hold a valid CPR certification issued by the American Red Cross, a valid lifeguard certificate issued by the Red Cross and a valid Red Cross Water Safety Instructor Certificate.

The Principal of the school that engages in any aquatic activity shall be responsible for obtaining a copy of the water safety instructor certificate, and must provide a copy of each aquatic activity supervisor certificate to the Superintendent before allowing the aquatic activity instructor/supervisor to teach, coach, supervise, or assist in teaching, coaching, or supervising, any aquatic activity.

6142.63 (d)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Responsibilities of the Teaching Staff (continued)

Class Management (Pool Safety Plan)

It is considered good practice to establish safety procedures for swimming activities. The following guidelines for supervision and safety must be followed:

- Parental/guardian consent is secured in writing prior to allowing participation in any activities in the school pool.
- Students shall not be sent to the pool area until the instructor and lifeguard are present.
- During the first swimming session of a group, a swimming proficiency test must be given to determine each student's swimming ability.

The swimming instructor with a current certificate as a water safety instructor or acceptable equivalent must administer these tests using the standards of the American Red Cross or its equivalent. The standard to consider using is that the swimmer should have the ability to swim 50 yards using a minimum of two strokes, change direction while swimming and follow the directions of a lifeguard.

- Based upon the test, the students are to be divided into groups based upon swimming ability. (e.g. Group children as swimmers or non-swimmers) Non swimmers shall be confined to water less than chest deep or three and one-half feet.
- Students must be instructed not to run around, splash or shout in the pool area.
- Students must not be permitted to enter into the pool unsupervised.
- Emergency procedures shall be explained and practiced during lessons. If the teacher/instructor is the only qualified lifesaver, they must not attempt a rescue which

involves entering the water until the safety of all of the students has been secured. This means that they are out of the pool or are holding onto the poolside.

- All students must be registered or counted both before and after the lesson and checked while in the water.

- A buddy system shall be used in which swimmers of similar ability are paired together at the start of the session to provide each student with a "personal protector." At intervals during the session a signal shall be given (at least every 15 minutes) in which students must find and join their assigned buddy. Whenever a student is suspected of being missing, as soon as a student notices that ~~he/she~~they cannot see ~~his/her~~their buddy, that fact shall be immediately reported to one of the adults in the pool area.

6142.63(e)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Class Management (Pool Safety Plan) (continued)

- A "lost swimmer plan" is to be implemented when a child is missing. The swimming activity is to be discontinued, the water is to be cleared of all children sending them to a safe location and a search of the pool and pool area instituted immediately.

- Students must be encouraged to report any accidents to the teacher/instructor.

- The depth of the pool must be brought to the attention of students in addition to a suitable pool entry method.

- The instructor must be located in such a position that ~~they~~he/she ~~are-is~~ is able to see all the students at all times.

- Students not in the pool are to be supervised by another adult.

- Where anti-chlorine goggles are to be used for a medical condition or for reasons of confidence, the students must be taught how to use them properly.

- The wearing of masks, snorkels and other equipment must be restricted to organized club events.

Optional: Adults other than Teachers (AOTTs)

Adults Other Than Teachers (AOTTs) can be extremely helpful and may be absolutely essential, to support the delivery of swimming instruction in school and in the extended aquatic activities curriculum whether on or off site. They can:

- support and work beside teachers,
- supervise changing,
- administer first aid (if trained),
- look after any unwell children or children who are not swimming.

Teachers cannot transfer their duty of care to adults other than teachers. Such individuals should also be vetted by a criminal background check.

Lifeguard Provision

The qualified instructor, in addition to a qualified swimming coach, or a qualified lifeguard must be present at aquatic activities and be certified as lifeguards. They, as required by statute, have the responsibility for lifeguarding/rescue and resuscitation, and must be suitably trained and qualified.

6142.63(f)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Lifeguard Provision (continued)

A certified lifeguard must be present whenever a District school pool is in use by students. Lifeguards must be present for all District sponsored activities including any time the pool is used for swimming instruction. The lifeguard shall have the authority to order any person who does not comply with the rules of the Connecticut Department of Public Health or those of the Board to leave the pool and pool area.

The following provisions shall pertain to lifeguards working with District pool facilities:

1.All lifeguards must possess a current lifeguard's certificate or license issued by the American Red Cross or another nationally-recognized organization that conducts aquatic training programs or other entity acceptable to the Connecticut Department of Public Health. A copy of such certificate or license must be available for inspection in or near the pool area.

2.All lifeguards must wear approved swimming attire which can identify them as a lifeguard at all times while on duty.

3.No lifeguard, while assigned to supervise the pool, may be used as a teacher, teacher's aide, coach, or assistant coach, or be involved in any additional duties that would distract his/her attention from the proper observation of the pool area.

Students engaged in a swimming activity, must be monitored at all times by a fully certified lifeguard.

1.The designated lifeguard must be positioned and prepared to respond to an emergency in less than 30 seconds.

2.Personnel working in a life guarding role must have immediate access to a rescue tube.

3.Lifeguards must be properly attired, dressed in a manner that identifies them as lifeguards and enables them to perform a rescue when needed, and have an emergency whistle at all times. This would generally require a swimsuit or shorts and a shirt.

4.Footwear is optional and a loose fitting style is recommended.

The location of an elevated lifeguard chair must be so located as to compensate for glare and blind spots, provide for a clear view of the pool bottom, and are in a position which provides complete surveillance coverage of the pool area. If more than one lifeguard is used, each must have designated areas of responsibility and be able to have total visual surveillance of that swimming area. Lifeguards should take frequent breaks to avoid fatigue, but there must be enough coverage during each of these times at the pool, or sections of it must be closed and posted as such

6142.63(g)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Lifeguard Provision (continued)

Data pertaining to drowning incidents, found many have occurred directly before, during, and after a chair rotation because the lifeguards were distracted and did not provide constant surveillance during the rotation procedure.

Lifeguards need to take sufficient breaks because failure to do so has been identified as a contributing factor in drowning. Lifeguards shall take frequent breaks to avoid mental and physical fatigue. (Research indicates a lifeguard attentiveness declines after 30 minutes.) If another lifeguard is not available to cover during breaks, such as a single lifeguard facility, the pool must be closed during the break.

Investigations of student drowning that occurred during school swim physical education classes have determined that if the lifeguard is performing instructional activities it distracts from life guarding duties and has been a contributing factor in drowning as a result.

Aquatic Facility Requirements

Standard: All use of electricity within the pool facility or its related facilities (locker room, shower room, walkways, and storage room) must be free of all possible electrical hazards. Daily inspections of the facility are necessary to assure that adequate safety levels are maintained. Lifeguards/Pool coordinator / Pool Supervisor are responsible for daily inspections of the pool area.

Daily inspections of the facilities are necessary to ensure that adequate safety levels are maintained. Any problems such as unsafe water conditions, broken equipment, loose ladders, electrical equipment malfunction, broken/loose main drain grates, etc., are to be reported and immediately corrected. Required supervision personnel shall be on premises at all times the pool is in use and will conduct at least one visual check daily, prior to operation. This visual check shall confirm the pool is in compliance with safety requirements, including inspection of safety equipment and water quality. A log shall be maintained recording the time of inspection and the number of persons using the pool.

Electrical - Electrical shock in areas where moisture is prevalent presents a severe threat to life. Electrical equipment, used as teaching or coaching aids, must be made safe for all users and checked regularly for deterioration.

a. Electrical wall outlets in the pool area or related areas must be equipped with ground fault interrupters, covered and easily rendered inoperable.

b. Plug-in appliances must be properly grounded.

c.Extension cords must be free of splices and of one continuous length.

6142.63 (b)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Aquatic Facility Requirements (continued)

2. Lighting - Pool rooms and related areas are often solely dependent on artificial lighting. Therefore, illumination levels must be carefully observed in order to avoid unsafe conditions.

a.Poolroom lighting and water clarity must provide adequate visibility such that a 6 inch disk placed in the deepest section of the pool is visible from the pool deck at a distance of 30 feet.

b.Natural and artificial lighting must not produce surface glare on the water or pool bottom that impedes the supervisory capability of a lifeguard, coach or teacher at any time.

c.All lighting in the pool area, related rooms and areas must be properly maintained and continuously operational.

d.Exits must be clearly marked and continuously functional.

e.A backup lighting system must be provided and tested monthly by the custodial staff and periodically by the instructional and/or coaching staff.

f.Light switches and all wet floor areas must be grounded and coated with nonconductive material.

3. General

a. Pool environments must reflect daily concern for orderliness and safety. This includes the deck free of clutter, instructional and safety equipment in good repair, properly stored and ready for use. Responsibility for this equipment rests with the individual user.

b.Sanitary procedures must be implemented on a daily basis on the pool deck, locker room and shower area.

c. Wet floor areas must be adequately maintained so as to provide a safe walking surface.

d. Only those personnel who are authorized by the school administration should have access to pool chemicals and service equipment.

e. Pool regulations must be posted in the pool room and locker area. These regulations must prohibit rough play, spitting or spouting of water, swimming without a lifeguard present, or use of the facility by personnel with broken skin or contagious disease.

4. Exits

a. Access to exit doors in walkways must be unimpeded, clearly recognizable and quickly accessible.

b. Two emergency exits must be maintained within the poolroom.

c. Emergency exits must be clearly marked, visible and continuously operational.

d. Kickboards, lane lines, baskets and other equipment must be properly stored so as to maintain unimpeded exits.

e. Doors other than exits must be properly marked so as to avoid confusion during emergency conditions.

f. Designated exits must have sufficient capacity for the occupant load.

6142.63(i)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Aquatic Facility Requirements (continued)

Safety Equipment Requirements

All swimming pools must be equipped with the minimum safety equipment specified by the local health codes and the regulations of the Connecticut Department of Public Health. Persons responsible for swimming pool activities must be familiar with the

location and competent in the use of this equipment. Suggested guidelines follow:

1. Two rescue tubes, 48-52 inches in length must be available in the poolroom, ready for immediate use from either side of the deep end of the pool.
2. One rescue/reaching pole of 12 feet minimum length must be mounted on each side wall of the poolroom near the deep end of the pool.
3. One elevated lifeguard chair must be located on the pool deck so as to provide the observer with a clear unobstructed view of the pool bottom at its deepest point.
4. A safety line equipped with colored floats must be available for recreation or instructional swimming to mark the changes in grade in the pool bottom.
5. A fully stocked first aid kit shall be immediately available in the pool area and will include rubber gloves.
6. A stretcher and two blankets shall be easily accessible to the pool area.
7. A backboard (spine board) shall be located in close proximity to the stretcher.
8. A conspicuously marked emergency telephone must be located on the wall outside of the pool office. The pool area emergency plan should be posted nearby in waterproof plastic. Emergency directions specific to the facility should be inscribed on the emergency plan so that the person making the call can "read a script" to the emergency rescue dispatcher.
9. All personnel with supervisory responsibility for aquatic activity should be well-versed in the safety and emergency plans for the facility. An annual rehearsal of the emergency response plan shall be periodically completed.

6142.63(j)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety)

Safety Equipment Requirements (continued)

Aquatic activities shall not be conducted at any pool leased or used by the Board of Education, unless safety equipment complies with the Connecticut Department of Public Health Regulations.

Unauthorized Use of Pool

All designated emergency exit doors must be equipped with self-closing and self-locking hardware that facilitates exiting.

1. All other pool entry doors must be lockable from both sides and equipped with self-closing and self-locking hardware.
2. Pool office and storage room door shall be locked when not in immediate use.
3. Following a school aquatics event, locking the pool doors is the direct responsibility of the school pool supervisor (pool coordinator). The custodian assumes responsibility for all other user groups.
4. Computer-generated security keys are strongly suggested for use in pool areas.
5. Keys should be limited in number, assigned to specific staff members, securely stored and never loaned to unauthorized personnel.

Emergency Procedures

Careful planning is a prerequisite to any accident prevention or injury response program. A written plan of action that responds to all foreseeable emergency situations is essential in order to ensure efficient action during crisis situations.

1. Specific plans must be developed in response to a potential drowning, stoppage of breathing or serious injury. In addition, written directions shall be conspicuously posted for contacting the emergency response system, providing information to expedite their arrival, managing other swimmers, notifying the Principal and releasing information to the media.
2. Procedures for response to serious injuries and emergency should be conspicuously posted adjacent to the emergency telephone. These directions should include emergency telephone numbers, emergency script, pool phone number and other important numbers.
3. Emergency alarms and public address systems must be audible throughout the poolroom and its related facilities. Procedures for reacting to such alarms or announcements should be established and practiced periodically (at least annually).

6142.63(k)

Instruction

Physical Education

Aquatic Activity Safety (Pool Safety) (continued)

General Pool Health and Safety Rules

- Showers are required before entering the pool.
- Street shoes are not allowed on the pool deck.
- Food or drink is not allowed on the pool deck.
- Glass items or containers are not allowed in locker rooms or on the pool deck.
- No running, pushing or horseplay on the pool deck or in the locker rooms.
- Jump in feet first, facing forward, straight ahead.

“Diving is permitted at a minimum safe diving depth of 9 feet.

- One person at a time on a diving board, no cartwheels or handstands.
- Go straight off the end of board. Back dives and back flips are allowed off of diving boards, but not on the side of the pool. Swimming under diving boards is not allowed when they are in use. Each diving board area must be roped off as a separate space and from swimming areas. Non-swimmers and weak swimmers are to stay in the shallow end of the pool. Persons under the influence of alcohol or drugs are to be prohibited from using the pool.
- People with communicable diseases or open or bleeding sores are prohibited from using the pool.
- Anyone who's been ill with vomiting or diarrhea within the last two weeks is prohibited from using the pool.

Board of Education Policy Regarding:
Instruction – Exemption from Instruction
Policy # 6144.1
Amended:
Supersedes/Amends: New 12/13/22

Substance Abuse Education

Substance abuse education is required by state statutes for all students annually, and students are not exempt.

Religious

If the religious belief and/or teachings of a student or ~~his/her~~their parents or guardian are contrary to the content of a school subject, or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent or guardian must present a written request for exemption to the Principal stating the conflict involved. In the event of religious exemption, an alternate assignment will be provided.

Medical

If a student is unable to participate in a physical education class, ~~he/she~~the student must present to the Principal or designee a statement from a physician stating the reason for ~~his/her~~their inability to participate.

HIV/AIDS Instruction

Currently, there is no cure for those infected with HIV, but the Board of Education believes that education is the best way to prevent the spread of HIV. By learning the facts about HIV / AIDS, students will be able to make decisions that will keep them healthy and perhaps save their lives.

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS) / HIV upon receipt of a written request for exemption from ~~his/her~~their parent or guardian.

"HIV/AIDS Instruction" is defined as ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS) offered by the District pursuant to state law.

Bilingual Education

A student will be exempted from the bilingual program upon receipt of a written request for exemption from ~~his/her~~their parent or guardian. Equivalent instruction, as determined by the teacher, will be provided.

Dissection of Animals

A student will be exempted from Dissection Instruction upon receipt of a written request for exemption from ~~his/her~~^{their} parent or guardian. "Dissection Instruction" is defined as instruction in which a student must participate in, or observe, the dissection of any animal.

Any student excused from participating in or observing the dissection of any animal as part of classroom instruction shall be required to complete an alternate assignment to be determined by the teacher.

Exemptions from required instruction do not excuse a student from the total semester hours required for graduation.

Family Life and Education Instruction

Students, parents, or guardians shall be informed of their right to exempt the student from the family life program. The student will be exempted upon a written request for exemption from ~~his/her~~^{their} parent or guardian. "Family Life Instruction" is defined as instruction pertaining to family planning, human sexuality, parenting, nutrition, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life.

Any student excused from any aspect of the curriculum may be required by the teacher to complete an alternate assignment.

Note: Dissection, family life education, and HIV/AIDS are three instructional areas in which, as indicated, upon the written request of a parent/guardian, the Board is required to permit curricular exemptions for instruction.

Sexual Abuse and Assault Awareness and Prevention Program

"Sexual abuse and assault awareness and prevention program" is defined as the state-wide program identified or developed by the Department of Children and Families in collaboration with the Department of Education and Connecticut Sexual Assault Crisis Services, Inc. (or a similar entity) that includes age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to, (A) the skills to recognize (i) child sexual abuse and assault, (ii) boundary violations and unwanted forms of touching and contact, and (iii) ways offenders groom or desensitize victims and (B) strategies to (i) promote disclosure, (ii) reduce self-blame, and (iii) mobilize bystanders.

A student shall be excused from the sexual abuse and assault and prevention program in its entirety or any part thereof, upon receipt by the Principal or ~~his/her~~ designee, of a written request from the student's parent/guardian.

Any student excused from any aspect of the curriculum may be required by the teacher to complete an alternative assignment. Any student excused from participating in the sexual abuse and assault awareness program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work as determined by the teacher.

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-16c State board to develop family life education curriculum guides.

10-16e Students not required to participate in the family life education program.

10-17f Required bilingual program (as amended by PA 98-168)

10-18d Animal dissection. Students to be excused from participation or observation.

17a-101q Statewide sexual abuse and assault awareness and prevention program.

10-19(b) AIDS education.

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught.

Policy adopted:

Field Trips
Policy #6153

Amended:

Supersedes / Amends: Field Trip Policy, 1/11/1996

See Also:

To the extent that budgetary resources permit, the Board of Education encourages and sanctions student trips or other out-of-district school activities, including participation in interscholastic events, community civic projects, and international travel which are of value, helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each student shall be given guidance in setting up educationally sound variations in ~~the student's~~ his school program to enable ~~him/her~~ the student to participate and shall be counseled as to ~~his/her~~ the student's obligations in fulfilling them. The administration may place restriction upon a student's participation when in the staff's judgment ~~his/her~~ the student's welfare requires it.

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

Board of Education Policy Regarding:
Non-Discrimination and Grievance Procedure for Section 501,
Title IX, and Title VII Regulations
Policy # 0521
Amended:
Supersedes / Amends: #0521 dated 04/08/00, 2/7/2012

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, (including gender identity/expression) national origin, disability, marital status, or age or because of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, marital status or age of any other persons with whom the individual associates. In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings. The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board. The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX, and other civil rights or discrimination issues. The Board will adopt, and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints. Federal civil rights laws prohibit discrimination against an individual because they have opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act. (cf. 4111 — Recruitment and Selection) (cf. 4111.1/4211.1 — Affirmative Action) (cf. 4118.11 — Nondiscrimination) (cf. 4118.111 — Grievance Procedure-Title IX) (cf. 4118.113/4218.113 — Harassment) (cf. 5145.4 — Nondiscrimination) (cf. 5145.5 — Sexual Harassment) (cf. 5145.51 — Peer Sexual Harassment) (cf. 5145.52 — Harassment) (cf. 5145.6 — Student Grievance Procedure) WINCHESTER BOARD OF EDUCATION, WINSTED, CT POLICY NUMBER 0521 (CONTINUED) ADOPTED: 02/07/2012 PAGE 2 OF 2 (cf. 6121 — Nondiscrimination) (cf. 6121.1 — Equal Educational Opportunity) LEGAL REFERENCE: Title VII, Civil Rights Act, 42 US.c. 2000e, et seq. EEOC Guidelines on Sex Discrimination. Title IX of the Educational Amendments of 1972, 20 US. C. 1681 et seq. OCR Guidelines for Title IX. Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, SCAO 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19,2001) Meritor Savings Bank. FSB v. Vinson, 477 US. 57 (1986) Faragher v. City of Boca Raton, No. 97-282 (US. Supreme Court, June 26,1998) Gebbs v. Lago Vista Indiana School District, No. 99-1866, (US. Supreme Court, June 26,1998) Davis v. Monro County Board of Education, No. 97-843, (US. Supreme Court, May 24, 1999.) Connecticut General Statutes 16a-60 Discriminatory employment practices prohibited. 15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation") 153 Discrimination on account of marital status. 101 Protection of children from abuse.

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

Board of Education Policy Regarding:
Community Use of School Facilities
Policy # 1330

Amended:

Supersedes / Amends: 09/13/2011, 5/25/2012

1. Since school buildings and grounds ("School Facilities") are public property, it is the policy of the Board of Education to make them available for public use in the benefit of the community, to the extent that such public use does not interfere with or compromise their educational purpose and function.
2. It is not the policy of the Board of Education to profit from such public use of School Facilities, but neither is it the policy of the Board of Education that it should incur expense or liability as a result of such usage, now or in the future.
3. Persons or groups interested in using School Facilities should make application to the relevant school principal, who, in conjunction with the Superintendent of Schools, shall make a binding non-appealable determination of such request.
4. Permission to use School Facilities shall be made subject to the Board of Education being held harmless by the users directly, or by the Town at the Town's discretion, from all costs, claims and liabilities whatsoever arising out of such use, including but not limited to costs, claims and liabilities arising out of damage, loss, injury, litigation, and the costs of required supervisory or custodial resources.
5. Application forms for the use of school facilities, obtained from the building Principal, must be completed and presented to the building Principal involved along with evidence of required insurance at least fourteen (14) days prior to the date of use. Any fees assessed must be paid one week in advance of the scheduled activity. Any charges for unanticipated custodial fees or for damages shall be paid within 10 days of receipt of a bill for such charges.
6. The use of school facilities for school purposes, meetings of students, parent-teacher organizations, and other organizations affiliated with the schools have precedence over all others as determined by the building Principal.
7. The following users shall not be charged a rental fee or custodial fee during the hours of 3 PM to 10 PM on regularly scheduled school days.
 - a. School affairs sanctioned by the Board of Education
 - b. PTO and other school related agencies
 - c. Municipal agencies, boards and commissions of the Town

- d. The Gilbert School sponsored events or activities
- e. Activities sponsored by the Winchester Town Recreation Board

At the discretion of the Superintendent, use of school facilities by no-profit organizations or by profit-making entities may be allowed, provided that the entity is charged the relevant fee, pays for custodial services if needed, provides appropriate supervision and evidence of required insurance. For good cause shown, the Superintendent may waive fees otherwise required hereunder.

Where additional staffing, preparation or significant extra cleaning is required, or when use extends beyond 10 PM, custodial fees shall be charged to all users at rates established by the Board of Education unless the school district would be liable for such fee in which case the fee shall be waived.

All users shall pay both the rental fee and custodial fee for use of school facilities on non-school days unless the school district would be liable for such fees in which case the fees shall be waived.

8. All activities must be under competent adult supervision approved by the principal of the building involved. Unless specifically waived by the principal, an assigned school employee will be present in the facility at all times during use. The group using the facilities will be responsible for any damage to the building or equipment or for any liability claims arising during the time the group is using the facilities.

9. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified unless requested changes are approved in writing by the principal.

10. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.

11. Liability insurance for injuries or damage is required and must be documented except where this coverage is already provided by the Board of Education.

12. The following activities are prohibited:

- a. Smoking or vaping anywhere in school buildings.
- b. Use of alcoholic beverages
- c. Eating and drinking (except in the cafeteria area).

13. The facility use fee schedule will be reviewed annually by the Board of Education and updated if needed.

14. In situations where there is no cost factor to the District, or in situations where a mutual exchange of facilities is possible between the school district and the organization, fees may be modified or eliminated by the Superintendent. In situations where extended use is required, rates may be set at a contract price by the Superintendent.

15. Exceptions to any of the items above must be approved by the Superintendent.

16. The Board of Education reserves the right to revoke permissions for use previously granted

RULES GOVERNING USE OF SPECIAL AREAS

1. Use of Gymnasium for Athletics

a. Rubber soled shoes of a type that will not mark the floor will be used by all participants.

b. Heat, ventilation, lights and adjustment of movable athletic equipment athletic equipment are to be regulated only by School employees.

c. Locker rooms, showers and dressing rooms must be left in order subject to the satisfaction of the school employee. No towels will be furnished.

d. Athletic equipment belonging to the school or to school organizations may not be removed from the gymnasium without permission of the school authorities.

e. No eating or drinking is allowed in the gymnasium other than water used by participating athletes.

f. Baseball, soccer and field hockey may not be played in the gymnasium.

2. USE OF CLASSROOMS, LIBRARY, OR CAFETERIA

a. Furniture may be moved/replaced only by the custodian or under their direction.

b. Use of kitchen facilities is permitted only by special arrangement with school administration and the cafeteria manager.

c. Use of equipment must be specified at the time of application.

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

Board of Education Policy Regarding:

Business - Crowdfunding

Policy # 3281.1

Amended:

Supersedes / Amends: 11/12/2019

Introduction

The Board of Education recognizes that crowdfunding campaigns have become an increasingly popular method by which teachers and organizations can procure funding for specific projects and/or programs. The revenue-raising potential that crowdfunding campaigns may provide may be a benefit for District programs and classrooms. The District further recognizes, however, that unregulated employee use of crowdfunding campaigns on behalf of the District can subject both the District and employees to significant potential legal liability.

Purpose

The purpose of this policy is to effectively regulate and establish parameters for use of crowdfunding campaigns for District purposes, on behalf of the District, or for the purpose of supplementing District programs.

Definitions

Campaign, for the purposes of this policy, is a fundraising effort designed to raise funds to meet an advertised goal or need.

Crowdfunding, for the purposes of this policy, the practice of funding a project or venture by raising monetary contributions, typically via the Internet, for a particular purpose or cause.

Eligible Organizations, for purposes of this policy, include any school-sponsored student organization that has been formally recognized/approved by the Board and granted permission to engage in crowdfunding on behalf of the District, subject to the requirements of this policy. District-affiliated organizations including, but not limited to, parent/teacher organizations and booster groups are not subject to the requirements of this policy.

Guidelines

1. Prohibition on Unapproved Crowdfunding on Behalf of the District

District employees, including coaches and activity sponsors, may not engage in crowdfunding campaigns related to their roles or duties as a District employee or otherwise benefiting the District, including District programs, initiatives, mission, students, or staff without prior written authorization from a designated administrator.

Approved crowdfunding campaigns must operate in compliance with all laws and all other Board Policies and Administrative Guidelines.

Only employees and/or eligible organizations with written approval from the District pursuant to this policy are permitted to utilize crowdfunding campaigns for District purposes or programs.

Groups, clubs, and/or organizations that have not been granted formal recognition/approval by the Board may not be granted permission to engage in crowdfunding campaigns on behalf of the District.

Employees and/or eligible organizations that have not obtained written approval pursuant to this policy may not solicit funds or items on behalf of the District on a crowdfunding website; give the appearance of soliciting funds or items on behalf of the District on a crowdfunding website; use the District's name, logo, mascot, or other identifying information in a crowdfunding post; or link to or reference any of the District's websites, social media sites, or other site, platform or account associated with the District.

Absent written approval by the District of a crowdfunding project pursuant to this policy, employees are prohibited from identifying on a crowdfunding site that they are an employee of the District, if such identification may lead a reasonable reader to infer from the crowdfunding post that the funds designated will be utilized by or within the District or for a District program. Employees may not utilize their District email address for any crowdfunding campaigns, unless the campaign has been approved by the District.

2. Procedures

Employees and Eligible Organizations. Employees and eligible organizations wishing to utilize crowdfunding for District purposes or programs are required to obtain written permission for doing so by submitting a pre-approval request form, consistent with the requirements of this policy, to building administration. Written permission must be received before proceeding with any crowdfunding efforts.

It shall be the responsibility of building administration, as applicable, to approve all crowdfunding requests. The pre-approval request form shall be available in school offices and/or on the District's website. Crowdfunding requests that are incomplete, not submitted in writing, and/or that do not meet the requirements of this policy shall not be considered for approval.

Any employee/eligible organization must submit a written request for approval of a crowdfunding project. The written request for approval must be provided directly to building administration, as applicable, via the designated approval form and must contain the following:

- a. The name, job title, school, and email address of the requester, or, if the applicant is an eligible organization, the names of and contact information for two members of the eligible organization who shall be responsible for overseeing the crowdfunding campaign;
- b. The crowdfunding website or physical location (site) to be used;
- c. The items being requested and/or the amount of funds targeted to be raised;
- d. The classroom, program, and/or activity to be benefited;
- e. The exact language that will be included in the post/advertising for the crowdfunding campaign; and
- f. The start and projected end dates of the post/advertising.

Crowdfunding requests shall not be approved unless they meet the following conditions:

- a. Crowdfunding campaigns must meet the requirements set forth in this policy, including obtaining written approval and posting on a District-approved crowdfunding site;
- b. Where crowdfunding proceeds are in the form of funds, such funds must be sent to building administration, as applicable, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose;
- c. Funds for crowdfunding, rather than items are preferred. Where items are received from a crowdfunding project instead of monetary funds, all items become the District's property and must be delivered directly to the building administration of the building in which they will be used;
- d. All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with the District-approved curriculum;
- e. Before building administration accepts technology related items, the building administration is responsible to confirm acceptability with the Coordinator of Technology and Media Services.
- f. All crowdfunding campaigns, including the solicitation of donations, online posting, selection of items, and/or use of funds must be consistent with all applicable laws and board policies; and
- g. All crowdfunding campaigns must have specific, pre-determined beginning and ending dates.

Crowdfunding Projects MAY NOT:

- a. Disparage the District or any of its buildings, programs, students, or employees or paint the District or any of its employees, students, or programs in a negative light;
- b. Include pictures of District students in the crowdfunding post or on the posting individual's home or biography page on the crowdfunding site;
- c. Include identifying information of any District student on the crowdfunding site;
- d. Be used for personal gain of any individual other than the District-related benefits associated with the campaign's purpose;
- e. Result in funds and/or items being provided/delivered directly to the individual who requested the funds;
- f. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
- g. Violate Title IX or any other applicable state or federal law;
- h. Be contingent on additional District spending or require "matching" funds from the District or another organization;
 - a. Request food items that do not meet the "smart snacks" standards of the USDA regulations for school nutrition; or

- j. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student's special education program, necessary for a student to achieve their IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by the District.

3. Designation of Approved Crowdfunding Sites

All crowdfunding sites that are approved by the District must meet all of the following requirements:

- a. The site must be operated by a legitimate corporation or limited liability company with no significant history of fraud, unlawful activity, financial mismanagement, or other misconduct.
- b. The site must have a policy that requires all funds raised by an individual on behalf of the school to go directly to the school, not the individual who posted/advertised the fundraising request.

To the extent that no crowdfunding sites available meet all of the requirements above, the District shall not approve requests for crowdfunding.

Sites designed for crowdfunding by schools and/or educators shall be given preference, if they meet the requirements of this section.

4. Additional Requirements and Regulations

Where a crowdfunding campaign requires the electronic transfer of funds, building administration in consultation with the Director of Business Affairs shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign should not be approved.

The District reserves the right to refuse funds that have been raised through an approved crowdfunding campaign if it discovers that the project violated this policy or was in violation of the crowdfunding site's requirements, policies, and/or regulations.

The District reserves the right to terminate any pre-approved crowdfunding campaign for any reason or withhold approval for any crowdfunding campaign project for any reason.

Items obtained through crowdfunding must fulfill the purpose of the approved crowdfunding campaign.

The Director of Business Affairs shall be promptly notified of any unused funds and determine the appropriate way to expend or return the unused funds.

It shall be the responsibility of the individual whose crowdfunding campaign is approved by building administration, as applicable, to ensure that all applicable laws and rules, including rules and requirements established by the crowdfunding site, are followed.

All items/materials obtained through District-approved crowdfunding are the property of the District. While preference shall be given for the items/materials to be used and maintained by the employee who originally obtained them through crowdfunding (where applicable), the District

reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary.

Delegation of Responsibility

The Superintendent or designee shall ensure that procedures and guidelines are in place to monitor all crowdfunding requests. The Superintendent or designee shall disseminate and explain information to building administration and post information on the District website. Building administration will be responsible for forwarding all information to their staff and eligible organizations.

Crowdfunding Request Form

WINCHESTER BOARD OF EDUCATION
 WINCHESTER PUBLIC SCHOOLS
 WINSTED, CONNECTICUT

Board of Education Policy Regarding:

Business / Non-Instructional Operations

Safety – Safe and Secure School Facilities, Equipment, and Grounds

Policy # 3516(a)

Amended:

Supersedes/Amends: 3516 - 8/13/2013, 12/8/2020

Goal: It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

Safety and Hazard Assessments: Schools/District shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, buses, and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. Involvement of local officials, including the First Selectman/Mayor/Town Manager, Superintendent of Schools, law enforcement, fire, public health, emergency management, and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school, in accordance with the provisions of C.G.S. 10-222m.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score, and provide feedback on fire drills and crisis response drills conducted pursuant to C.G.S. 10-231.
6. A requirement that the Board of Education submit annual reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills.

7. Procedures for managing various types of emergencies.

8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

P3516(b)

Business/Non-Instructional Operations

Safety - Safe and Secure School Facilities, Equipment, and Grounds (continued)

9. A requirement that the Safe School Climate Committee of each school, established pursuant to C.G.S. 10-222k, collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying and report such information, as necessary, to the district's Safe School Climate Coordinator and the school's school security and safety committee.

10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan. (The Department of Emergency Services and Public Protection is required to make such standards available to the Board of Education. The Department of Education is required to distribute such standards to all public schools.)

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection, with the required documentation in the manner requested.

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students, and family members.

Safety and hazard assessments shall be conducted annually for building facilities and grounds. The district shall report annually on safety and hazard assessments to the Superintendent of Schools or their designee. Written inspection reports shall be kept on file for 10 years. District shall correct identified hazards before being used by students, staff, or community members.

Maintenance: District shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, buses, and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and

communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for 10 years.

Supervision of Students: All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, industrial arts classrooms, and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

P3516(c)

Business/Non-Instructional Operations

Safety - Safe and Secure School Facilities, Equipment, and Grounds (continued)

Staff Training: The District will provide regular training and information to all school employees pertaining to the District's school emergency management systems and protocols, including violence prevention training and emergency response procedures.

School Security and Safety Committee

Each school year thereafter, each District school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (guidance counselor, school counselor, social worker, school psychologist, school nurse, or child mental health specialist), a parent/guardian of an enrolled student and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

P3516(d)

Business/Non-Instructional Operations

Safety (continued)

Use of School Security Consultants

When determined necessary, the District will utilize qualified school security consultants operating in Connecticut. Such consultants used will be listed on the registry maintained by the Department of Emergency Services and Public Protection and published on its website.

(cf. 3517 – Security of Buildings and Grounds)

(cf. 4131/4231 – Staff Development)

(cf. 4148.1/4248.1 – School Security and Safety Committee)

(cf. 5142 – Student Safety)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.7 – Safe Schools)

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-220f Safety Committee

10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.

10-222m School security and safety plans. School security and safety committees

10-22n School security and safety plan standards

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety

WINCHESTER BOARD OF EDUCATION
 WINCHESTER PUBLIC SCHOOLS
 WINSTED, CONNECTICUT
 BOARD OF EDUCATION POLICY REGARDING:
 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
 Transportation Guidelines
 Policy #3541
 Amended:
 Supersedes/Amends: 1/1/1996, 9/9/2008

ARTICLE I - RESPONSIBILITIES

A. GENERAL RESPONSIBILITY

Responsibility for the transportation and safety of children to and from school is a divided function. Local boards of education are charged with providing the service; the State Board of Education provides consultative services and hears appeals; the Motor Vehicle Department establishes rules and regulations on equipment and operation of buses and makes annual inspections. The Department of Public Works, Roads Division, under the auspices of the Winchester Board of Selectmen, is responsible for the maintenance of town roads and sidewalks. Local police are responsible for crossing protection, enforcement of traffic regulations, and enforcement of sidewalk clearance of snow and ice. The Board of Education will provide a summary of bus requirements for students to each family at the beginning of the school year.

B. BUS CONTRACTORS

When the Winchester Board of Education contracts for service, the bus contractor will:

1. Maintain buses in safe condition in accordance with statutes and Motor Vehicle Department regulations.
2. Submit to the Winchester Board of Education within one month of the award of a contract, a list of persons who are to operate the school buses.
3. Employ only licensed drivers to serve as substitutes.
4. Prior knowledge and consent of the Winchester Board of Education is required for any portion of a contract to be subcontracted.
5. Provide an adequate number of reserve drivers.
6. Require each driver to hold a public service operator's Type C License and to be familiar with the rules and regulations concerning the operation of school buses.
7. Establish a regular schedule for servicing buses. Indicate items to be covered, i.e. oil, grease, tires, battery, etc.

C. BUS OPERATORS

1. The school bus operator will:
 - a. Hold a proper state driver's license.

b. Have a public service operator's Type C license.

2. The school bus driver will:

a. Know and observe the statutes, rules, and regulations pertaining to the operation and equipment of school buses.

b. Make and log the completion of a daily inspection before starting out, checking brakes, windshield wipers, stoplights, directional signals, tires, and make sure that the windshield, lenses on lights, rear windows, and inside of the bus are clean.

c. Promptly report in writing to a designated supervisor the need for repairs or any irregularity in mechanical performance.

d. Successfully complete a Red Cross basic first aid course.

3. The school bus operator should refuse to take out a bus that contains a mechanical defect which could lead to an unsafe condition.

4. The school bus operator will:

a. Be in complete charge of the bus and all passengers while the bus is in operation.

b. Provide a written report of any serious student behavior problems or persistent student disregard of rules and regulations. Disciplinary measures are the responsibility of school authorities.

c. Maintain a list of students assigned to the bus and provide passage consistent with the capacity of the vehicle for those students.

d. Be aware at all times of the position of the bus on the highway.

e. The school bus operator must not stop the bus in an intersection to receive or discharge passengers.

f. The school bus operator should discharge students only at their approved bus stop unless requested by the building principal.

g. Obey motor vehicle rules and all traffic regulations.

h. Be sure that the bus is empty of all children at the end of their run.

D. PUPIL RESPONSIBILITY

1. While waiting for the school bus and boarding it:

a. On the way to school, pupils will:

1. Be at their stop at the designated time. The bus runs on schedule.
2. Wait for the bus on the shoulder of the highway (or on the sidewalk) and not on the paved roadway.
3. Wait until the bus comes to a full stop before trying to get aboard.
4. Wait their turn. There should be no crowding.
5. Obey the directions of the bus driver.

b. Upon leaving school, pupils will:

1. Follow the directions of the teacher.
2. Obey the directions of the bus driver.
3. While riding in the bus, pupils will:

a. Remain in their seat while the bus is in motion.

b. Observe the usual rules of good conduct so as to ensure one's own safety and the safety of others.

1. Converse quietly. Students will not shout at other pupils or the driver.
2. Students will obey the bus driver and refrain from throwing objects or engaging in behavior that may damage or deface bus seats, equipment, or the property of others.
3. Secure permission of driver before opening windows of the bus.
4. Speak respectfully to the driver and fellow students.
5. Do not eat, drink, or smoke on the bus.

3. When leaving the school bus:

a. At school, pupils will:

1. Take their turn, and not crowd.
2. Go directly to their room or the place previously designated.

b. At their home bus stop, pupils will:

1. Watch their step getting off the bus.
2. If across the highway from home, stand on the shoulder of the road at the front of the bus until the driver signals that it is safe to cross; then cross in front of the bus. Traffic experts do not consider this good practice in any other traffic situation. Pupils will learn that this procedure applies to travel on school buses only.
3. If it is not necessary to cross the highway, stand aside on the shoulder of the road until the bus moves on; then, when they can see traffic in both directions, walk on the shoulder of the road, (or on the sidewalk) to their home.

c. At the destination of a trip away from school, pupils shall obey the instructions of the teacher(s), chaperone(s), and the driver.

4. Any student who acts in an unruly, dangerous or disruptive manner while being transported by the Winchester Board of Education or one of its contractors, to or from any school or any school activity shall be subject to appropriate disciplinary action which may include suspension of transportation services and/or suspension from school.

E. PARENT/GUARDIAN/DESIGNEE RESPONSIBILITY

1. Parent/Guardian/Designee will:

a. Keep at hand, for ready reference the school schedule showing when the bus is due at their stop.

b. Have the responsibility to insure that children reach the school bus promptly and safely.

c. Accompany younger children (K - 3) to and from the bus stop for the first few days.

d. Instruct children:

(1) To walk facing traffic, if they must walk on the roadway.

(2) To look both ways before crossing the roadway.

(3) To wait on the sidewalk or, if no sidewalk exists, to wait on property adjacent to the roadway.

e. At all times set a good example in observing traffic rules and regulations.

ARTICLE II - PUPIL ELIGIBILITY

A. REGULAR TRANSPORTATION

1. Students shall be expected to walk up to the following distances on public roads to their designated school or transportation pick-up point unless the Superintendent of Schools, his/her designee, or the Winchester Board of Education determines that the walk is unduly hazardous (Note: The determination of walking distances for students is made by the District Business Manager with the help of the Company Contract manager):

Pre-Kindergarten	All buss	Kindergarten – Grade 2	0.5 miles
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2. Students in other grades may be expected to walk up to the following distances on public roads to school or designated transportation pick up points, unless the Superintendent of Schools or the Winchester Board of Education determines that the walk is unduly hazardous:

Grade 3 - Grade 5	One mile
Grade 6 - Grade 8	One and one-half miles
Grade 9 - Grade 12	Two miles

Any walking route to either bus stop or school which is not in excess of any of the above distances can be considered unduly hazardous. Additional standards for determining whether a walk is unduly hazardous are set forth in this policy under Article IV.

Special exceptions to these rules based on weather conditions between November 15th and April 15th may be made by the District Business Manager or designee with the assistance of the Company Contract Manager.

B. SPECIAL TRANSPORTATION

A parent may, in writing, ask the Superintendent of Schools, via the Building principal, to make an exception to the existing policy. Criteria for the exception remain at the judgment of the Winchester Board of Education. Criteria for special transportation are categorized below:

1. Special Education Placements - The Winchester Board of Education assumes the cost of transporting special education youngsters designated under 10-76 of the State Statutes, which meet the general policy as stated above.
2. Other Handicapped Pupils - Special transportation is provided for these students when designated by a Planning and Placement Team.
3. Physically Handicapped and Section 504 Pupils - Transportation may be arranged for students suffering from either temporary or long-term physical disabilities. Such transportation is authorized by a physician's office statement filed with the District pupil personnel office.
4. State Vocational Pupils - In compliance with Section 10-97, transportation is provided for Winchester pupils attending non-district technical or vocational schools, i.e., Oliver Wolcott or Regional #7.
5. Other Than Legal Residence - The Winchester Board of Education authorizes the Superintendent of Schools or designee to permit bus transportation to and/or from destinations other than legal residence of a student when such transportation is required by regular and daily day care needs, or unanticipated family emergencies. The Superintendent of Schools is authorized to permit such transportation, provided that:
 - a. There is sufficient room on another bus.
 - b. The alternative pick-up or delivery is at a regular stop on a regularly scheduled bus route, which is determined on an annual basis.

c. The purpose of the alternative transportation is not recreational, social, or related to after school youth activities.

d. Parent or guardian must authorize, in writing, an alternate bus stop.

6. Multiple students in the same household: If bus transportation to a specific school is provided to one bus-eligible child, other children in the household may be transported to the same school provided space is available on the bus.

ARTICLE III - TRANSPORTATION APPEALS

A. PROCEDURE

1. Whenever a parent or guardian makes a written request to the Superintendent of Schools or their designee for transportation for their /child(ren), a route modification, or a bus stop change, the parent shall be provided with a copy of both the Transportation Policy and the REQUEST FOR TRANSPORTATION form to be completed by the parent or guardian.

2. Upon receipt of the completed REQUEST FOR TRANSPORTATION form, the Superintendent of Schools or their designee shall review the request to determine eligibility for transportation, investigate or cause to be investigated the reasons cited as justification for the request, and assess any and all pertinent data which will aid in reaching a decision. No bus route or bus stop decision should be made or altered by the bus contractor, the bus driver, the principals, or others except in accordance with this policy.

3. Within ten (10) school days following the receipt of a REQUEST FOR TRANSPORTATION form, the Superintendent of Schools or their designee shall reach a decision to grant or deny the request. The Superintendent's decision must be forwarded to the parent or guardian, in writing, within fifteen (15) school days of the receipt of a REQUEST FOR TRANSPORTATION form. In the event the Superintendent of Schools receives a REQUEST FOR TRANSPORTATION form during the summer months when school is not in session, the Superintendent shall reach a decision to grant or deny the request within fourteen (14) calendar days following the receipt of the REQUEST FOR TRANSPORTATION form and such decision shall be forwarded to the parent or guardian, in writing, within twenty (20) calendar days of the receipt of a REQUEST FOR TRANSPORTATION form.

4. If the decision of the Superintendent of Schools is to grant the request, transportation shall be provided, a route modification made, or a bus stop changed as soon as practicable, but in no event later than five (5) school days following the decision of the Superintendent of Schools. If the Superintendent's decision is made during the summer months when school is not in session, the decision shall be implemented prior to the commencement of the school year. The Superintendent of Schools will notify the Winchester Board of Education of all granted exceptions at the next regular meeting.

5. If the decision of the Superintendent of Schools or their designee is to deny the request, the parent or guardian is to be advised of the reasons for such denial and informed that they may

appeal the decision by requesting a hearing before the Winchester Board of Education as provided in Section 10-186 of the Connecticut General Statutes. A copy of the PETITION TO THE BOARD OF EDUCATION form must accompany any letter of denial of a request.

6. Upon receipt of a PETITION TO THE BOARD OF EDUCATION form, or a hearing request in writing, the Winchester Board of Education shall hold a hearing within ten (10) school days following receipt of the form or request.

7. The parent or guardian shall be informed, in writing, not less than five (5) school days prior to the hearing of the date, time, place, and nature of the hearing. The notice shall also include a statement of the legal authority and jurisdiction under which the hearing is to be held; a reference to the particular sections of the statutes and board policy involved; and a short and plain statement of the matters asserted. If it is not possible to state the matters in detail at the time the notice is served, the notice may be limited to a statement of the issues involved. Upon application of the parent or guardian, a more definite and detailed statement shall be furnished.

8. The hearing before the Winchester Board of Education will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes. The Winchester Board of Education has ten (10) school days to render its decision.

9. If the decision of the Winchester Board of Education is to reverse the decision of the Superintendent of Schools, i.e., grant the request, transportation shall be provided, a route modification made, or a bus stop changed as soon as is practicable, but in no event later than five (5) school days following the decision of the Winchester Board of Education. In the event the decision of the Winchester Board of Education occurs during the summer months when school is not in session, such decision shall be implemented at the beginning of the school year.

10. If the decision of the Winchester Board of Education is to uphold the decision of the Superintendent of Schools, the parent or guardian is to be advised that they may appeal the decision by requesting a hearing before the State Board of Education.

NOTE: A parent or guardian may request a hearing with the Winchester Board of Education pursuant to Section 10-186 without initiating an administrative review by the Superintendent of Schools by filing a written request for such a hearing with the Winchester Board of Education.

ARTICLE IV - HAZARDOUS CONDITIONS

In review and evaluation of each request for a route modification or bus stop change, the Superintendent of Schools or their designee will confer with the Winchester Police Department to identify any potential hazards that may hinder the safety of the pupils walking to and from school or a bus stop.

The following criteria will be considered in evaluating whether a situation may be unduly hazardous:

1. A line of sight obstruction caused by a hill, curve, or structure, or other object which requires vehicles to travel at reduced speeds and in which the sight distance is not within the established safe braking distance;
2. Any street with posted speed limits in excess of 30 MPH not having traffic control devices at places where those streets must be crossed; such devices include, but are not limited to, traffic lights, stop signs, crossing guards;
3. Where the width of the road is excessively narrow and there is no suitable level area off the road for walking;
4. Where the history of vehicular accidents is found to be excessive and create a hazard for pedestrian children;
5. Number of cars traveling on the street during the hours before and after school;
6. The availability of crossing guards and/or traffic control devices.

A route may be considered hazardous and an exception granted to any provision of this policy wherein a peculiar condition or combination of conditions renders such condition a hazard based upon reasonable judgment.

LEGAL REFERENCE

CONNECTICUT GENERAL STATUTES

Section 10-220

Section 10-186

Section 10-187

Section 10-281

Section 10-97

Section 83-119

WINCHESTER BOARD OF EDUCATION
 WINCHESTER PUBLIC SCHOOLS
 WINSTED, CONNECTICUT
 BOARD OF EDUCATION POLICY REGARDING:
 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
 Bus Drivers
 Policy #3541.22
 Amended:
 Supersedes/Amends: 2/12/2013

The District may contract with a Student Transportation Services Contractor ("Bus Contractor") for school transportation and may also operate school transportation vehicles (STVs) that carry ten or fewer students. The Superintendent of Schools, or designee, shall approve all bus drivers and drivers of school transportation vehicles (STVs) employed by the District. The Bus Contractor, upon initial employment of a driver, shall provide to the Superintendent or designee a written certification that each driver is in all respects qualified to drive a school bus.

Each driver, whether employed by the District or by the Bus Contractor, shall have an annual physical examination as per current CT DOT/CTSDE requirements, shall hold all appropriate licenses, and shall have State Police clearance before being deemed eligible to transport students. Drivers shall also be subject to an alcohol and drug testing program. Documentation in support of compliance shall be filed with the Superintendent or designee prior to the first day of employment by the District and the Bus Contractor, as to its drivers, shall obtain such documentation within 30 days of employment.

A motor vehicle operator's license endorsement is not required to be held by a parent or other volunteer who transports one or more students in connection with a school-sponsored event or activity. Incidental, unplanned, and/or emergency operation of a motor vehicle by a paid teacher, coach, or other school employee or agent to transport students does not require the operator to hold an operator's license endorsement. (The vehicle does not meet the statutory definition of an "activity vehicle.") An operator's license bearing one or more appropriate endorsements must be held by any person who does not fall under the definition of "carrier" but who transports students in a service bus.

Any school bus driver or STV driver who tests positive for drugs or alcohol shall be prohibited from further employment as a driver after the first positive test.

All drivers prior to employment shall be subject to state and national criminal history checks. The Bus Contractor shall review at least twice monthly information provided by the DMV Commissioner regarding the withdrawal, suspension or revocation of the licenses of drivers employed by the Bus Contractor.

The Bus Contractor shall require each regular driver to participate annually in a locally developed first aid seminar of at least three hours duration. Whenever practical, substitute bus

drivers shall also be required to participate in the first aid experience. Drivers employed directly by the District shall whenever practical also participate in the first aid experience.

If necessary, the Superintendent or designee may remove a driver employed by the Bus Contractor from their assignment by notification to the Bus Contractor that a particular driver's eligibility has been revoked pursuant to this policy.

The Superintendent is directed to prepare administrative regulations applicable to drivers employed by the District that are substantially similar to the Controlled Substances and Alcohol Testing Program adopted by the District's Student Transportation Service Contractor, provided such program has been approved by the Superintendent. The Superintendent shall have the right to deny employment to any individual with an alcohol or drug related conviction.

Definitions:

Student Transportation Vehicle: Any motor vehicle, other than a registered school bus, used by a carrier for the transportation of students to or from school, school programs or school sponsored events.

Carrier: Any local or regional school district, any educational institution providing elementary or secondary education, or any person, firm, or corporation under contract to such district or institution engaged in the business of transporting students, or; any person, firm, or corporation engaged in the business of transporting primarily persons under the age of twenty-one for compensation.

(cf. 3541.23 – Bus Contractor Compliance)

(cf. 4212.42 – Drug and Alcohol Testing for School Bus Drivers)

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT
BOARD OF EDUCATION POLICY REGARDING:
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
Food Service
Policy # 3542.1
New Policy: 1/11/1996

The Food Service program shall be an integral part of the total educational program. An attractive, wholesome, well-balanced meal is essential for the best work from the students.

To accomplish this objective with appropriate economy, all administration of the food service program will be coordinated in the office of the Superintendent or designee. Business functions to be centralized will include central purchasing of food and supplies, centrally planned menus, and regular audits of all accounts.

The educational aspects of the school lunch program will be the responsibility of each school principal, subject to advice, counsel, and direction from the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts, and other feeding programs for public school children and employees

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT
Personnel / Athletic Coaches
Policy # 4001
Amended:
Supersedes/Amends: 4/12/2005

EVALUATION

Any person holding a coaching permit who is employed by the board to coach for a sport season shall be evaluated by their immediate supervisor on an annual basis. A copy of such evaluation shall be provided to the athletic coach.

APPEAL OF TERMINATION OR NON-RENEWAL

A decision to terminate or decline to renew the contract of an athletic coach who has served in the same coaching position for three or more consecutive years shall be communicated to such coach no later than ninety days after the completion of the sport season covered by the contract. Such coach may appeal such decision in the following manner:

1. Within seven days of receiving the notice of termination or non-renewal, the coach may make a written request for a statement of the reasons for such decision. The coach shall be given a statement of reasons within the succeeding seven days.
2. The coach may request an opportunity to appeal such decision to the board. This request must be made by the coach in writing within twenty days of receiving notice of the termination or non-renewal.

Nothing shall prohibit the board from terminating a coaching contract at any time for reasons of moral misconduct, insubordination, violation of the rules of the board or because a sport has been cancelled.

Legal References: Connecticut General Statute 10-222e

Public Act 04-243 An Act Concerning Termination of Coaches

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

Board of Education Policy Regarding
Personnel/Affirmative Action – Recruitment and Selection
Policy # 4111.1

Revisions: Approved 3/20/2018

Amended:

Supersedes / Amends: 2104 dated 5/8/90 and 4111 dated 6/14/94, 9/10/2002

See Also:

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the Americans with Disabilities Act, the Winchester Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

Equal Employment Opportunity

Both federal and state law prohibit discriminatory practices in hiring and employment. The Winchester Board of Education prohibits discriminatory acts in all district manners dealing with employees and applicants and requires equal employment opportunities for all employees and applicants. As an equal opportunity applicant, the Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, gender identity or expression, national origin, ancestry, sex, sexual orientation, past or present history of mental disorder, intellectual learning disability, learning disability, regarding any individual who can perform the essential functions of the job, with or without reasonable accommodations, physical disability (including blindness), or other disability except in a case of bona fide occupational qualification or need.

Equal Education Opportunity

Pursuant to IDEA, Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs of the board of education.

The Title IX Coordinator of the Winchester Board of Education shall monitor compliance of these policies. Further compliance with these policies is a responsibility of all district administrators.

If an employee feels that they have been discriminated against in regard to the preceding policy, a grievance may be filed with the Title IX Coordinator.

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status

46a-60 Discriminatory Employment Practices Prohibited

Title VII, Civil Rights Act

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

Board of Education Policy Regarding:
Security Check - Fingerprinting
Policy # 4112.5(a)

Amended:

Supersedes / Amends: New Policy 9/11/07

Each applicant for a position within the public school system shall be asked to respond in writing on the Winchester Board of Education employment application form whether they have ever been convicted of a crime and whether there are any criminal charges pending against them at the time of application. Each person hired by the school system shall be required to submit to state and national criminal record checks. In order to process such record checks, the following procedure will be followed:

No later than ten calendar days after the Superintendent or designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or designee will supply the applicant with a packet containing all documents and materials necessary for the applicant to be placed on the Winchester employee database. The applicant must then be fingerprinted for state and national criminal record checks by either a Regional Service Center or the District's Fingerprinting Technician within the timeframe required by law.

No later than ten calendar days after the Superintendent or designee has provided the successful job applicant with fingerprinting packet, the applicant must arrange to be fingerprinted. Failure of the applicant to have their fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

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.

Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or 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.

Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed the applicant/employee, will be made on a case-by-case basis. 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.

Adult education teachers and substitute teachers, if they are continuously employed by the district, do not have to be re-fingerprinted after fulfilling the initial requirement.

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to Connecticut General Statute 29-17a.

Legal Reference: Connecticut General Statutes

1-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 01-173 and PA 04-181

29-17a Criminal history checks. Procedure

WINCHESTER BOARD OF EDUCATION
 WINCHESTER PUBLIC SCHOOLS
 WINSTED, CONNECTICUT
 Board of Education Policy Regarding:
 Personnel-Certified/Non-Certified
 Remote Work/Telecommuting Policy/Telework
 Policy # 4113.6(a)/4213.6
 Amended:
 Supersedes / Amends:5/11/2021

The Board of Education (Board) recognizes that providing staff members the flexibility of working remotely may be necessary at times when widespread illness, a declared pandemic health emergency, natural disasters or other roadblocks interrupt the District's ability to conduct school and/or business on a regular basis. An authority outside the school district may, in addition to the Board and/or the Superintendent, direct school closures. In addition, the Board understands and supports the belief that during normal times of operation, it may be beneficial to have some staff members, with appropriate approval, fulfill their professional responsibilities by working remotely.

Telecommuting is not considered an entitlement, or a benefit. Telecommuting/Telework, for purposes of this policy, is defined as the performance of the essential functions of one's job description in a work location other than their assigned school or office. In addition, working remotely/telecommuting does not change in any manner the terms and conditions of employment with the Winchester Board of Education. Any change in the terms and conditions of employment shall be made a part of a Memorandum of Understanding (MOU) between the Board and the applicable employee bargaining unit.

This policy is temporary as necessary in order to address any immediate concern related to quarantine, natural disaster or other event that interrupts normal operations. To provide clarity, this policy outlines expectations and provides guidance should the need arise for staff to work from home.

Eligibility

Instructional and Administrative staff will be provided approval to work remotely off site for the duration of the identified remote learning days when deemed appropriate and necessary at those times identified by the Superintendent of Schools. Circumstances warranting such off-site work shall include situations of widespread illness, declared pandemic, lengthy school closures, natural disaster or other identification as made by the Superintendent.

Cafeteria, maintenance, and custodial staff may not be eligible for remote work.

Central Office staff may be eligible for remote work as determined by the Superintendent.

P4113.6(b) / 4213.6
 Personnel – Certified/Non-Certified

Remote Work/Telecommuting Policy/Telework (continued)

Availability

Those individuals approved for remote work will do so within the confines of their contractual hours unless otherwise approved ahead of time by the Superintendent. No employee shall work more than the contracted number of days provided in the parties' bargaining unit Agreement. The total number of contractual days will vary depending on whether an employee is considered a ten month or a twelve-month employee.

All staff working from a remote location will check their school email and voice mail and shall be available to students and families, or as otherwise directed by the administration during the timeframe listed above or for shorter intervals through various methods, including but not limited to email, voice mail, remote learning platform, or telephone/communication platform.

Responsiveness

It is the Board's expectation that remote work/telecommuting takes place during the identified work day as outlined above. Communication via email, personal phone or other means may take place. It is expected that staff working during this time respond in a timely manner to requests for information and be productive employees. Lack of responsiveness on the part of the employee may result in termination of remote work/telecommuting responsibilities.

Productivity Measurement

Employee productivity will be measured on time spent on tasks and projects, response to emails, response to parents/vendors, and overall efficiency in project and task completion.

Equipment Required

The District will either provide a technology device for those who require remote work or provide the necessary technological assistance which will enable the employee to utilize their own computer equipment to access the Internet for continuation of required work. The Board urges caution in accessing the Internet from public places and in accessing information and content from networks outside of the District's service. Utilizing the Internet from public WIFI is strongly discouraged in order to prevent compromising critical and sensitive student information and/or financial information. District technology support will continue to be available as needed. The District will not support personal equipment and the employee uses such equipment at their own risk and direction.

Remote/telecommuting work will cease when determined by the Superintendent or designee.

P4113.6(c) / 4213.6

Personnel – Certified/Non-Certified

Remote Work/Telecommuting Policy/Telework (continued)

1. An employee's performance when teleworking will be monitored in the same manner as all employees at their assigned school or office.
2. The work location must be free of distractions, as much as possible, and the employee must be accessible by email and/or phone during work hours.
3. The Superintendent or designee may authorize employees other than those identified as essential, who would otherwise report to work during emergency school closings, to instead work from an approved remote work location.
4. When schools are closed for the summer break, the Superintendent or designee may authorize eligible employees to work from the alternate work location periodically on an agreed-upon schedule if they are not assigned summer school responsibilities.
5. Teleworking may be used when the completion of special project work requiring minimal interruptions is approved by the supervisor.
6. Teleworking may be used when unusual circumstances such as construction, accident, or natural disaster make the assigned work location inaccessible/uninhabitable.

Guidelines for Telework

1. Telework may not be used in lieu of taking sick leave.
2. Employees approved for telework must comply with all District policies and administrative regulations/procedures including contracts and work schedules, and meet all evaluation performance standards.
3. Work-related injuries that occur in the alternate work location must be reported to the supervisor and require adherence to the worker's compensation guidelines.
4. Employees are responsible for maintaining and protecting equipment on loan from the District. Equipment on loan shall be used for work-related purposes only and use is governed by the District's Acceptable Use Policy.
5. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.

(cf. 4112/4212 – Appointment and Conditions of Employment)

(cf. 4113.1/4213.1 – Load/Scheduling/Hours of Employment)

(cf. 4113/4213 – Work Year)

(cf. 4115/4215 – Evaluation)

(cf. 4118.22 – Code of Ethics)

(cf. 4118.5/4218.5 – Acceptable Computer Network Use)

Legal Reference Connecticut General Statutes

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

WINCHESTER BOARD OF EDUCATION
 WINCHESTER PUBLIC SCHOOLS
 WINSTED, CONNECTICUT
 Board of Education Policy Regarding:
 Workplace Bullying
 Policy #4118.15
 Amended:
 Supersedes / Amends: 3/14/2012, 2/10/2015

The purpose of this policy is to promote a healthy, positive workplace climate so that every individual is able to contribute fully to our educational community. Every person has the right to dignity at work. The rights and responsibilities described in this policy apply to all employees, parents, and all who utilize or visit District facilities.

The Board requires all of its employees to treat all other employees, as well as students, with dignity and respect. Building principals and supervisory staff need to be sensitive to signs of stress among staff. During periods of high stress, staff may be observed acting in an unprofessional manner with each other. Unprofessional behavior must be dealt with, and not ignored. Further, rudeness will not be tolerated among the staff.

Consequences of Bullying in the Workplace

The Board of Education (Board) does not condone bullying in the workplace. Workplace bullying is antithetical to maintaining a congenial and healthy workplace. The Board desires to provide a workplace that is free from violence, harassment, intimidation, and other disruptive behavior. The Board is concerned that bullying in the workplace can affect people in a number of serious ways, which include:

- High stress; post-traumatic stress disorder (PTSD);
- Loss of self-confidence;
- Deterioration in the quality of work;
- Increased absenteeism;
- Financial problems due to absence;
- Lack of communication and teamwork;
- Lack of confidence in the District leading to lack of commitment to the position;
- Reduced self-esteem;
- Musculoskeletal problems;
- Phobias;
- Sleep disturbances;
- Increased depression/self-blame; and/or
- Digestive problems.

Definitions

“Workplace Bullying” is defined as conduct that a reasonable person would find hostile, intimidating, offensive, humiliating or an abuse of authority. It may be verbal, nonverbal, public or private. It is typically behavior repeated across multiple incidents; a single incident is rarely a violation. It may originate from any employee or from any individual to another. It is also bullying to continue policy-violating conduct when the targeted individual requests that it cease.

"Mobbing" is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Examples of Bullying in the Workplace

Inappropriate behavior includes actions that intimidate, offend, degrade or humiliate a worker, which at times can occur in the presence of co-workers, students, parents, contractors or visitors to the school or school activities.

The Board believes that:

- Bullies can be supervisors, subordinates, co-workers, and colleagues;
- Bullies often operate within the established rules and policies of their organization; and
- The damage that such actions cause, both to the targeted employee and to workplace morale, is significant.

The Board believes it is necessary to maintain a congenial, healthy and supportive workplace in order to avoid institutional bullying. Institutional bullying is when bullying becomes entrenched in an organization and becomes accepted as part of the workplace culture.

In order to develop and maintain a congenial, healthy and supportive workplace that contributes in a positive manner to the educational services provided to the students of the District, the Board considers the following examples of bullying as a detriment in the educational workplace.

The illustrative examples of bullying include, but are not limited to:

- Provocative or dehumanizing name calling;
- Belittling the person;
- Discounting or humiliating people at meetings;
- Deliberate exclusion from job-critical decision-making opportunities;
- Preventing an employee from meeting students' academic potential;
- Unwarranted or invalid criticism;
- Blame without factual justification;
- Being treated differently than the rest of a person's work group;
- Being sworn at;
- Exclusion or social or physical isolation;
- Rumors (or failing to stop them) and gossip about a person or school's reputation;
- Being shouted at or being humiliated;
- Being the target of practical jokes;
- Subjected to excessive monitoring; and
- Other inappropriate behavior includes actions that intimidate, offend, degrade or humiliate a co-worker, including occurrences in front of other co-workers, students, parents, contractors or visitors.

Reporting of Workplace Bullying/Procedures

Employees who believe they have been subjected to workplace bullying should report to the Building Principal/Superintendent of Schools in writing. The report should include details of the

date, time, place, and the specific conduct which occurred. The Building Principal/ Superintendent or designee will seek to maintain confidentiality while investigating the incident(s) but may discuss the situation with other supervisors/administrators or, if deemed necessary, with the Chairperson of the Board, via the Superintendent of Schools. The District will implement appropriate remedial measures. Disciplinary action may be taken if the severity of the workplace bullying makes that intervention appropriate. While investigating and responding to the prohibited misconduct, the Principal, Superintendent, or designee will give priority to avoiding possible retaliation or reprisals, while restoring and maintaining a congenial and healthy workplace.

At times, incidents of workplace bullying can be handled effectively in an informal manner. If an incident occurs that is offensive, it may be sufficient to explain clearly to the offender that the behavior is unacceptable. If the circumstances are too difficult or embarrassing for an individual, support may be sought from another colleague, a contact person, staff representative or an administrator. A complainant may decide, for whatever reason, to bypass the informal procedure and proceed to the filing of a written complaint.

Related Considerations

Bullying must not be confused with the non-abusive exercise of management rights to assign tasks, coach, and reprimand or take disciplinary actions against employees. Any administrator, supervisor or individual in a position of leadership to whom a complaint is reported (verbally or in writing) must take appropriate action according to internal procedures. Failure to comply may result in disciplinary action.

Freedom from retaliation is protected under this policy. Retaliation is a separate offense from the original claim of bullying. Protected individuals include complainants, or anyone who testifies, assists, or participates in any manner in an investigation or proceeding, internal or external, pertaining to the allegation of bullying.

Misuse of the policy is a violation of the policy itself.

This policy supplements but does not replace the District's policies pertaining to discrimination and harassment.

(cf. 0521 — Nondiscrimination)

(cf. 1316 — Conduct on School Property)

(cf. 4118.11/4218.11 — Nondiscrimination)

(cf. 4118.112/4218.112 — Sexual Harassment)

(cf. 4118.13/4218.13 Conflict of Interest)

(cf. 4118.211 — Retaliation and Whistle-Blowing)

(cf. 4118.24/4218.24 -- Staff/Student Relations)

(cf. 5131.911 Bullying)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

Board of Education Policy Regarding:
Personnel / Certified / Non-Certified
Personal Leaves – Family and Medical Leave Act
Policy # 4152.6(a)
Amended:
Supersedes / Amends: 4152.6 - 4/10/12, 3/20/18

Personal Leaves

Family and Medical Leave Act

The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA) as amended and the Family Medical Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances) and 2013 Final Rules. Eligible employees (employment for at least one-year and at least 1,250 hours actually worked in the twelve-month period immediately preceding the commencement of the leave) are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period.

Paraprofessionals are also eligible to benefits equal to those under the federal FMLA if such paraprofessional was employed for at least one year and for at least 950 hours over the previous twelve-month period preceding the commencement of the leave. A paraprofessional is defined as a school employee who performs duties that are instructional in nature or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

The District will continue to pay the District's share of the employee's health benefits during the leave. In addition, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay and other conditions of employment after the termination of the leave in accordance with Board policy and collective bargaining agreements.

Eligible employees are entitled to take unpaid leave for a covered family member's service in the Armed Forces, for any one or for a combination of the following reasons:

- A "qualifying exigency" as defined by Department of Labor regulations arising out of a covered family member's covered active duty or Federal call to covered active duty (includes National Guard and Reserves) in the Armed Forces including deployment to a foreign country or to international waters;
- To care for a covered family member who has incurred a serious injury or illness in the line of duty while on covered active duty in the Armed Forces (including as a member of the National Guard or Reserves) provided that such duty or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating;

- To care for a covered family member who is a veteran who is undergoing medical treatment, recuperation or therapy for a service related illness or injury that was incurred or aggravated while on active duty and manifested itself before or after the member became a veteran, within five years after a veteran leaves service; and/or

P4152.6(b)

4252.6

Personnel -- Certified/Non-Certified

Personal Leaves

Family and Medical Leave Act (continued)

- To care for a parent of a military member called to active duty provided the military member is the spouse, (including same-sex marriages*), parent or child of the employee.

When leave is due to a “qualifying exigency” of a service member, an eligible employee may take up to 12 workweeks of leave during any 12-month period. When such leave is to care for an injured or ill service member, an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Employees will not be deprived of any employment benefits accrued before taking FMLA leave.

The District will maintain health insurance benefits at the same basis as is provided to other similarly situated employees. Conversely, employees on FMLA leave are not entitled to accrue any seniority or benefits during the leave unless determined otherwise due to a collective bargaining agreement. When an employee returns from FMLA leave, benefits will be resumed in the same manner as provided prior to taking the leave, subject to any changes in benefit levels that may have occurred during the FMLA leave period and which affect the entire work force. Leave available for eligible employees under FMLA is not intended to supplement leave otherwise provided to such employees. The District may require the eligible employee substitute any accrued vacation or sick leave for any part of the twelve-week period that may be taken for the serious health condition of a spouse, child or parent, or for the employee’s own serious health condition.

In complying with the FMLA, the District will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

The Board, in compliance with state statute, shall provide to its employees who are a party to a civil union with the same family and medical leave benefits under the federal Family Medical Leave Act (FMLA) as are provided to employees who are party to a marriage. The term “marriage” includes a same-sex marriage which all states must now recognize, or common law marriages that either was entered into in Connecticut or another state that recognizes such

marriages or if entered into out of Connecticut is valid in the place where entered into and could have been entered into in at least one state. In addition, the Board shall allow its employees leave time under this policy to serve as organ or bone marrow donors.

The District, in compliance with FMLA's regulations, will post and keep posted on its premises, in conspicuous places where employees are employed, a notice explaining the provisions of the FMLA and providing information concerning the procedures for filing complaints of violations of the Act. Electronic posting may be utilized.

*Due to the Obergefell Supreme Court Decision, there is no distinction under the law between same sex and opposite sex spouses. It is advisable to refer to "marriage" and "spouse."

P4152.6(c)

4252.6

Personnel -- Certified/Non-Certified

Personal Leaves

Family and Medical Leave Act (continued)

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

(cf. 4118.14 - Disabilities)

(cf. 4151.2 - Family Illness)

(cf. 4152.3 - Maternity; Adoptive; Child Care)

Legal Reference: P.L. 103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993, as amended by H.R. 4986, the National Defense Authorization Act for Fiscal Year 2008, Section 585. 29 U.S.C. §2601 et seq. and the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, section 565, Title V.

Final Rule - published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29 CFR Part 825).

Final Rule – published in Federal Register, Vol. 78, Wed. February 6, 2013.

Final Rule – published in Federal Register, Vol. 80, No. 37, Wednesday, February 25, 2015

Connecticut General Statutes

46b-3800 Applicability of statutes to civil unions and parties to a civil union.

PA 07-245 An Act Concerning Family and Medical Leave for Municipal Employees.

PA 12-43 An Act Concerning Family and Medical Leave Benefits for Certain Municipal Employees

United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)

Obergefell v. Hodges, No. 14-556, 135 S. Ct. 2584 (2015)

Regulations - 4152.6(a) - 4252.6
Personnel - Certified/Non-Certified

Personal Leaves

Family and Medical Leave Act

The following administrative regulations apply only to the Family and Medical Leave Act (FMLA).

For purposes of this regulation the term “marriage” is defined to include a same-sex marriage, legally recognized in all states.

For purposes of this regulation, the term “spouse” refers to any individuals who are lawfully married under any state law, including common law marriages.

Eligibility

An employee who has worked for the District for at least 12 months is eligible for 12 work weeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. The 12 months of employment need not be consecutive months. Hours worked includes all hours, including overtime, an employee works but does not include paid leave time such as vacations, sick or personal leave, holidays etc. Full time professional instructional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement. Pursuant to USERRA, an employee returning from fulfilling their National Guard or Reserve military obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether they worked the 1,250 hours of service in the District. (§825.110)

Paraprofessionals are also eligible to benefits equal to those under the federal FMLA if such paraprofessional was employed for at least one year and for at least 950 hours over the previous twelve-month period preceding the commencement of the leave. A paraprofessional is defined as a school employee who performs duties that are instructional in nature or delivers either direct or

indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

For purposes of FMLA leave a 12-month period is the district's fiscal year, July 1 through June 30. (Note: the district has the option of designating another 12-month period based on calendar year or other criteria set out in the act. The other options include calendar year; the 12-month period measured forward from the date of an employee's first FMLA leave date; 12-month period measured backward from the date the employee takes any FMLA leave.) The 12 months of employment need not be consecutive months.

Regulations - 4152.6(b)

4252.6

Personnel - Certified/Non-Certified

Personal Leaves

Family and Medical Leave Act (continued)

Serious Health Condition

A "serious health condition" that would entitle an employee to FMLA leave is one involving continuing treatment by a health care provider that results in a period of incapacity of more than three consecutive calendar days and involves either treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion followed by a regimen of continuing treatment under the supervision of the health care provider.

Over the counter medication, bed rest, taking of fluids, exercise and other activities that can be initiated without a visit to a health care provider do not constitute continuing treatment.

Chronic conditions such as asthma and diabetes are considered a serious health condition even if individual episodes of incapacity do not last more than three days. Furthermore, conditions need not be chronic or long term when the condition is one which is not ordinarily incapacitating but for which multiple treatments are given because the condition would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention. Regarding long-term chronic conditions, the condition need not be incurable. The condition may involve a permanent or long-term incapacity and be one for which treatment may not be effective. (29 C.F.R. 825.114.)

Health Care Provider

The definition of "health care provider" includes any health care provider recognized by the employer or accepted by the group health plan of the employer. It also includes clinical social workers. (29 C.F.R. 825.118.)

Types of Leave

An eligible employee may take FMLA leave for: (§825.200) incapacity due to pregnancy, prenatal medical care; the birth and first-year care of a child; (§825.120) the placement of a child with the employee by adoption or foster placement of a child; (§825.121) the serious illness of an employee's spouse, parent or child; (§825.113, §825.122) the employee's own serious health condition that keeps the employee from performing the essential functions of their job; (§825.113, §825.123) to care for an eligible member* of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, or is otherwise on the temporary disability list for a serious injury or illness; (§825.122, §825.123) *spouse, son, daughter, parent or next of kin.

Regulations - 4152.6(c) / 4252.6

Personnel - Certified/Non-Certified

Personal Leaves

Types of Leave (continued)

A qualifying exigency (such as making legal, financial, and child care arrangements and taking care of family obligations), as defined by Department of Labor regulations of a spouse, child, or parent of the employee who is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty status in the Armed Forces including deployment to a foreign country or to international waters; and a veteran suffering a service related illness or injury that was incurred or aggravated while on active duty (or existed before the beginning of the service member's active duty and was aggravated by service in the line of duty on active service) within five years after a veteran leaves service.

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal or family leave for any unpaid portions of family or medical leave taken for any reason. In situations where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted. (An employee may elect, or the District may require, an employee to use accrued vacation, personal or medical/sick leave for purposes of a medical leave.) An employee cannot compel the District to permit the employee to use accrued medical/sick leave in any situation which the leave could not normally be used.

In cases in which the employee is absent due to a Worker's Compensation injury that also qualifies as an FMLA serious health condition, and if the employee agrees with the Board to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Worker's Compensation weekly benefit in an appropriate amount so that the employee can maintain their regular weekly income.

All FMLA absences for the same qualifying reason are considered a single leave and the employee maintains eligibility as to that reason for leave throughout the applicable 12-month period.

An eligible employee for FMLA leave must receive at the time of their eligibility notice a written notice of "Rights and Responsibilities" detailing their specific expectations and obligations and explaining the consequences of their failure to meet these obligations. This notice shall include any requirement to provide medical certification, the right to substitute paid leave, payment for benefits and job restoration rights upon expiration of the leave.

Regulations - 4152.6(d) / 4252.6

Personnel - Certified/Non-Certified

Personal Leaves (continued)

Spouses Employed by the School District

If spouses, as defined in this regulation, eligible for leave are employed by this school district, their combined amount of leave for birth, adoption, foster care placement and parental illness will be limited to a maximum combined total leave equal to 12 weeks in any twelve-month entitlement period. If either spouse or both uses a portion of the total 12-week entitlement for the above cited purposes, each is entitled to the difference between the amount they have taken individually and the 12 weeks of FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement period. An employee may not take FMLA leave to care for a parent-in-law.

Unforeseeable, Continuous, Intermittent and Reduced Leave

Unforeseeable leave involves situations such as emergency medical treatment or premature birth.

Continuous leave is taken for a set number of days or weeks.

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury rather than one continuous period of time.

Reduced leave is a leave schedule that reduces employee's usual number of hours per work week, or hours per work day.

Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/placement of a child or to care for a newborn or recently adopted child. In the case of foreseeable intermittent or reduced leave, the employee must schedule the leave to minimize disruption to the district's operation.

An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, spouse, child or parent. Intermittent leave or reduced schedule leave for other persons will be permitted only with the approval of the Superintendent or designee.

The employee who wishes to use intermittent or reduced leave shall, whenever possible, give prior notification to the District. Although the District and employee may agree to an intermittent or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent basis or on a reduced leave schedule. The district may provide such leave for medical leave but the district may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave provided said leave amounts to more than twenty (20) percent of the total number of working days in the period during which the leave would extend. The employee must furnish the District with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.

Regulations - 4152.6(e) / 4252.6

Personnel - Certified/Non-Certified

Personal Leaves

Employee Entitlement to Service Member FMLA

The federal FMLA and the Connecticut paraprofessional FMLA provisions entitle eligible employees to take leave for a covered family (their spouse, child, or parent) member's service in the Armed Forces. Except as listed in this section, an employee's rights and obligations to service member FMLA leave are governed by existing FMLA policy and regulations.

Service member FMLA provides eligible employees unpaid leave for a covered family member's service in the Armed Forces, for any one or for a combination of the following reasons:

A "qualifying exigency" arising out of a covered family member's active duty or call to covered active duty in the Armed Forces including deployment to a foreign country or to international waters may include issues arising from short notice deployment, attending certain military events, arranging for alternate childcare, attending school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, parental care and attending post-deployment reintegration briefings as well as participating in additional activities arising out of the active duty or call to active duty. In order to secure leave for a qualifying exigency, employees must submit a completed DOL Form WH-384 along with a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. DOL Form WH 384 must be completed and returned within 15 calendar days of the date the District distributes the Form to the employee;

To care for a covered family member who has incurred a serious injury or illness in the line of duty while on covered active duty in the Armed Forces including a member of the National Guard or Reserves, provided that such duty or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating; and/or

To care for a veteran suffering a service related illness or injury, as long as the veteran was a member of the Armed Forces, National Guard, or Reserves within five years of requiring care.

When leave is due to a "qualifying exigency" of a service member, an eligible employee may take up to 12 work weeks of leave during any 12-month period. Eligible employees can take more than one period of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness, except that no more than 26 work weeks of leave may be taken within any single 12-month period.

Leave that qualifies both as leave to care for a covered service member and leave taken to care for a family member with a serious health condition during the "single 12-month period" cannot be designated and counted as both leave to care for a covered service member and leave to care for a family member with a serious health condition.

Regulations - 4152.6(f) / 4252.6

Personnel - Certified/Non-Certified

Personal Leaves (continued)

Employees are not obligated to provide notice to the District when they first become aware of a covered family member's active duty or call to active duty status. An employee's obligation to provide notice of leave due to a qualifying exigency is triggered when the employee first seeks to take such leave. Where this leave is foreseeable, eligible employees must provide notice to the District that is "reasonable and practicable."

In compliance with the final FMLA rule, §825.310, separate certification requirements shall be utilized for military caregiver leave. The District shall use the DOL WH-385 (Revised February 2013) form in obtaining medical certifications of Military Caregiver Leave.

When such leave is to care for an injured or ill service member, an eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for the covered service member (either currently serving service member or covered veteran). Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. In order to care for a covered service member, an eligible employee must be the spouse, child, or parent or next of kin of a covered service member.

Service member FMLA runs concurrent with any other leave entitlements provided under federal, state or local law

In order to secure this extended leave, employees must submit a completed DOL Form WH-385 (current service member) or WH-385 (Veteran). This Form must be completed and returned within 15 days of the date the district distributes the Form to the employee.

Definitions

Covered Service Member: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy, and was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

Regulations - 4152.6(g) / 4252.6

Personnel - Certified/Non-Certified

Personal Leaves

Definitions (continued)

Covered Active Duty: In the case of a member of a regular component of the Armed Forces, duty during deployment of the member of the Armed Forces to a foreign country; and in the case of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. §101(a)(13)(B).

Next of Kin: The nearest blood relative of an individual. (In this order: brother, sister, grandparents, aunts, uncles, first cousins) Excluded are the covered service member's spouse, parent, child, as they already are entitled to leave for this purpose. A covered service member may designate, in writing, another blood relative as their nearest blood relative for purposes of military caregiver FMLA leave. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to care for the covered service member either consecutively or simultaneously. When a designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

Outpatient Status:

With respect to a covered service member, this means the status of a member of the Armed Forces assigned to:

(a) a military medical treatment facility as an outpatient; or

(b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Qualifying Exigency:

The U.S. Department of Labor's definition of this term includes the following eight (8) situations: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post deployment activities, and (8) additional activities to address other events which arise out of the covered military member's active duty or call to active duty status, provided the employer and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave. (See form WH-384)

Regulations - 4152.6(h) / 4252.6

Personnel - Certified/Non-Certified

Personal Leaves

Definitions (continued)

"Single 12-Month Period" The U. S. Department of Labor has determined that for purposes of military caretaker leave is a period that commences on the date an employee first takes leave to care for a covered service member with a serious injury or illness.

Serious Injury or Illness:

In the case of a current member of the Armed Services, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

In the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period of five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or

(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and

such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

Regulations - 4152.6(i) / 4252.6

Personnel - Certified/Non-Certified

Personal Leaves

Definitions (continued)

(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

In order to secure this extended leave, employees must submit a completed DOL Form WH-385 (current service member) or WH-385V (veteran). This Form must be completed and returned within 15 calendar days of the date the District distributes the Form to the employee.

Leave to Care for a Covered Service Member

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall:

1. make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District; and
2. provide the District with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The Board of Education may require that a request for leave to care for a covered service member be supported by a certification issued by the health care provider of the person in need of care. The employee shall provide, in a timely manner, a copy of such certification to the District.

Certification will be sufficient if it states:

1. the date on which the serious health condition or serious injury or illness commenced;
2. the probable duration of the condition; and

3. the appropriate medical facts within the knowledge of the health care provider regarding the condition.

If leave is to be taken on an intermittent or reduced leave schedule for planned medical treatment, the certification must contain the dates on which such treatment is expected to be given and the duration of such treatment.

Regulations - 4152.6(j) / 4252.6

Personnel -- Certified/Non-Certified

Personal Leaves (continued)

Leave Related to Active Duty or a Call to Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on covered active duty or has been notified of an impending call to active duty is foreseeable, the employee shall give such notice to the District as is reasonable and practicable.

The Board may require that a request for leave because of a qualified exigency arising from the fact that the employee's spouse, child, or parent or covered service member is on covered active duty or has been notified of an impending call to covered active duty be supported by a certification issued in accordance with regulations issued by the Secretary of Labor. If the Secretary issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification to the school district.

Benefits

The District will maintain the employee's health coverage under the District's group health insurance plan during the period of FMLA leave. The Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee should make arrangements with the District to pay the employee's share of health insurance (e.g. family coverage) prior to the beginning of the FMLA leave, to avoid loss of coverage. If the employee does not return to work after the leave's expiration, the employee will be required to reimburse the District for payment of medical insurance premiums during the FMLA leave, unless the employee does not return because of a serious health condition or circumstances beyond the control of such employee.

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits and pensions.

Notice

When the FMLA leave is foreseeable, the employee must notify the District in writing of his/her request for leave at least 30 days prior to the date when the leave is to begin. The employee must explain the reasons for the needed leave so as to allow the District to determine whether the leave qualifies under FMLA. Failure to give notice may result in the leave beginning thirty days after notice was received. If the leave is not foreseeable, the employee must give notice as early as is practical under the facts and circumstances of the particular case, but no later than one to two work days after learning that leave will be necessary. A spouse or family member or other responsible party may give the notice if the employee is unable to personally give notice. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.

Regulations - 4152.6(k) / 4252.6

Personnel -- Certified/Non-Certified

Personal Leaves

Notice (continued)

The District, as required, will post and keep posted on its premises, a notice explaining the provisions of FMLA and with information concerning the procedures for filing complaints of violations of the Act. Electronic posting is sufficient to meet this posting requirement. The notice must be posted even if the District has no FMLA-eligible employees. The FMLA notice, in the absence of an employee handbook, shall be given to each employee when hired.

The District, when a request for FMLA leave is received, will provide the employee the following information, listing the employee's obligations and requirements:

1. A statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement.
2. A reminder that employees requesting family and medical leave for a serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so.
3. An explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution.
4. A statement notifying employees for paying any premium or other payments to maintain health or other benefits.

(This notice may be accompanied by the FMLA medical certification form if the District requests its employees to complete such form. The notice of rights and responsibilities may be distributed electronically.)

The District must notify the employee, in writing, of his/her eligibility to take FMLA leave within five (5) business days of receiving said request, with medical certification(s) and any other required information, absent extenuating circumstances. The District may provide the

“Eligibility” and “Designation” notices at the same time if there is sufficient information to do so.

In situations where the District has failed to provide timely notice and the delay does not cause the employee harm or injury, retroactive notice may be provided. In all cases where leave would qualify for FMLA leave protection, the District and the employee can mutually agree that the leave be retroactively designated as FMLA leave.

District failure to provide required notice can be considered “interference” with an employee’s FMLA rights.

Regulations - 4152.6(l) / 4252.6

Personnel -- Certified/Non-Certified

Personal Leaves

Notice (continued)

The District may deny the leave if the employee does not meet the notice requirements.

Certification

The District shall require the employee to provide certification of the employee’s serious health condition from a health care provider containing specific information required under the law if an employee requests a medical leave. If there is a question concerning the validity of such certification a second, and, if necessary, a third opinion can be required both at the expense of the District. The health care provider designated or approved by the District may not be employed by the school system on a regular basis. In the case of a third opinion, the opinion of the third health provider will be binding on both the school district and the employee. The District shall also require the employee to present medical certification of the family member’s serious health condition and that it is medically necessary for the employee to take leave to care for the family member.

If the leave was for reasons related to the employee’s serious health condition, upon the employee’s return to work, the District will require that the employee present a fitness statement from the employee’s health care provider certifying that the employee is able to return to work.

The required certifications must be obtained from the health care provider who is treating the individual with the serious health condition.

Medical certification must be provided fifteen days after the request for medical certification unless it is impracticable to do so. Employees taking family and medical leave for the birth, adoption or foster care of a child are not required to obtain a medical certification. The District

may request recertification every thirty days. Recertification must be submitted within fifteen days of the District's request.

The District will utilize separate medical certificates forms when employees request leave to care for a family member with a serious health condition and for those situations when the medical need for leave is prompted by the employee's own serious health condition.

The District will notify employees, in writing, of any additional information that is necessary to complete the medical certificate and allow employees seven (7) calendar days to provide said additional information. If the employee fails to submit a complete and sufficient certification despite the opportunity to cure the deficiency, the District may deny FMLA leave.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification shall be denied until such certification is provided. The District requires sufficient FMLA certification in support of any request for FMLA leave for either the employee's own or a covered family member's serious health condition.

Regulations - 4152.6(m)

4252.6

Personnel -- Certified/Non-Certified

Personal Leaves

Certification (continued)

Verification must also be presented when requesting FMLA leave to care for the employee's spouse, child, or parent with a serious health condition.

Upon request by the District, employees must provide FMLA certification even when substituting paid leave.

The District may request medical recertification for continuing, open-ended conditions, every six months. Medical recertification may be requested on a more frequent basis if there are other changed circumstances or for other reasons as outlined in the FMLA regulations.

The District may require annual medical certifications in cases where serious health conditions extend beyond a single leave year. This does not apply to certificates to support a request for injured service member leave.

Restoration

An employee's right to return to the same or an equivalent position is contingent upon the employee's continued ability to perform all the essential functions of the position. The District may demand more than a "simple statement" of the ability to return to work. Fitness for duty certification for intermittent leave may be requested by the District if reasonable safety concerns exist.

When the employee returns from leave, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment shift, and geographically proximate workplace in accordance with Board policy, practices and applicable collective bargaining unit agreements. Employees are entitled to any unconditional pay increase, such as cost of living increases, that occur during the period to their FMLA leave.

Under certain circumstances, the District may deny restoration to a key employee. The District will comply with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10% of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.

Further, the District may deny restoration to an employee if the District shows that the employee would not otherwise be employed at time of reinstatement for reasons such as layoff, shift or special project elimination. In addition, collective bargaining agreements between the Board and employee groups will not diminish the rights of the employee established by FMLA.

A returning employee cannot be restored to a position that requires additional licensure of certification.

Employees are not entitled to accrue seniority during any FMLA leave, but taking the leave may not result in the loss of any benefits that were accrued prior to the leave.

Regulations - 4152.6(n) / 4252.6

Personnel -- Certified/Non-Certified

Personal Leaves (continued)

Instructional Employees

Special rules apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:

1. to care for a family member, or
2. for the employee's own serious health condition and is foreseeable based on planned medical treatment (i.e. chemotherapy, prenatal visits, physical therapy etc.) and
3. the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, then the District may require the employee to choose either to:
 1. take the leave for a period of a particular duration, not greater than the duration of the planned treatment; or
 2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position. However, an instructional employee cannot be transferred to an alternative position when the employee takes intermittent leave that amounts to twenty (20) percent or less of the total number of working days in the period during which the leave would extend.

Intermittent leave is not available to take care of a newborn or recently adopted child.

Limitations also apply to instructional employees who take leave near the end of a semester. When an instructional employee begins leave more than five weeks before the end of a semester the District may require the employee to continue taking leave until the end of the semester if:

1. the leave will last at least three weeks, and
2. the employee would return to work during the three-week period before the end of the semester.

An instructional employee, required to extend their leave by the District shall not have the "extra" leave counted against the employee's 12 work week entitlement unless the employee requests said additional leave be counted against the FMLA entitlement.

Regulations - 4152.6(o) / 4252.6

Personnel -- Certified/Non-Certified

Personal Leaves

Instructional Employees (continued)

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if:

1. the leave will last more than two weeks, and

2. the employee would return to work during the two-week period before the end of the semester.

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the semester.

Leave may not be counted against an employee during times (vacation periods) when they are not normally required to work.

When the employee is required to take leave until the end of the semester, only the time until the employee is "ready and able" to work shall be charged to FMLA leave.

Failure to Return

The District is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the employee.

Miscellaneous

1. An employee's serious health condition may also be a disability within the meaning of the Americans with Disability Act (ADA) which may also trigger requests for paid leave or workers' compensation benefits. The District may follow procedures for requesting medical information under the ADA or paid leave or worker's compensation programs without violating the FMLA. The District may also consider any information received pursuant to such procedures or benefit programs in determining an employee's entitlement to FMLA-protected leave.
2. When employees seek leave due to an FMLA-qualifying reason for which the District has previously provided FMLA protected leave, the employee must specifically reference the qualifying reason for leave or the need for FMLA leave.
3. The District requires employees to comply with all usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. The requirements include providing written notice of the reasons and anticipated start and duration of the leave or requirement that employees contact a specific individual of the District to request leave.
4. If there is a dispute between the District and an employee as to whether leave qualifies as FMLA leave, it shall be resolved through discussions between the District and the employee. The discussions and decisions must be documented in writing.

Appendix I: request for leave form

Appendix II: response to leave form

Special Provisions Concerning

Instructional Employees

In addition to the general leave requirements summarized for the Family and Medical Leave Act, the Act contains special rules which govern the family and medical leave rights of instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a class, small group or in an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include auxiliary personnel such as counselors, psychologists, curricular specialists, cafeteria workers, bus drivers or teacher aides who do not have as their principal job actual teaching or instruction. These special rules represent a Congressional effort to balance the educational needs of children with the family and medical leave needs of teachers.

The first special rule applies in cases where a teacher or other instructor needs to be out of the classroom intermittently or on a reduced schedule because of planned medical treatments for a serious health condition. If the teacher would be on leave for greater than 20 percent of the total number of working days during which the leave would extend, the Board may require the teacher to choose between (1) being temporarily transferred to a position outside of the classroom, which has equivalent pay and benefits and which better accommodates the teacher's need for recurring leave; or (2) taking continuous leave for the entire treatment period rather than a leave on an intermittent basis.

The second special rule applies in cases where a teacher or other instructor is scheduled to return from a family or medical leave near the end of a school term. A teacher may be required to extend the leave through the end of a term if he or she would otherwise have returned within the last two or three weeks of the term's end, depending on when the leave began and its duration. This special rule applies in three instances: (1) when a teacher begins a leave of at least 3 weeks duration more than 5 weeks before the end of the term, and the teacher is scheduled to return to school during the last 3 weeks of such term; (2) when a teacher begins a leave of at least 2 weeks duration within the 5-week period preceding the end of the term, and the teacher is scheduled to return to school during the last 2 weeks of such term; or (3) when a teacher begins a leave of at least 5 days duration within the 3-week period preceding the end of the term. In each of these instances, the Board of Education may require the teacher to extend their leave until the end of the semester in order to afford the teacher the needed leave without interrupting the educational process at a critical point in the school year. In such cases, the teacher possesses the same rights to reemployment and continuation of health insurance benefits as are provided under the Act's general provisions.

An instructional employee, when required by the District to extend their leave, shall not have the "extra" leave counted against the employee's 12 work week entitlement unless the employee requests said additional leave be counted against the FMLA entitlement.

Summary of Family and Medical Leave Act

The purpose of the Family and Medical Leave Act is to provide an unpaid leave of absence which enables employees to be absent from work for up to 12 work weeks without losing certain benefits. Such requests must be submitted in writing to the Superintendent. Such requests will be approved in accordance with the procedure outlined below and in compliance with the Family and Medical Leave Act.

Eligible Employees

Employees are eligible for family and medical leave under the Family and Medical Leave Act of 1993 if these criteria are met:

1. The employee has worked for the District for at least twelve months or 52 weeks. (The months and weeks need not be consecutive.)
2. The employee has worked at least 1,250 hours within the previous year. Full time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.
3. A paraprofessional is also eligible to benefits equal to those under the federal FMLA if such paraprofessional was employed for at least one year and for at least 950 hours over the previous twelve month period preceding the commencement of the leave.
4. A paraprofessional is defined as a school employee who performs duties that are instructional in nature or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

Eligible Reasons for Family and Medical Leave

1. Because of the birth of a child of the employee and in order to care for such a child.
2. Because of the placement of a child with the employee for adoption or foster care.
3. In order to care for the spouse, or child, or parent of the employee if the spouse, child, or parent has a serious health condition.
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty or has been notified of an impending call or order to active duty in support of a contingency operation.

Summary of Family and Medical Leave Act

Employee Obligations

When an employee requests family and medical leave, the school District will provide the employee with information listing the employee's obligations and requirements. Such information will include:

1. A statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement.
2. A reminder that employees requesting family and medical leave for a serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so.
3. An explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school District requires substitution of paid leave and the conditions related to the substitution.
4. A statement notifying employees for paying any premium or other payments to maintain health or other benefits.

Types of Leave

1. Foreseeable Family and Medical Leave

- a. Definition – Leave is foreseeable for the expected birth or placement of a child or for planned medical treatment.
- b. The employee must give at least thirty days' notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received.
- c. An employee must consult with the District prior to scheduling planned medical treatment to minimize disruption to the District. The scheduling of the planned medical treatment is subject to the approval of the health care provider.

2. Unforeseeable Family and Medical Leave

- a. Definition – Leave is unforeseeable in such situations as emergency medical treatment or premature birth.
- b. An employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.

c. A spouse or family member may give the notice if the employee is unable to personally give notice.

Summary of Family and Medical Leave Act

Types of Leave

3. Continuous, Intermittent, and Reduced Leave

a. Continuous – Employee will not report to work for a set number of days or weeks.

b. Intermittent – Employee requests family and medical leave for separate period of time.

c. Reduced – Employee's usual number of working hours per work week or hours per day are reduced.

d. Intermittent and Reduced Leave

1. Intermittent leave is available for the serious health condition of the employee, spouse, parent or child when medically necessary, or to care for a covered service member with a serious illness or injury.

2. In the case of foreseeable intermittent or reduced leave, the employee must schedule the leave to minimize disruption to the District's operation.

3. During the period of foreseeable intermittent or reduced leave, the District may temporarily move the employee to an alternative position with equivalent pay and benefits that would better accommodate recurring periods of leave, provided the leave amounts to more than twenty (20) percent of the total number of working days in the period during which the leave would extend.

4. Service Member Family and Medical Leave

The federal FMLA and Connecticut paraprofessional FMLA entitles eligible employees to take leave for a covered family member's service in the Armed Forces. Except as listed in this section, an employee's rights and obligations to service member FMLA leave are governed by existing FMLA policy and regulations.

Service member FMLA provides eligible employees unpaid leave for a covered family member's service in the Armed Forces, for any one or for a combination of the following reasons:

A "qualifying exigency" as defined by Department of Labor regulations arising out of a covered family member's covered active duty or Federal call to covered active duty (includes National Guard and Reserves) in the Armed Forces including deployment to a foreign country or to international waters;

To care for a covered family member who has incurred serious injury or illness in the line of duty while on covered active duty in the Armed Forces (including as a member of the National Guard or Reserves) provided that such duty or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating;

Summary of Family and Medical Leave Act

Types of Leave

To care for a covered family member who is a veteran who is undergoing medical treatment, recuperation or therapy for a service related illness or injury that was incurred or aggravated while on active duty and manifested itself before or after the member became a veteran, within five years after a veteran leaves service; and/or

To care for a parent of a military member called to active duty provided the military member is the spouse, parent or child of the employee.

When leave is due to a "qualifying exigency" as defined by Department of Labor regulations of a service member, an eligible employee may take up to 12 work weeks of leave during any 12 month period. Such leave may be taken on an intermittent or reduced leave schedule basis.

When such leave is to care for an injured or ill service member, an eligible employee (spouse, child, parent or next of kin) may take up to 26 work weeks of leave during a single 12 month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12 month period.

Service member FMLA runs concurrent with any other leave entitlements provided under federal, state or local law.

Use of Paid Leave

Employees may be required to use paid leave and vacation days at the start of the leave. The remainder of the days will be unpaid. Employees may elect to substitute accrued paid leave for unpaid family and medical leave.

Medical Certification

1. An employee shall be required to present medical certification of the employee's serious health condition and inability to perform the functions of the position of the employee.
2. An employee shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.

3. An employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.

4. The District may require the employee to obtain a second certification by a health care provider chosen by and paid for by the District if the District has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the District on a regular basis.

Summary of Family and Medical Leave Act

(Winchester District Provisions)

Medical Certification

5. If the second health care provider disagrees with the first health care provider, then the District may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the District.

6. Medical certification must be provided fifteen days after the request for medical certification unless it is impracticable to do so. Employees taking family and medical leave for the birth, adoption or foster care of a child are not required to obtain a medical certification. The District may request recertification every thirty days. Recertification must be submitted within fifteen days of the District's request.

7. Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification shall be denied until such certification is provided.

8. Any absence for illness for more than three (3) working days must be verified by a medical doctor. Verification must also be presented when requesting FMLA leave to care for the employee's spouse, child, or parent with a serious health condition.

Continuation of Benefits

The employer must, if the employee elects to do so, maintain the employee's coverage under any group health plan on the same conditions as coverage would have been provided if the employee remained at work for the twelve week period. Accruals for vacation, sick and holiday pay will be suspended during the leave and will resume upon return to active employment. Should an employee fail to return from a leave taken pursuant to the Family and Medical Leave Policy, the District may recover any premiums it has paid for maintaining group insurance during the employee's leave unless the employee's failure to return is prevented by a continuation of the employee's serious health condition or that of an affected relative or circumstances beyond the employee's control.

Employee and Spouse Both Employed by District

If an employee and the employee's spouse are both employed by the District and a leave is taken for the birth, adoption or foster care of a child, or the care of a parent, the duration of the leave taken by both the employee and the spouse must not exceed 12 weeks in total.

Position Upon Return to Work

Upon return from leave, the employee will be restored to the employee's former position or an equivalent position with similar duties, hours and pay. The provisions of the Family and Medical Leave Policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 ("FMLA") and applicable regulations. Any terms used from the FMLA will be defined by that Act and/or applicable regulations. To the extent that this Policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

rev. 3/13

rev 11/14

EMPLOYEE RIGHTS AND RESPONSIBILITIES

UNDER THE FAMILY AND

MEDICAL LEAVE ACT

Revised October 2014

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

For incapacity due to pregnancy, prenatal medical care or child birth;

To care for the employee's child after birth, or placement for adoption or foster care;

To care for the employee's spouse, child, or parent, who has a serious health condition; or

For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, child or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial

and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible for federal FMLA benefits if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Paraprofessionals, as defined in state statute, are eligible if they have worked for a covered employer for at least one year, for 950 hours over the previous 12 months.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

Interfere with, restrain, or deny the exercise of any right provided under FMLA;

Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-800-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor Wage and Hour Division

WHD Publication 1420 – Revised February 2013

NOTICE

Military Family Leave

On January 28, 2008, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

(1) New Qualifying Reason for Leave. Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.

(2) New Leave Entitlement. An eligible employee who is the spouse, child, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment.

This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated is available on the FMLA amendments Web site at http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.

Policy # 4152.6(a) Family and Medical Leave Act

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT
Board of Education Policy Regarding:
Occupational Exposure to Bloodborne Pathogens
Policy # 4410
Amended:
Supersedes / Amends: 9/14/93, 1/11/96

The Board of Education recognizes that communicable disease exposure is an occupational health hazard and places the highest priorities on occupational safety. The health and welfare of each staff member is a joint concern of the Board and employees. While each employee is ultimately responsible for their own health, the Board recognizes a responsibility to provide as safe a work place as possible. The goal is to provide all employees with protection from occupationally acquired communicable disease. Each employee must follow diligently prescribed safety practices. Failure to comply with the procedures that accompany this policy may result in disciplinary action up to and including termination.

Legal Reference: Federal Occupational Health and Safety Act,

29 U.S.C. 655, 657

State Occupational Health and Safety Act

Connecticut General Statutes

31-367 et Seq. And Regulations at Connecticut Agencies Regs. 31-372-101-1910

WINCHESTER BOARD OF EDUCATION
 WINCHESTER PUBLIC SCHOOLS
 WINSTED, CONNECTICUT

Board of Education Policy Regarding:

Students – Admission/Placement

Policy # 5111(a)

Amended:

Supersedes / Amends: 1/11/1996, 11/10/2020

The Board of Education (Board) recognizes the statutory right of children residing in the District to be enrolled in school if residency and age are confirmed. However, homeless students shall not be required to show residency.

District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin, sexual orientation, or gender identity or expression. Students who are classified as homeless under federal law, or an unaccompanied youth, as described in 42 USC 11434a, and therefore do not have a fixed residence, will be admitted pursuant to federal law and policy 5118.1.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The District shall provide the parent or person with information on the educational opportunities available in the school system.

All resident children under the age of twenty-one who have not obtained a high school diploma are entitled to attend a District school. The parent/guardian of any child who is denied admission to the district's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

According to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Each child entering the District schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include but are not limited to a photocopy of a birth certificate, earlier school records, state-issued identification document, driver's license or passport, parent's affidavit or unsworn statement as to a child's age, physician's certificate verifying a child's age, or immunization records.

P5111(b)

Students - Admission/Placement (continued)

Completion of immunization and health assessment requirements are required prior to a child's attendance in school, but are not considered as pre-requisites for enrolling a child who resides in the District and is of appropriate age to attend school. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the Building Principal.

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency.

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, homeowners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

In order to determine a child's eligibility for ESL or bilingual programs, parents/guardians of all new students enrolling for the first time and all re-enrolling students who have not previously attended a Connecticut public school must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department

of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

P5111(c)

Students - Admission/Placement (continued)

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.

Children who have attained the age of seventeen and who have terminated enrollment in the district's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a District school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.

Note: When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.

Children who apply for initial admission to the District's schools by transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

Note: A school district may not deny enrollment of a child if their parent/guardian refuses to provide a social security number. If a district chooses to request such number, the district must inform the individual that the disclosure is voluntary. Further, the district must provide the

statutory or other basis for requesting the number and the district must explain how it will use the number.

P5111(d)

Students - Admission/Placement (continued)

(cf. 0521 - Nondiscrimination)

(cf. 5112 - Ages of Attendance)

(cf. 5118.1 - Homeless Students)

(cf. 5141 - Student Health Services)

(cf. 6171 - Special Education)

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

4-176e to 4-180a Agency hearings

4-181a Contested cases. Reconsideration. Modifications.

10-15 Towns to maintain schools

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

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243, PA 00-157 and PA 09-6 (September Special Session) and PA 18-15.

10-186 Duties of local and regional boards of education re school attendance.

Hearings. Appeals to state board. Establishment of hearing board. Readmission, (as amended by PA 19-179)

10-220h Transfer of student records, as amended.

P.A. 11-115 An Act Concerning Juvenile Reentry and Education

P.A. 19-179 An Act Concerning Homeless Students' Access to Education

10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils

10-233c Suspension of pupils

10-233d Expulsion of pupils

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

10-261 Definitions

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

10-76d-7 Admission of student requiring special education (referral)

10-204a Required immunizations (as amended by PA 98-243)

“Guidance for Connecticut School Districts: Enrollment Process and Practice,” State Department of Education, December 2019.

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Plyler vs. Doe, 457 U.S. 202 (1982)

Forms 1 - 6 and Appendix



Winchester Public Schools

338 Main Street, P.O. Box 648 Winsted, CT 06098
 Telephone: 860-379-0706; Fax: 860-738-0638
 Melony M. Brady-Shanley – Superintendent of Schools

Board of Education Action Item Request Per Superintendent of Schools

Proposal:

To add a High Impact Reading Tutoring (HIRT) Program the Pearson School to improve SBAC scores for 3rd and 4th grade.

Justification:

Due to a large percentage of students in the level 2 performance areas in reading on the 2023 SBAC assessment, we are suggesting the implementation of a HIRT. The impact of this program will specifically target students at the level 2 level who meet criteria that include: chronic absenteeism, high needs, free/reduced lunch, English Learner, Special Education, SRBI and/or teacher recommendation.

Dates of Focus:

October 2, 2023 to May 3, 2024, Monday, Wednesday, and Thursday from 3:15 PM to 4:15 PM (See included calendar)

Time Schedule:

3:15 PM - 3:25 PM	Snack
3:25 PM – 4:10 PM	Tutoring
4:10 PM – 4:15 PM	Clean-Up and Parent Pick-Up

Financial Impact:

4 Tutors at \$35.72 an hour (contractual) for 74 hours each = \$10,573.12

Fund: SDE Funding Grant

Family Impact:

Families will receive academic reading support for their children at no cost. Families will pick-up their child at the end of the tutoring program.

Communication:

Hiring - The four tutoring positions will be posted internally and hiring will take place through a formal interview process.

Students/Families – Families will be notified individual of their child's qualification to participate in the program. Each family will meet virtually or in-person for an enrollment meeting. Each parent will sign an agreement regarding participation and transportation.

July 2023						
S	M	T	W	T	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
4 th of July Observed ESY Runs Monday – Thursday for the month of July						

July - August 2023						
S	M	T	W	T	F	S
30	31	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		
Aug. 21,22 – New Teacher Orientation Aug. 28-29 – Staff Development Aug. 30 – Students Return Grades 1-6						
2 student / 4 teacher days						

September 2023						
S	M	T	W	T	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
Sept. 4 – Labor Day Sept. 5 – Pre-K & K First Day Sept. 13 – Half Day Students / Staff Development						
20 student/teacher days						

October 2023						
S	M	T	W	T	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				
Oct. 9 – Holiday Oct. 11 - Half Day Students / Staff Development						
21 student / teacher days						

November 2023						
S	M	T	W	T	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		
Nov. 7 – Staff Development-No Students Nov. 22,23,24 – Thanksgiving Recess						
18 students / 19 teacher days						

December 2023						
S	M	T	W	T	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						
Dec 8 –Report Cards Issued: All Schools Dec. 13,14,15-Early Dismissal Parent Teacher Conferences Dec 22 – Half Day Students Dec 25-29 – Holiday Recess						
16student / teacher days						

January 2024						
S	M	T	W	T	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			
Jan 1 – New Year's Day Jan 10 - Half Day Students / Staff Development Jan 15 – M.L. King Jr. Day						
21 student / teacher days						

February 2024						
S	M	T	W	T	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		
Feb. 14 - Half Day Students / Staff Development Feb. 19, 20 – President's Day / Winter Recess						
19 student / teacher days						

March 2024						
S	M	T	W	T	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						
Mar.1 – Staff Development-No Students Mar.22- Report Cards Issued All Schools Mar. 26, 27, 28 - Early Dismissal Parent-Teacher Conferences Mar. 29 – Good Friday						
19 student / 20 teacher days						

April 2024						
S	M	T	W	T	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				
April 15-19 – Spring Break						
17 student / teacher days						

May 2024						
S	M	T	W	T	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	
May 8 - Half Day Students / Staff Development May 27 – Memorial Day						
22 student / teacher days						

June 2024						
S	M	T	W	T	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						
June 10 –Students' Last Day ½ day Report Cards Issued June 11 – Teachers Work Day-Last Day						
6 student / 7 teacher days						

181 Student Instructional Days
 Days Highlighted in Gray
 No School Students

School Canceled: Weather/other Issues –
 See June for the adjusted last day of school
 (the original date for students' is June 10)
 If there are more than 10 snow days, the
 April break will be shortened starting with
 April 15.

2023-2024 Calendar approved by BOE:
 November 15, 2022

GRANT SUBMISSION FORM

Title of Grant: High Impact Tutoring Grant - Mathematics

Grant Applicant: Melony Brady-Shanley

Grant Source: Connecticut State Department of Education

Due Date: September 1, 2023

Timeframe for Fund Usage: September 2023 to June 2024

Department Associated with Grant: Pearson School - 6th Grade

Grant Amount: \$53,000

Purpose of the Grant: High Dosage Tutoring for 6th Grade Mathematics

Requested Grant Usage:

Description	Estimated Amount
20, 6th grade students would receive tutoring services from a selected company for 30 minutes, 3x per week during the 23/24 school year. This tutoring would cover their specific learning weakness identified through the tutoring assessments, iReady, and SBAC scores along with pre-teaching of the instructional content in their grade level mathematics curriculum.	\$53,000

PROPOSAL NARRATIVE

1. Describe the need in your district/school to expand or create a High-Dosage Tutoring program. Provide any recent summative assessment data and student demographic data that demonstrate this need. Applicants should also complete Tables A, B, and C, documenting the total number of students in each grade level scoring below proficiency on the respective assessment, number of chronically absent students, and the number of high-need students.

Our student population is diverse and high in socio-economic need for a rural community. We are the most diverse small town in the northwest corner. This grant would assist us with providing targeted tutoring instruction for students who otherwise would not be able to afford outside enrichment opportunities. Our district also recently suffered from a failed budget referendum resulting in a budgetary cut of an additional \$154,000. The infusion of HDT funds would assist with providing intervention services that were reduced due to budgetary constraints.

Table A: Total # of Students by Grade Level Scoring Below Proficiency on the 2022 Smarter Balanced Assessment or the Connecticut Alternate Assessment

	Total number of Students
Grade 6	52
Grade 7	0
Grade 8	0
Grade 9	0
TABLE A TOTAL NUMBER	52

Table B: Total # of Students Who Are Identified as High Need (Students with IEPs, English Learners, Eligible for Free or Reduced Priced Meals) or Experiencing Homelessness in 2021 or 2022-2023.

	Total number of Students
Grade 6	43
Grade 7	0
Grade 8	0
Grade 9	0
TABLE B TOTAL NUMBER	43

Table C: Total # of Students listed as chronically absent during the 2021-22 or 2022-2023 school year.

	Total number of Students
Grade 6	16
Grade 7	0
Grade 8	0
Grade 9	0
TABLE C TOTAL NUMBER	16

2. Using Data Tables A, B, and C, document in Data Table D how many students you expect to serve through the HDT program. You should build your budget around this bottom-line number! *Note: LEAs may allocate funds to serve all or a subset of the total students listed in Data Table A, B, and/or C.*

Table D: Total # of Students Recommended for HDT Program.

	Total number of Students
Grade 6	20
Grade 7	0
Grade 8	0
Grade 9	0
TABLE D TOTAL NUMBER	20

3. What school(s) and grade level(s) will participate in this program, based on the levels of need identified in Data Tables A-C? Describe their approach to implementing effective tiered instruction or intervention (MTSS or SRBI). High schools may also describe current or proposed for-credit courses that provide acceleration instruction and intervention.

The Pearson School, 6th-grade students would participate in this grant opportunity. Based on the levels of need, we would provide a Tier 2 intervention program designed to target their individual weakness areas and also pre-teach their grade-level mathematics lessons. The student's areas of weakness would be identified through our iReady Mathematics Assessment and analysis of their individual SBAC results from 2023.

4. Describe the team that will oversee and implement the HDT program at the LEA or school level, including their name(s) and title(s). LEAs should appoint one project director to lead programming across the school(s).

The team for Winchester Public Schools will include:
Melony Brady-Shanley (Superintendent)
Barbara Silverio (Principal and Lead)
Catapult (anticipated)

5. Review the list of Approved Tutor Organizations in Section X of the corresponding Overview Document. Which organization(s) do you intend to collaborate with? Describe how your LEA will support and integrate new tutors into your school (s) over the course of the year. What ratio of tutor to students will your school(s) follow?

After reviewing the approved list, Catapult seems to be the best match for our needs. Prior to the start of the tutoring program, our staff and the tutors would engage in a joint professional development session designed collaboratively by Catapult and WPS. This professional development will cover the following topics: tutoring instruction, parental support, parental involvement, data collection, communication with staff, and weekly communication regarding pre-instruction on upcoming mathematics instruction.

6. Describe your LEA's plan to introduce or expand HDT in your school(s), including weekly dosage, timing (before, during, or after school), and delivery (in person, virtual) of services. Applicants are welcome to include a sample school day schedule.

HDT will expand upon our current model of SRBI interventions that we offer. We currently offer school-day and after-school intervention opportunity for students. HDT will expand upon our current programming by offering additional mathematics intervention specifically for sixth grade students during and after the school day. We expect to offer these services three times per week for 30 minutes in an in-person format.

Optional Upload of a Sample School Day Schedule

Drop files or click here to upload

7. Describe the instructional materials your LEA would use to provide HDT and its alignment to Connecticut state standards.

Catapult uses AccelerateMath, which provides intensive, research-based grade-level support with a focus on high-impact prerequisite content and skills that benefits all students. These skills are aligned to the Connecticut State Standards. In addition to their program, students will be pre-instructed by the tutors on the upcoming lessons that will be introduced to them in their sixth grade mathematics units. Currently, WPS utilizes Illustrative Mathematics.

8. Describe how your LEA will evaluate the progress of students receiving HDT, including any curriculum-embedded assessment measures that will showcase student progress and inform ongoing tutoring and instruction.

Our students will be evaluated using the Catapult assessment, Illustrative Mathematics Unit Assessments, iReady Benchmark Assessments, and IABs as aligned with their mathematics units of instruction. These assessments will inform our staff on the student's ability to independently implement the skills learned through the HDT program.

9. What communications protocol will your school adopt to ensure teachers and tutors align HDT sessions around daily classroom instruction?

A combination of shared unit instruction and addressing individual student weakness areas will be the goal. Teachers will share unit and lesson information with tutors on a weekly basis to ensure that students are prepared with pre-instruction on their grade-level expected learning outcomes.

As for communication with families, formally, every six weeks, parents will attend an in-person meeting to review their child's progress. During this time, families will receive progress and attendance information, and the option to continue or discontinue services.

10. Describe how your LEA will inform families/guardians and other stakeholders about student participation in the HDT program, including student selection, progress-monitoring, and attendance.


Students will be hand-selected. Each student will have an individual meeting with their parent. During this meeting, the following will be reviewed and agreed upon with the team:

1. Selection - Chronically absent, Level 1 or 2 on SBAC Mathematics, Teacher Recommendation, High Needs Category.
2. Dates of instruction
3. School Day or After School
4. Length of instruction

11. Explain your LEA's long-term plan to sustain this program after the grant period concludes and whether your LEA intends to match the Department's grant with any local funding.

Our district has tutoring funding as part of our appropriated budget. We will continue to use the funds available beyond the 23/24 school year to sustain this opportunity for students. In addition, the way we structure our Interventionist's schedules, they are required to work until 4 PM each day, this provides us with five additional hours per week of built-in tutoring time for afterschool instruction.

300 Purchased Professional and Technical Services

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BUDGET AND BUDGET NARRATIVE

Please submit a budget for the 2023-2024 school year using the following line items. Refer to the Section IV in the Connecticut High Dosage Tutoring for a more detailed description of eligible expenses, ineligible expenses, and high- and low-quality budget examples. Note that this grant provides either \$0, \$1,250, \$2,000, or \$2,500 per student.

Applicants must retain a copy of the budget they submit for their records, as it will be needed for later processing should the application be awarded funding.

	Amount
100 Personnel Services – Employee Salary	\$ <input type="text" value="0"/>
200 Personnel Services – Employee Benefits	\$ <input type="text" value="0"/>
300 Purchased Professional and Technical Services	\$ <input type="text" value="50000"/>
400 Purchased Property Services	\$ <input type="text" value="0"/>
500 Other Purchased Services	\$ <input type="text" value="0"/>
600 Supplies	\$ <input type="text" value="3000"/>
Total	\$ <input type="text" value="53,000"/>

Provide a budget narrative with specific detail on how the grant funding would be spent in during the 2023-2024 school year. If applicable, include any other sources of additional funding, including in-kind resources such as facilities, that your LEA will use to sustain the program for the next year.

For example:

100 Personnel Services - Employee Salary:

- Half of salary for one full-time LEA-level administrator to oversee program development and implementation across one middle school: \$27,000
- Stipends for teachers who will meet with tutors to discuss student progress, align around curriculum, and review student data reports: 3 teachers x \$10,000 stipend = \$30,000

Subtotal: \$57,000

300 Purchased Professional and Technical Services

- Anticipated \$60,000 contract with ABC Tutors to recruit, hire, and train tutors to work virtually in one middle school 3x/week for 45 minutes per session, serving 50 students

Subtotal: \$60,000

500 Other Purchased Services:

- Curriculum materials - \$4,000

Subtotal: \$4,000

600 Supplies

- Food, supplies, and child care for HDT family and parent events - \$4,000

Subtotal: \$4,000

TOTAL BUDGET REQUEST: \$125,000

300 Purchased Professional and Technical Services	
Anticipated \$50,000 contract with Catapult Learning for 20 students. Funds will be used to recruit, hire, and train in-person tutors for 3x per week 30-minute sessions.	
\$50,000	
600 Supplies	
Supplemental materials for instruction - \$2,000	

DATA, MONITORING, AND IMPLEMENTATION

In accepting this grant, the organization agrees to abide by all of the following program requirements:

- Comply with all state and federal statutory and regulatory requirements as detailed further in the program assurances sections, including but not limited to all legal requirements regarding oversight of youth programs and access to minors.
- Engage with other community stakeholders including the school district to ensure the proposed program is enhancing and not duplicating services.
- Participate in any data collection that is required by the state or federal government for the use of this funding.
- Permit visits from CSDE staff and partners at any time during the school year for quality advising and/or monitoring.
- Agree that the organization applying maintains full responsibility for the operation of the program, regardless of any partnership, volunteer, or subcontract arrangements.
- Ensure program accessibility for individuals with disabilities. Additionally, all materials should be made available in accessible formats (e.g., printed, digital and web based information).
- Provide a final report in such format provided by the CSDE

I understand that by submitting this grant application, I am agreeing on behalf of the organization to the above requirements if the grant is accepted.

☒ **Yes**

☐ No



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PROGRAM ASSURANCES

To the best of my knowledge and belief, all the information and data in this agreement are true and correct. I further certify the following:

- Failure to comply with all Assurances and Certifications in this application, all relevant provisions and requirements of the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, enacted on March 11, 2021, or any other applicable law or regulation may result in liability under the False Claims Act, 31 U.S.C. § 3729, et seq.; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Office in 2 CFR part 3485; and 18 USC § 1001, as appropriate.
- Utilize funds only for activities allowable under section 2001 of the ARP Act of 2021. No funds shall be used to subsidize or offset executive salaries or benefits of individuals who are not employees of the applicant or engaged partners or for expenditures related to state or local teacher or faculty unions or associations.
- Provide reports as may be required by the CSDE which could include but are not limited to: the methodology used to provide services or assistance to students and staff; the uses of funds (by the applicant organization and/or other entities) and demonstration of their compliance with Section 18003(d), such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations.
- All requests for payment shall be based upon allowable purposes and made in accordance with cash management principles.
- We shall cooperate with any examination of records with respect to such ARP/ESSER funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the United States Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
- We will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D-Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E-Cost Principles (2 CFR §§200.400-475), which states that (ESSER) funds must be used for purposes that are reasonable, necessary, and allocable under the ARP Act.
- We will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part

- Each program will be administered in accordance with applicable statutes, regulations, program plans, and applications.
- Control of funds and property acquired using program funds will be maintained and administered by the appropriate organization.
- Fiscal control and fund accounting procedures will be used to ensure proper disbursement of, and accounting for, federal funds.
- The organization will make reports to the state agency or board and to the Secretary as may be needed for the state agency or board and the Secretary to perform their duties under each program, and each organization will maintain records (as required in Section 443) and provide access to those records as the state board or agency Secretary deems necessary to carry out their responsibilities.
- The organization has adopted effective procedures for acquiring and disseminating information and research regarding the programs and for adopting, where appropriate, promising educational practices to teachers and administrators participating in each program.
- None of the funds expended under any applicable program will be used to acquire equipment if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees.
- Use of Funds. Subrecipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 602(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance. Subrecipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
- Period of Performance. The period of performance for this award begins on the date hereof and ends on September 2, 2022. As set forth in Treasury's implementing regulations, Subrecipient may use award funds to cover eligible costs obligated during the period that begins on the date hereof and ends on September 2, 2022.
- Reporting. Subrecipient agrees to comply with any reporting obligations established by Treasury, as it relates to this award. Subrecipients of federal funds must complete financial, performance, and compliance reporting as required and outlined in Part 2 of UST's Compliance and Reporting Guidance, February 28, 2022, Version 3.0 (and any subsequent versions). Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR 200.1.
- Maintenance of and Access to Records a. Subrecipient shall maintain records and financial documents sufficient to evidence compliance with section 602(c) and Treasury's regulations implementing that section and guidance regarding the eligible uses of funds. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, and the State of Connecticut, shall have the right of access to records (electronic and otherwise) of Subrecipient in order to conduct audits or other investigations. Records shall be maintained by subrecipient for a period of five (5) years after all funds have

been expended or returned to Treasury, whichever is later.

- **Internal Controls.** Subrecipient must establish and maintain effective internal control over the award that provides reasonable assurance that the Subrecipient is managing the State contract in compliance with Federal statutes, regulations, and the terms and conditions of the State contract.
- **Safeguard Protected Personally Identifiable Information.** Subrecipient shall take steps to safeguard protected personally identifiable information and other information the federal awarding agency or the state designates as sensitive or the Recipient considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.
- **Pre-award Costs.** Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
- **Administrative Costs.** Subrecipient may use funds provided under this award to cover both direct and indirect costs.
- **Cost Sharing.** Cost sharing or matching funds are not required to be provided by Subrecipient.
- **Conflicts of Interest.** Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.
- **Compliance with Applicable Law and Regulations.** Subrecipient agrees to comply with the requirements of section 602 of the Act, regulations adopted by Treasury pursuant to section 602(f) of the Act, and guidance issued by Treasury regarding the foregoing. Subrecipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Subrecipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award. Federal regulations applicable to this award include, without limitation, the following: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F—Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference. Governmentwide

Requirements for Drug-Free Workplace, 31 C.F.R. Part 20. vii. New Restrictions on Lobbying, 31 C.F.R. Part 21. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations. Generally applicable federal environmental laws and regulations. Statutes and regulations prohibiting discrimination applicable to this award, include, without limitation, the following: Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance; The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance; The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

- Remedial Actions. In the event of Subrecipient's noncompliance with section 602 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, the State of Connecticut may impose additional conditions on the future reimbursement, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 602(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 602(e) of the Act and any additional payments may be subject to withholding as provided in sections 602(b)(6)(A)(ii)(III) of the Act.
- Hatch Act. Subrecipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
- False Statements. Subrecipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
- Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number SLFRP0128 awarded to the State of Connecticut by the U.S. Department of the Treasury."
- Debts Owed the Federal Government. a. Any funds paid to Subrecipient (1) in excess of the amount to which Subrecipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to sections 602(e) and 603(b)(2)(D) of the Act and have not been repaid by

Subrecipient shall constitute a debt to the federal government. Any debts determined to be owed the federal government must be paid promptly by Subrecipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

- **Disclaimer.** The United States expressly disclaims any and all responsibility or liability to Subrecipient or third persons for the actions of Subrecipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award. The acceptance of this award by Subrecipient does not in any way establish an agency relationship between the United States and Recipient.
- Protections for Whistleblowers.** a. In accordance with 41 U.S.C. § 4712, Subrecipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. The list of persons and entities referenced in the paragraph above includes the following: i. A member of Congress or a representative of a committee of Congress; ii. An Inspector General; iii. The Government Accountability Office; iv. A Treasury employee responsible for contract or grant oversight or management; v. An authorized official of the Department of Justice or other law enforcement agency; vi. A court or grand jury; or vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct. Subrecipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.
- **Increasing Seat Belt Use in the United States.** Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Subrecipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.
- **Reducing Text Messaging While Driving.** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Subrecipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Subrecipient should establish workplace safety policies to decrease accidents caused by distracted drivers.
- The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement).

Title VI also includes protection to persons with “Limited English Proficiency” in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

☒ Yes

☐ No

Attestation

LEAs understand and agree that:

- LEAs chosen for this program will be able to procure trained, high-quality tutors from a list of eligible vendors that will be determined by the CSDE.
- LEAs may also use their own staff; tutors obtained from external organizations not approved by the CSDE will not be permitted. A list of these vetted and approved organizations can be found on the [CSDE’s High Dosage Tutoring Webpage](#).
- These funds are intended to supplement staff capacity, and not supplant the work of individuals who may already be in existing instructional support roles.
- Furthermore, since this program will expect tutors to work closely with the Connecticut certified mathematics teacher of record, districts are strongly encouraged to consider the time and resource needs of both the tutor and certified teacher when planning for this tutoring intervention.
- LEAs should consult with their teacher unions, paraeducator unions, and other relevant bargaining units within their districts about this application and ensure that the district's planned approach is compliant with all current collectively bargained labor agreements.
- If desired, LEAs and bargaining units may establish Memoranda of Understanding (MOUs) outlining responsibilities of district leadership, educators, and other relevant staff responsible for ensuring the success of this program for all students.

☒ Yes

☐ No



GRANT SUBMISSION FORM**Title of Grant:** Family Resource Center**Grant Applicant:** Emily Bernard & Nancy O'Dea-Wyrick**Grant Source:** State of Connecticut**Due Date:** 7/20/23**Timeframe for Fund Usage:** 7/1/2023 – 6/30/2024**Department Associated with Grant:** Family Resource Center (FRC)**Grant Amount:** \$112,629

Purpose of the Grant: The Family Resource program collaborates and provides services to Winsted Area Child Care, EdAdvance Headstart and Little Owls Prek K programs.

The FRC refers parents to Foothills Adult & Continuing Education at EdAdvance to provide parents access to an Adult Education opportunity (Adult Basic Education, High School Completion (GED), and English as a Second Language (ESL)) while their children are in school or receiving services from the FRC.

The FRC Parents as Teachers (PAT) program directly serves families with children under three inclusive of expectant parents. We offer the complete and integrated approach to delivery of direct parent education services and support to all Winsted residents free of charge. PAT services are also available to families with children until kindergarten entry. These services run for 10 months and include personal visits, monthly Group Connections, three weekly Play & Learn groups, developmental screenings twice each year, annual vision screenings, lending library, resource and referral and consultations. Our goals are to model good parenting skills, build home-school partnerships and to connect families to community resources.

Requested Grant Usage:

Description	Estimated Amount
Personnel Costs for the Parent Educator, FRC Administrator and FRC Services Coordinator	\$ 99,361
FRC sponsored events plus instructional supplies for Play & Learn groups, home visits, the PAT curriculum and administration	\$ 13,268

GRANT SUBMISSION FORM**Title of Grant:** School Readiness - Competitive**Grant Applicant:** Emily Bernard & Nancy O'Dea-Wyrick**Grant Source:** State of Connecticut**Due Date:** 7/20/23**Timeframe for Fund Usage:** 7/1/2023 – 6/30/2024**Department Associated with Grant:** Family Resource Center**Grant Amount:** \$266,840

Purpose of the Grant: This program covers tuition for 17 students to attend Winsted Area Child Care full time and tuition for 17 students to attend EdAdvance Headstart.

Requested Grant Usage:

Description	Estimated Amount
Tuitions	\$ 253,708
School Readiness Liaison & associated program costs	\$13,132

GRANT SUBMISSION FORM

Title of Grant: School Readiness – Competitive COLA

Grant Applicant: Emily Bernard & Nancy O'Dea-Wyrick

Grant Source: State of Connecticut

Due Date: 7/20/23

Timeframe for Fund Usage: 7/1/2023 – 6/30/2024

Department Associated with Grant: Family Resource Center

Grant Amount: \$13,249

Purpose of the Grant: This program offsets the costs of Winsted Area Child Care providing full time programming for students.

Requested Grant Usage:

Description	Estimated Amount
Cost of Living Adjustment	\$ 13,249

GRANT SUBMISSION FORM

Title of Grant: School Readiness – Competitive Enrollment Based

Grant Applicant: Emily Bernard & Nancy O'Dea-Wyrick

Grant Source: State of Connecticut

Due Date: 7/20/23

Timeframe for Fund Usage: 7/1/2023 – 6/30/2024

Department Associated with Grant: Family Resource Center

Grant Amount: \$27,200

Purpose of the Grant: This program provides monthly tuition per additional student to the 17 spaces at Winsted Area Child Care and EdAdvance Headstart programs.

Requested Grant Usage:

Description	Estimated Amount
Monthly Tuition per additional student	\$ 13,249

GRANT SUBMISSION FORM**Title of Grant:** CHAMPS After School Enrichment Program**Grant Applicant:** Theresa Padin & Nancy O'Dea-Wyrick**Grant Source:** State of Connecticut**Due Date:** 7/10/23**Timeframe for Fund Usage:** 7/1/2023 – 6/30/2024**Department Associated with Grant:** CHAMPS After School Program**Grant Amount:** \$200,000

Purpose of the Grant: The CHAMPS program serves students in Kindergarten through Sixth Grade after school at both schools. A typical CHAMPS day begins with a nutritious snack, homework support, physical activities (preferably outside) and both structured and unstructured activity times. Enrichment activities (on site and off site) are designed to support school day learning, promote positive peer relationships, collaboration and project based learning.

Requested Grant Usage:

Description	Estimated Amount
Personnel Costs for the Program Director, Leaders, Site Coordinators, and Assistants	\$ 91,900
CHAMPS program partners such as The Beardsley Library, The American Mural Project, the YMCA and All Star Transportation.	\$ 85,020
Program, parent engagement and administrative supplies	\$ 23,080

GRANT SUBMISSION FORM**Title of Grant:** National School Lunch Program Equipment Assistance Grant**Grant Applicant:** Becky Tyrrell & Nancy O'Dea-Wyrick**Grant Source:** State of Connecticut**Due Date:** 7/28/23**Timeframe for Fund Usage:** Award – 6/30/2024**Department Associated with Grant:** Pearson Food Service**Grant Amount:** \$40,698.78

Purpose of the Grant: The current equipment is 44 years old. The replacement equipment, Hot Wells with Sneeze Guard, Cold Wells with Angled Adapter Plates with Sneeze Guard, and Frost Top with Sneeze Guard will improve the quality of school meals by keeping both hot and cold foods at consistent temperatures throughout the meal service. Staff will no longer need to adjust hot temperature controls on the hot wells to keep consistent safe temperatures. Currently Pearson does not have a cold unit and depends on ice blankets to keep cold foods at required temperatures throughout service. The new cold well will keep cold foods at required temperatures.

The new equipment will make the lunch line easier and more efficient for students to navigate in addition to being more pleasing in display of the food being served.

Requested Grant Usage:

Description	Estimated Amount
Equipment and installation (state pricing)	\$ 40,698.78