



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 September 12, 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.

September 8, 2023

TO THE BOARD OF EDUCATION MEMBERS:

Here is your packet for the September 12, 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

I N D E X
MATERIALS FOR WINCHESTER BOARD OF EDUCATION REGULAR MEETING:
SEPTEMBER 12, 2023

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

AGENDA REVIEW DISCUSSION - POSSIBLE ACTION

1-2 Board of Education Agenda – September 12, 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.

CONSENT AGENDA ITEMS

3-8 Minutes of Regular BOE Meeting – August 8, 2023

GILBERT REPORT FROM BOARD OF EDUCATION REPRESENTATIVE

CORRESPONDENCE TO THE BOARD

9-15 Letters of Resignations

SUPERINTENDENT’S REPORTS & ACTION ITEMS

Superintendent’s Report
Monthly Registration & Staff Vacancy Report
School Enrollment
Chronic Absences
Gilbert Enrollment & Grade Level Enrollment
Year-End Budget Summary - FY23
Monthly Budget Summary - FY24

PRESENTATIONS

BOARD ACTION ITEMS

New Hires
WAA Union Contract for Approval

NEW BUSINESS DISCUSSION AND POSSIBLE ACTION

- a) Policies for a Second 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

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.

EXECUTIVE SESSION

- a) Personnel matter related to a certified teacher requesting extended leave.

ADJOURN:

Winchester Board of Education

Type of Meeting: Board Of Education Meeting Agenda

Date: September 12, 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: September 12, 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 – August 8, 2023

VII. Gilbert Report from Board of Education Representative:

VIII. Correspondence to the Board:

a) Letters of Resignation

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

a) Superintendent's Report

b) Monthly Registration & Staff Vacancy Report

c) School Enrollment

d) Chronic Absences

e) Gilbert Enrollment & Grade Level Enrollment

f) Year-End Budget Summary - FY23

g) Monthly Budget Summary - FY24

X. Presentations:

XI. Board Action Items:

a) New Hires

XII. New Business Discussion and Possible Action:

a) Policies for Second 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

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.

XIV. Executive Session:

- a) Personnel matter related to a certified teacher requesting extended leave.

XV. Adjourn:

Winchester Board of Education
Type of Meeting: Board Of Education Meeting Minutes
Date: August 8, 2023, @ 7:00 p.m.
Location: Town Hall – Hicks Room

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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: @ 7:00 pm Pledge of Allegiance:

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

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

Doug Pfenninger would like to request the following:

1. Move up the Greenleaf Solutions - Solar installation for Hinsdale and Pearson Schools

MOTION to Move up the Greenleaf presentation and then the discussion and possible approval of the \$50,000 from the state for salary reduction.

First: Nora Mocarski, Second: Salvatore Lovetere, U

2. We need to approve the disbursement of up to \$50,000 from the state payment that we are expecting to receive from the state that we discussed to make hold of the salary reductions that were given from the Unions in anticipation of a budget cut.

Salvatore Lovetere would like to add discussions around contract negotiations with Gilbert to the agenda.

MOTION to add Contract negotiations with Gilbert under Action Items Discussion Possible Action

First: Salvatore Lovetere, Second: Sondra Strubhar, U

IV. Comments from the Chairman:

Doug Pfenninger would like to welcome Kevin Siebrecht from Greenleaf Solutions

Melony Brady-Shanley wanted to give the Board some background of discussions that were discussed. Since May-June, we have had some shifts in the direction that this opportunity has posed for us, and it will be more financially profitable for us in the long run. Kevin will present the switch that was made over the summer from Green Bank to Greenleaf Solutions and what it will entail. The Pearson School will also need a roof in less than five years. The roof is 44 years old and well past its life expectancy. This enables us to get a new roof through this new process without us having to front the cost of the roof and the ability to own the solar system panels without having to use the PPA. It will give us more long-

term financial power than the short-term purchase agreement that we saw before. Kevin will review the projections for the next 20 years.

Kevin reviewed the presentation to the Board.

Melony Brady-Shanley will email the Board the presentation.

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

Sondra Strubhar mentioned that the minutes from the Board Retreat did not include the request for a proposal for more physical activity into the day for students, which was discussed. In addition, the adjournment time needs to be edited to PM.

Melony Brady-Shanley, Barbara Silverio, and Rosanna Field have worked on a plan to add on Monday's a program called Winchester Walks. We are expanding our partnership with 5210, which is a fit program that we have currently going on for about five years now, and they are based out of Torrington and continuing with Dance Party Fridays.

MOTION to approve 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, with edits

First: Kristin Peterson, Second: Jeannette Brodeur, U

VII. Gilbert Report from Board of Education Representative:

Doug Pfenninger had a meeting this afternoon as part of the personnel committee negotiations that have begun with their administrators. We are potentially looking for a 3-year contract with the Gilbert administrators, and we talked about ground rules. The work on the roof at Gilbert has already started. Two weeks ago, Melony Brady-Shanley received a call that they needed \$200,000, the money the town had approved as a capital project for the Gilbert roof. Melony Brady-Shanley gave them a 60% down payment that was required per the contract, \$160,000.00. When the roof is completed, they will get the rest of the payment.

VIII. Correspondence to the Board:

a) Letters of Resignations

- Thomas Bialko
- Addie Mehl
- Meghan Hamylak
- Heather Erha
- Justina McGuire

- Devin Pratt
- Sarah Ward
- Joanna Petti

- b) CABA 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

Sondra Strubhar left the room at 8:13 pm. Sondra Strubhar returned at 8:14 pm.

- d) Paraprofessional HSA subsidy coverage - Legislation and impact on our paraprofessionals

Melony Brady-Shanley is asking the Board to reinstate the staff members that gave their salaries to ensure the budget would pass and give them the opportunity to have their funds reinstated. Melony Brady-Shanley will take hers in the spring if funds are available.

First: Tara Sundie, Second: Jeannette Brodeur, U

e) Gilbert Contact

Salvatore Lovetere attended his first Gilbert Corp Meeting and was surprised that we have not been able to figure out a contract together. I think the best way going forward, in my opinion, is to start with a small and simple contract that we can move forward with and build on. I am suggesting three items, to begin with to move forward and build a better partnership and collaboration:

MOTION to approve

1. WPS and the Gilbert School agree to hold one meeting annually together one month before the WPS budget meeting.
2. The superintendent or head of schools must forward to the respective boards the board packet. WPS Board materials are located online.
3. WPS and The Gilbert School to explore any contracted services and discuss the possibility of sharing snowplowing services

First: Salvatore Lovetere, Second: Sondra Strubhar, 6, 1 abstention

X. Presentations:

- a) Greenleaf Solutions - Solar installation for Hinsdale and Pearson Schools

XI. Board Action Items:

- a) New Hires
 - Theresa Blanchard, Paraprofessional
 - William Blanchard, Paraprofessional

- Courtney Cappabianca, Long-Term Substitute/Building Substitute
- Savannah Holland, Paraprofessional
- Nichole Hughes, Paraprofessional
- Wayne Hurlbut, Custodian
- Merci-Grace Jenkins, Special Education Teacher
- Lydia Johnson, ELL Specialist
- Stacey LaBree, Paraprofessional
- Samantha Mailhoit, Paraprofessional
- Ben Puffer, Head Custodian
- Zoie Rinaldi, Special Education Teacher
- Jennifer Titus, Interventionist
- Joyce Zaldo, Library Media Specialist

Sondra Strubhar wanted to bring to the board's attention what we are trying to do in regard to non-gender policies. My question is, why are we doing this? Are there other districts doing this? Hartford, Gilbert, and Torrington are not. It is a conversation topic, and going through our policies, I can see benefits. Clarifying languages makes sense to me. I am for inclusivity.

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

MOTION to move Policy #4118.112(a) – Sex Discrimination and Sexual Harassment in Workplace to second read with edits

First: Nora Mocarski, Second: Tara Sundie, U

2) Policy #5113 (a) – Attendance, Excused, Dismissal

MOTION to move Policy #5113 (a) – Attendance, Excused, Dismissal to second read

First: Nora Mocarski, Second: Renata Waldron, U

3) Policy #5114 (b) – Suspension and Expulsion

MOTION to move Policy #5114 (b) – Suspension and Expulsion to second read with edits

First: Nora Mocarski, Second: Tara Sundie, U

4) Policy #5125 (a) – FERPA Regulations

MOTION to move Policy #5125 (a) – FERPA Regulations to second read with edits

First: Nora Mocarski, Second: Salvatore Lovetere, 7, 1 abstention

5) Policy #6141.327 (a) Electronic Resources

MOTION to move Policy #6141.327 (a) Electronic Resources to second read

First: Nora Mocarski, Second: Jeannette Brodeur, U

6) Policy #6142.63 Physical Education Aquatic Safety

MOTION to move Policy #6142.63 Physical Education Aquatic Safety to second read

First: Nora Mocarski, Second: Renata Waldron, U

7) Policy #6144.1 Exemption from Instruction

MOTION to move Policy #6144.1 Exemption from Instruction to second read

First: Nora Mocarski, Second: Renata Waldron, U

8) Policy #6153 Field Trips

MOTION to move Policy #6153 Field Trips to second read

First: Nora Mocarski, Second: Jeannette Brodeur, U

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 Blood borne Pathogens
- 15) Policy #5111 – Admission – Placement

MOTION to move all policies under the second read to implementation

First: Nora Mocarski, Second: Jeannette Brodeur, U

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

MOTION to accept all Grants

First: Sondra Strubhar, Second: Salvatore Lovetere, U

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.

Bryan Sundie, 152 Spencer Hill Road, Winsted. I wanted to applaud Board Member Lovetere for the spirit of what you are trying to accomplish in bringing the two boards together, to work more collaboratively and have a more positive relationship going forward.

MOTION to adjourn

First: Jeannette Brodeur, Second: Sondra Strubhar, U

IX. Adjourn: @ 9:13pm



Darlene Bentley <darlene.bentley@winchesterschools.org>

Effective 9/6/23

1 message

megan waters <megan.cummings@winchesterschools.org>

Wed, Sep 6, 2023 at 4:16 PM

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

Dear Darlene and who it may concern,

Please accept this as my resignation from my para position at Pearson Hub department. I don't believe this position aligns with my experience. I appreciate the opportunity that was given to me.

Thanks

Megan Waters

9/6/23

To: Melony Brady-Shanley <melony.brady-shanley@winchesterschools.org>
Cc: Rosanne Field <Rosanne.field@winchesterschools.org>, <emily.bernard@winchesterschools.org>

Dear Mrs. Brady-Shanley,

Please accept this letter as my formal resignation from my role as Parent Educator at Winchester Public Schools, effective immediately.

Thank you for the opportunities I have been given over the past few years within the district. I have learned a lot both personally and professionally, and I look forward to a continued relationship as a parent.

You can reach me at rickic84@gmail.com or 860-307-4560 if needed. I have attached a pdf copy of this letter to the email.

Sincerely,
Erica Monroe

Rosanne Field
Principal
Hinsdale School
15 Hinsdale Avenue
Winsted, CT 06098
860-738-5251 (office)
860-921-7545 (cell)

 **Erica Monroe Resignation.pdf**
29K



Darlene Bentley <darlene.bentley@winchesterschools.org>

Resignation Letter

1 message

Madison Sipperly <madison.sipperly@winchesterschools.org>

Sat, Aug 5, 2023 at 1:59 PM

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

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

Hi Darlene,

I would like to inform you that I am resigning from my position with Winchester Public Schools, effective as of today. I am aware the school year does not start until the week of 08/28, which is a little more than a 3 week notice period.

If you have any questions, please let me know.

Thank you

Madison Sipperly



Darlene Bentley <darlene.bentley@winchesterschools.org>

Resignation

1 message

Gigette Ursone <gigette.ursone@winchesterschools.org>

Wed, Aug 9, 2023 at 8:25 AM

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

Good morning,

Please accept this letter as my formal resignation from Winchester Public Schools.

It was truly my pleasure to work with you all and in the District. I am most grateful for the opportunities that were provided to me, and will miss my colleagues and the wonderful students.

Thank you very much,

Gigette Ursone



Darlene Bentley <darlene.bentley@winchesterschools.org>

Fwd: Scheduling

1 message

Nancy O'Dea-Wyrick <nancy.odeawyrick@winchesterschools.org>

Mon, Aug 7, 2023 at 10:41 AM

To: Rosanne Field <rosanne.field@winchesterschools.org>, Melony Brady-Shanley <melony.brady-shanley@winchesterschools.org>, Darlene Bentley <darlene.bentley@winchesterschools.org>, Benjamin Puffer <benjamin.puffer@winchesterschools.org>

Good morning all,

Please see the exchange below. Owen has not responded to my email except to put in for vacation days to cover this last week.

If I hear anything back from him I will be in touch.

In the meantime can we get this posted for 5 hours/day afternoon/evening shift (hours flexible) Mon-Fri?

Thanks,

Nancy

Forwarded Conversation**Subject: Scheduling**

From: **Owen Marvin** <owen.marvin@winchesterschools.org>

Date: Fri, Aug 4, 2023 at 4:18 PM

To: Nancy O'Dea-Wyrick <nancy.odeawyrick@winchesterschools.org>

Hello hope all is well

Due to scheduling conflicts with my classes I need hours for when the kids would be in school, so I am giving you a two week notice for my last day of work, the 17th of August.

Sincerely Owen Marvin

From: **Nancy O'Dea-Wyrick** <nancy.odeawyrick@winchesterschools.org>

Date: Fri, Aug 4, 2023 at 4:35 PM

To: Owen Marvin <owen.marvin@winchesterschools.org>

Owen, i am very sad to see you go. I am out today and had planned we'd meet next week to see what hours might work for you. Let me know if you'd still like to meet to explore what we can do?

Thanks,

Nancy

Nancy O'Dea-Wyrick
Director of Finance & Operations
Winchester Public Schools
PO Box 648
338 Main Street
Winsted, CT 06098
860.738.5203



Darlene Bentley <darlene.bentley@winchesterschools.org>

Fwd: 23-24 school year

1 message

Cassandra Murphy <cassandra.murphy@winchesterschools.org>

Tue, Aug 8, 2023 at 9:07 AM

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

From Alexis.

Sent from my iPhone

Begin forwarded message:

From: Alexis LaMere <alexis.lamere@winchesterschools.org>**Date:** August 7, 2023 at 9:02:44 PM EDT**To:** Cassandra Murphy <cassandra.murphy@winchesterschools.org>**Subject:** 23-24 school year

Hi Cassandra,

I am with deep sadness as I have to let you know I cannot accept the position as Paraprofessional for the Winchester Public Schools 23-24 school year. Gena was the first person I told today about this decision and what is happening. My health insurance, which I'm sure you know helps me drastically with the cost of my diabetes supplies, required me to send in my pay stubs. Upon doing so in the past couple weeks, they have decided with my income and my mothers income, we make too much money for me to qualify. This was completely unexpected and last minute. My first thought upon hearing this was, no problem, I can get insurance through my job. But with careful consideration, it almost feels like a step backwards if I begin paying out of pocket for my health insurance rather than make it so I qualify for free health insurance for the next 5 years. I hope this makes sense to you, as I have been back and forth on deciding what I should do, it was not an easy decision. The school is my higher paying job, and with how expensive my monthly prescriptions are, I didn't want to take the chance of not qualifying again. I am truly sorry I am not returning, and I hope I have given you proper notice. Thank you, Alexis.

9/1/2023

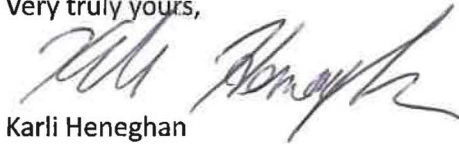
Dear Superintendent Shanley-Brady, Principal Silverio, and the Winchester Board of Education-

It is with deepest regret I write to inform you of my resignation as Library Media Specialist at Pearson Middle School as of today 9/1/2023. Although I have very much enjoyed my time with Winchester Public Schools, an opportunity has suddenly come up within 2 miles from my home, cutting my commute from 90 minutes daily to less than 10; but most importantly, which allows me to pick up my daughter from her school bus in the afternoon.

I will deeply miss the Pearson school community, especially my students and colleagues, and will always value the time I spent as an educator with Winchester Public Schools.

I appreciate your understanding and wish you all nothing but the best for this school year and those ahead.

Very truly yours,



Karli Heneghan

Library Media Specialist, Pearson Middle School





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

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SUPERINTENDENT'S REPORT

September 2023

Instruction:

- Held several interviews for the following positions: custodians, FRC Family Coordinator, part-time administrative assistant.
- Attended the Commissioner's Back to School Meeting with other superintendents. The theme was "Infinite Possibilities".
- We held New Teacher Orientation for six staff members.
- Staff attended two professional development days to start the school year. During this time, they attended Convocation, met with parents, reviewed IEPs, developed schedules, completed mandated trainings, a professional development, and attended a staff meeting.
- All certified staff have been trained on the first of three professional learning sessions on iReady. We will administer our first iReady assessments the week of September 11.
- All students on the first day of school attended a grade level meeting on academic, behavioral expectations and the importance of always using their manners – please, thank you, your welcome, excuse me, etc.
- School administration held several parent meetings to ensure clear communication and student needs were being met.
- As a new legislative requirement, all staff must be trained on seizure protocols. Our school nurses developed the training. All staff were administered the training during our first staff meetings of the month.
- All students who ride their bike to Pearson School were trained by Mrs. Silverio and Officer Hubbard on safe bike riding protocols.
- All PK and K students participated in a mandatory bus riding training program with All-Star transportation to ensure they understand how to ride the bus safely.
- We held our Annual Meet and Greet and had a 86% district-wide participation rate.
- Our CHAMPS program is full and has a waitlist at this point. We are also offering morning care due to the closure of the BASE location and downsizing of their program.

Building Operations:

- Our HVAC project at Pearson is complete. This benefited us last week during the heatwave allowing us to be fully in session all week.
- We applied for a grant with Northwest Community Foundation for Stop the Bleed Kits and we are awaiting results.

- We have successfully completed Administrative contract negotiations and will be presented to the BOE today.
- I reviewed several bus stop locations for families due to safety concerns.

Leadership:

- I held professional development for our central office, administrators and coaches regarding updated legislation.
- I attended the monthly TGS/WPS meeting.
- We are holding a "Safe Student, Safe School" workshop for 5th and 6th grade students.
- I attended the CAPSS Board of Directors Meeting.
- I attended the LCSA meeting.

Upcoming Important Dates:

9/19 – Hinsdale Curriculum Night 6:00 PM

9/20 PTO Mtg 6:15 PM at Pearson

9/21 – Pearson Curriculum Night 6:15 PM

9/26 – BOE Curriculum Committee 6:00 PM

10/2 – Literacy Night Hinsdale 5:00 PM

10/4 – Citizen Academy for Education 7-9 PM at Pearson

**SUPERINTENDENT'S MONTHLY STUDENT REGISTRATION
AND STAFF VACANCY REPORT**

September 2023

Staff Vacancies										
Position	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24
Special Education	1	0								
TGS Building Interventionist	1	1								
Interventionist	1	0								
Paraprofessional	1	0								
Custodian		1								
PT Admin Asst.		.6								
PT FRC Coord.		.6								

Hiring Strategies: *Indeed, Applitrack, Job Spot, CTReap, Winchester Schools Facebook, Shared on Facebook.*

New Registrations from 8/23 to 9/5/2023			
School	Number	Cause	Supports
Hinsdale	4	New to school, B-3 referral	Two pending special education, 1 special education
Pearson	3	Grades 3, 4, 5 – Two returning from HS and one moved in from out of town.	None at this time.

Withdrawals from 8/23 to 9/5/2023			
School	Number	Causes	Supports
Hinsdale	2	Homeschooling (K, PK)	
Pearson	0		

Winchester Public Schools

Enrollment Data

2022-2023

[illegible]

2023-2024

[illegible]

[illegible]

[illegible]

FY2023 Winchester Public Schools Budget Snapshot by Resource Year End

2022-2023 Budget Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
Town Appropriation	\$ 20,672,513	\$ 20,672,018	\$ -	\$ 495	\$ -	\$ 495
Town Support for Education	601,000	601,000	-	-	-	-
Non-Lapsing Fund	683,092	117,561	-	565,531	-	565,531
Grants	4,231,401	3,848,505	-	484,621	-	382,896
Medicaid	72,942	70,446	-	2,496	2,496	-
2022-2023 Total	\$ 26,260,948	\$ 25,309,530	\$ -	\$ 1,053,143	\$ 2,496	\$ 948,922

FY2023 Appropriated Budget Year End

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
0-100	Wages	\$ 7,103,188	\$ 6,964,757	\$ -	\$ 138,431	\$ -	\$ 138,431
	Unfilled Positions, Utilization of Grants						
200	Employee Benefits	2,158,615	1,983,242	-	175,373	-	175,373
	Grants						
	Subtotal Personnel Expense	\$ 9,261,803	\$ 8,947,999	\$ -	\$ 313,804	\$ -	\$ 313,804
300	Professional Technical Services	\$ 94,700	\$ 156,303	\$ -	\$ (61,603)	\$ -	\$ (61,603)
	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	-	(80,834)	-	(80,834)
	Out of District & Homeless Transportation						
560	Special Ed Out of District Tuition	1,593,326	1,826,637	-	(233,311)	-	(233,311)
	Out of District Placements						
563	Gilbert School Tuition	7,856,124	7,856,124	-	-	-	-
5XX	All Other Purchased Services	313,503	280,600	-	32,903	-	32,903
	Vo-Ag Tuition and Magnet costs came in lower than expected						
600	Supplies	105,057	48,714	-	56,343	-	56,343
	Utilization of Grant Funds & Spending Freeze						

FY2023 Appropriated Budget Year End

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
700	Equipment & S/W	100,000	126,777	-	(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	\$ 11,724,019	\$ -	\$ (313,309)	\$ -	\$ (313,309)
	TOTAL Appropriation	\$ 20,672,513	\$ 20,672,018	\$ -	\$ 495	\$ -	\$ 495

Fund 12 TOTAL Non-Lapsing Fund							
100	Wages - Extra Duty	\$ 11,000	\$ -	\$ -	\$ 11,000	\$ -	\$ 11,000
400	Property Services	503,520	69,185	-	434,335	-	434,335
563	Gilbert School Tuition	49,000	-	-	49,000	-	49,000
600	Supplies	23,000	48,376	-	(25,376)		(25,376)
	Custodial Supplies						
800	Undesignated Non-Lapsing Fund	96,572	-	-	96,572	-	96,572
	TOTAL Non-Lapsing Budget	\$ 683,092	\$ 117,561	\$ -	\$ 565,531	\$ -	\$ 565,531

Fund 5 Medicaid Reimbursements

Wages	\$ 72,942	\$ 70,446	\$ -	\$ 2,496	\$ 2,496	\$ -
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Winchester Public Schools

FY2023 Town Resources Summary Operating Budget Year End

Object	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	\$ 6,964,757	\$ -	\$ -	\$ 138,431	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,431
200	Employee Benefits	2,158,615	1,983,242	-	-	175,373	-	-	-	-	-	175,373
	Subtotal Personnel Expense	\$ 9,261,803	\$ 8,947,999	\$ -	\$ -	\$ 313,804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313,804
300	Professional Technical Services	\$ 94,700	\$ 156,303	\$ -	\$ -	\$ (61,603)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (61,603)
400	Property Services	-	-	-	-	-	131,083	197,639	-	-	(66,556)	\$ (66,556)
500	Purchased Services	11,091,453	11,372,694	-	-	(281,241)	109,917	134,791	-	-	(24,874)	\$ (306,115)
600	Supplies	105,057	48,714	-	-	56,343	360,000	268,570	-	-	91,430	\$ 147,773
700	Equipment & Capital	100,000	126,777	-	-	(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	\$ 11,724,019	\$ -	\$ -	\$ (313,309)	\$ 601,000	\$ 601,000	\$ -	\$ -	\$ -	\$ (313,309)
	TOTAL	\$ 20,672,513	\$ 20,672,018	\$ -	\$ -	\$ 495	\$ 601,000	\$ 601,000	\$ -	\$ -	\$ -	\$ 495

Winchester Public Schools
FY2023 Grant Budget Year End

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	165,835	-	129,372	-	129,372
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	2,795	-	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	1,452,453	-	-	-	-
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	25,000	-	-	-	-
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	24,286	-	11,322	-	11,322
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	101,725	-	101,725	-	-
628	NW Connecticut Community Foundation	3,000	3,000		3,000	3,000	-	-	-	-
629	School Readiness	273,533	273,533		273,533	240,234	-	33,299	-	33,299
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		9,492	411	-	9,082	-	9,082
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	23,152	-	5,008	-	5,008
TOTALS		\$ 5,451,335	\$ 5,215,988	\$ 1,220,366	\$ 4,231,401	\$ 3,848,505	\$ -	\$ 484,621	\$ -	\$ 382,896

Winchester Public Schools

FY2023 Food Service Budget

Year End

Description	Budget	Year-End
INCOME		
Lunch Receipts	\$ 10,000	\$ 11,568
NSLP Reimbursement	454,801	488,942
HeadStart	20,000	25,428
NSLP State Match	30,000	15,800
CT Grown for CT Kids	4,999	4,999
FY23 Supply Chain Assistance Grant	23,689	23,689
Catering	100	-
Donations, Refunds, Other	100	-
Total Income	543,689	570,426
EXPENSE		
Wages	173,910	224,363
Benefits	14,452	17,873
Management Services	53,570	53,820
Equipment Repairs	250	-
Purchased Services	1,071	721
Supplies	277,967	256,683
Equipment	1,500	607
Total Expense	522,720	554,067

FY22 Supply Chain Assistance Grant C/O	14,884	-
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Net Profit/(Loss)	\$ 35,853	\$ 16,359
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FY2024 Winchester Public Schools Budget Snapshot by Resource Year to Date August 2023

Budget Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
Town Appropriation	\$ 21,504,910	\$ 2,852,151	\$ 18,069,302	\$ 583,457	\$ 508,785	\$ 74,672
Town Support for Education	697,272	75,797	558,388	63,086	45,956	(17,130)
Town Capital Funding	200,000	114,000	86,000	-	(10,000)	
Non-Lapsing Fund	565,530	1,432	358,952	205,146	(825)	205,971
Grants	2,469,800	127,823	1,630,657	711,320	442,235	269,085
Medicaid	65,000	2,370	59,247	3,383	3,383	-
Total	\$ 25,502,512	\$ 3,173,574	\$ 20,762,545	\$ 1,566,393	\$ 989,534	\$ 532,598

Winchester Public Schools

FY2024 Appropriated Budget Year to Date August 2023

NOTE THAT THERE ARE ELEVEN (11) LESS ARPA GRANTS THIS YEAR AND SERVICES ARE STILL NEEDED

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
0-100	Wages	\$ 7,470,695	\$ 616,194	\$ 6,999,858	\$ (145,357)	\$ (120,039)	\$ (25,319)
	Additional Paraprofessionals at Hinsdale, 1 Additional Special Education Teacher						
200	Employee Benefits	2,039,255	579,331	1,199,782	260,141	241,000	19,141
	Subtotal Personnel Expense	\$ 9,509,950	\$ 1,195,526	\$ 8,199,640	\$ 114,784	\$ 120,961	\$ (6,177)
300	Professional Technical Services	\$ 108,766	\$ 11,283	\$ 74,979	\$ 22,504	\$ 17,726	\$ 4,778
400	Property Services	112,000	13,722.67	27,502	70,776	60,825	9,951
	Absorbed back into appropriation from non-lapsing fund						
51X	Pupil Transportation	1,444,023	56,433	1,297,234	90,356	80,000	10,356
	OOD Transporation costs have increased due to lack of available drivers						
560	Special Ed Out of District Tuition	1,649,573	100,754	1,448,168	100,651	70,000	30,651
563	Gilbert School Tuition	8,101,718	1,350,286	6,751,432	-	-	-
5XX	All Other Purchased Services	321,880	208	211,899	109,773	96,773	13,000
600	Supplies	124,000	53,824	29,224	40,952	-	40,952

FY2024 Appropriated Budget Year to Date August 2023

NOTE THAT THERE ARE ELEVEN (11) LESS ARPA GRANTS THIS YEAR AND SERVICES ARE STILL NEEDED

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
700	Equipment & S/W	113,000	53,824	29,224	29,952	59,000	(29,048)
800	20000	20,000	16,291	-	3,709	3,500	209
	Subtotal Non-Personnel Expense	\$ 11,994,960	\$ 1,656,626	\$ 9,869,661	\$ 468,673	\$ 387,824	\$ 80,849
	TOTAL Appropriation	\$ 21,504,910	\$ 2,852,151	\$ 18,069,302	\$ 583,457	\$ 508,785	\$ 74,672

Fund 12 TOTAL Non-Lapsing Fund							
400	Property Services	\$ 432,335	\$ 1,432	\$ 358,952	\$ 71,951	\$ (825)	\$ 72,776
800	Undesignated Non-Lapsing Fund	133,195	-	-	133,195	-	133,195
	TOTAL Non-Lapsing Budget	\$ 565,530	\$ 1,432	\$ 358,952	\$ 205,146	\$ (825)	\$ 205,971

Fund 5 Medicaid Reimbursements

Wages	\$ 65,000	\$ 2,370	\$ 59,247	\$ 3,383	\$ 3,383	\$ -
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Winchester Public Schools

FY2024 Town Resources Summary Operating Budget Year to Date August 2023

Object	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	\$ 7,470,695	\$ 616,194	\$ 6,999,858	\$ (120,039)	\$ (25,319)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,319)
200	Employee Benefits	2,039,255	579,331	1,199,782	241,000	19,141	-	-	-	-	-	19,141
	Subtotal Personnel Expense	\$ 9,509,950	\$ 1,195,526	\$ 8,199,640	\$ 120,961	\$ (6,177)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,177)
300	Professional Technical Services	\$ 108,766	\$ 11,283	\$ 74,979	\$ 17,726	\$ 4,778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,778
400	Property Services	112,000	13,723	27,502	60,825	9,951	111,000	9,391	71,709	25,000	4,900	\$ 14,851
500	Purchased Services	11,517,194	1,507,681	9,708,732	246,773	54,008	128,500	42,855	82,500	-	3,145	\$ 57,153
600	Supplies	124,000	53,824	29,224	-	40,952	457,772	23,552	404,179	20,956	9,085	\$ 50,037
700	Equipment & Capital	113,000	53,824	29,224	59,000	(29,048)	-	-	-	-	-	\$ (29,048)
800	Dues, Fees & Other Objects	20,000	16,291	-	3,500	209	-	-	-	-	-	\$ 209
900	Special Items	-	-	-	-	-	-	-	-	-	-	\$ -
	Subtotal Non-Personnel Expense	\$ 11,994,960	\$ 1,656,626	\$ 9,869,661	\$ 387,824	\$ 80,849	\$ 697,272	\$ 75,797	\$ 558,388	\$ 45,956	\$ 17,130	\$ 97,979
	TOTAL	\$ 21,504,910	\$ 2,852,151	\$ 18,069,302	\$ 508,785	\$ 74,672	\$ 697,272	\$ 75,797	\$ 558,388	\$ 45,956	\$ 17,130	\$ 91,802
400	TOWN CAPITAL FUNDING						\$ 200,000	\$ 114,000	\$ 86,000	\$ (10,000)	\$ 10,000	

snow,430

613, 956je

Winchester Public Schools

FY2024 Grant Budget Year to Date August 2023

Grant	Description	FY 2022-24 Grant Award	Funds Received	Spent Prior Years	FY2024 Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year-End
634	IDEA 611	295,207	-		295,207	7,956	203,268	83,983	-	83,983
653	IDEA 611 Carryover	295,207	230,000	165,835	129,372	5,144	76,848	47,381	47,381	(0)
635	IDEA 619 Preschool	14,130	-		14,130	336	6,729	7,065	-	7,065
652	IDEA 619 Preschool Carryover	14,130	14,130	14,130	-	-	-	-	-	-
647	ARP IDEA 611	54,747	54,747	49,175	5,572	-	6,209	(637)	(637)	-
648	ARP IDEA 619	5,235	5,235	3,570	1,665	-	427	1,238	1,238	-
657	ARP ESSER Homeless	10,657	7,000	3,649	7,008	-	-	7,008	-	7,008
659	ARP CHAMPS	180,000	115,000	77,663	102,337	47,752	8,791	45,794	-	45,794
651	ESSER II Dyslexia Recovery	16,250	4,000	3,054	13,196	2,572	-	10,624	-	10,624
660	ESSER II Family Resource Center	25,000	20,000	18,065	6,935	2,095	-	4,840	4,840	-
636	<i>Title I</i>	244,488	-		244,488	5,448	136,205	102,835	66,162	36,673
654	<i>Title I Carryover</i>	244,488	220,000	224,169	20,319	782	19,558	(21)	(21)	-
637	<i>Title II</i>	35,908	-		35,908	-	-	35,908	-	35,908
655	<i>Title II Carryover</i>	35,608	-	7,095	28,813	5,235	-	23,578	-	23,578
638	<i>Title III</i>	2,870	-		2,870	141	3,525	(796)	(796)	-
672	<i>Student Support Title IV</i>	17,482	-		17,482	339	8,487	8,656	-	8,656
675	<i>Student Support Title IV Carryover</i>	17,482	15,447	9,464	8,018	8,018	-	-	-	-
627	Family Resource Center	112,629			112,629	5,817	56,905	49,907	49,907	-
629	School Readiness	266,840			266,840	14,555	146,596	105,689	105,689	-
632	CHAMPS	200,000			200,000	6,063	95,768	98,169	98,169	-
633	Quality Enhancement School Readiness	3,881			3,881	-	-	3,881	3,881	-
639	ECS Alliance	200,966			200,966	3,510	158,844	38,612	38,612	-
644	Winsted Family Alliance FRC	500	500	335	165	-	-	165	-	165
646	CBITS Bounce Back	8,649	8,649		8,649	-	-	8,649	-	8,649
656	Excess Cost Grant	686,682	-		686,682	12,060	702,498	(27,876)	(27,876)	-
658	Adult Education	14,737	-		14,737	-	-	14,737	14,737	-
662	Critical Needs Fund	500	-		500	-	-	500	500	-
665	School Readiness COLA	13,249	-		13,249	-	-	13,249	13,249	-
676	Unified Champion Schools	1,000	1,000	18	982	-	-	982	-	982
680	School Readiness Competitive Enrollment	27,200	-	-	27,200	-	-	27,200	27,200	-
TOTALS		\$ 3,045,722	\$ 695,708	\$ 576,222	\$ 2,469,800	\$ 127,823	\$ 1,630,657	\$ 711,320	\$ 442,235	\$ 269,085

Note: Grants in italics are estimates

Initial Recommendation to Hire Form

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

Completed By

Rosanne Field

Date:

8/7/2023

Sent To:

Melony Brady-Shanley

Date:

8/7/2023

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.

*

Downy Pitchford

(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:

8:30

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?

S Longhi

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:

Wage:

\$18-

Superintendent Approval:

[Signature]

Date:

8/9/23

Business Manager Approval:

[Signature]

Date:

8/9/23

Director of Student Services Approval:

Date:

Principal Approval:

[Signature]

Date:

8/7/2023

Initial Recommendation to Hire Form

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

Completed By: Barbara Silverio Date: 8/7/23
Sent To: Melony Brady-Shanley Date: 8/7/23

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.

Amanda Dias (name) is a new hire within our organization in the position of: Interventionist

* Employee's location(s): Pearson School

* Proposed starting date: 8/29/23

(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? 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? Sarah Ward

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? _____

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

Funding Source: _____ Wage: \$ 20.19

Superintendent Approval: [Signature] Date: 8/9/23

Business Manager Approval: [Signature] Date: 8/9/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: Barbara Silverio Date: 8/7/23

WINCHESTER PUBLIC SCHOOLS
338 MAIN STREET, P.O. BOX 648 • WINSTED, 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: Darlene Bentley Date: 8/9/2023
Sent To: Melony Brady-Shanley Date: 8/9/2023
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.

* Samantha Malhoit (name) is a new hire within our organization in the position of: Para - Hub

* 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 1.0
2. Days per week: 5
3. Daily start time: _____ Daily end time: _____
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? Madison Soperly

Who will be this new employee's evaluator? _____

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: _____ Wage: \$18.00 per hour
or \$3000.00 stipend @ the completion of a full year

Superintendent Approval: [Signature] Date: 8/9/23

Business Manager Approval: [Signature] Date: 8/9/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: Barbara Silverio Date: 8/9/23

Initial Recommendation to Hire Form

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

Completed By: Barbara Silverio Date: 8/15/23
Sent To: Melony Brady-Shanley Date: 8/15/23

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.

* Megan Waters (name) is a new hire within our organization in the position of: Paraprofessional in HUB/Pearson

* Employee's location(s): Pearson HUB

* Proposed starting date: 8/29/23

(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? +full year

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? Maddison Sipperly

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: 1 Year _____ Benefits applicable? yes

Funding Source: _____ Wage: \$18.00 per hour plus \$300. stipend

Superintendent Approval: [Signature] Date: 8/21/23

Business Manager Approval: [Signature] Date: 8/21/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: Barbara Silverio Date: 8/15/23

Initial Recommendation to Hire Form

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

Completed By: Barbara Silverio Date: 8/15/23

Sent To: Melony Brady-Shanley Date: 8/15/23

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.

* O'Shelia Johnson (name) is a new hire within our organization in the position of: Interventionist

* Employee's location(s): Pearson School

* Proposed starting date: Aug 30, 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 yes

2. Days per week: 5

3. Daily start time: 8:00 Daily end time: 3:30

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? Gigette Ullsone

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: 66 11520 Year Benefits applicable? yes

Funding Source: BUNCE 14,000 Wage: 20.19 per hour

Superintendent Approval: [Signature] Date: 8/21/23

Business Manager Approval: [Signature] Date: 8/22/23

Director of Student Services Approval: Date:

Principal Approval: Barbara Silverio Date: 8/15/23

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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: Darlene Bentley Date: 8-21-2023
Sent To: Melony Brady-Shanley Date: 8-21-2023
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.

* Sally O'Brien (name) is a new hire within our organization in the position of: Student Services Admin Assistant

* Employee's location(s): Horsdale

* Proposed starting date: 8-23-2023

(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 - Part-time - 3 days a week

2. Days per week: 3

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

4. Lunch (paid or unpaid): 30 Minutes

5. Paid hours per week: 21

6. Is this a newly added position? yes

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

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

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

9. Recommended Hiring Step: 6 Year _____ Benefits applicable? yes

Funding Source: GB Wage: \$22.15 per hour

Superintendent Approval: [Signature] Date: 8/21/23

Business Manager Approval: [Signature] Date: 8/24/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: _____ Date: _____

Initial Recommendation to Hire Form

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

Completed By: Barbara Silverio Date: 8/21/23

Sent To: Melony Brady-Shanley Date: 8/21/23

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.

* Jeffrey Collier (name) is a new hire within our organization in the position of: District Substitute and LTS for Eric Neumann

* Employee's location(s): District-wide

* Proposed starting date: 8/30/23

(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? No

List:

1. FTE No

2. Days per week:

3. Daily start time: Daily end time:

4. Lunch (paid or unpaid): 30 unpaid Minutes

5. Paid hours per week:

6. Is this a newly added position?

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

Who will be this new employee's evaluator? NA

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

9. Recommended Hiring Step: Year Benefits applicable? NO

Funding Source: Wage: \$130.00 per day

Superintendent Approval: [Signature] Date: 8/21/23

Business Manager Approval: [Signature] Date: 8/25/23

Director of Student Services Approval: Date:

Principal Approval: Barbara Silverio Date: 8/21/23

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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: Cassandra Murphy Date: 8/22/23

Sent To: Darlene Bentley Date: 8/22/23 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.

* Heather Reinoso-Subklew (name) is a new hire within our organization in the position of: Paraprofessional

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

* Proposed starting date: 8/25/23

(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? No

List:

1. FTE 37.5 hours

2. Days per week: 5 days

3. Daily start time: 7:15 am Daily end time: 2:45

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? Alexis Lamere

Who will be this new employee's evaluator? Sarah Schackner/Cassandra Murphy

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? None

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

Funding Source: _____ Wage: \$18.00 per hour

Superintendent Approval: _____

Date: 8/23/23

Business Manager Approval: _____

Date: _____

Director of Student Services Approval: C. Murphy

Date: 8/22/23

Principal Approval: _____

Date: _____

Initial Recommendation to Hire Form

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

Completed By: Barbara Silverio Date: 8/24/23

Sent To: Melony Brady-Shanley Date: 8/24/23

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.

Christina Gubetta (name) is a new hire within our organization in the position of: Special Education Teacher

* Employee's location(s): Pearson 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? NO

List:

1. FTE yes

2. Days per week: 5

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? Joanna Petti

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? yes

Beth Neumann

9. Recommended Hiring Step: MA Year 2 Benefits applicable? yes

Funding Source: _____ Wage: \$ 48,608.00

Superintendent Approval: [Signature]

Date: 8/25/23

Business Manager Approval: [Signature]

Date: 8/25/23

Director of Student Services Approval: [Signature]

Date: 8/24/23

Principal Approval: Barbara Silverio

Date: 8/24/23

Initial Recommendation to Hire Form

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

Completed By: Darlene Bentley Date: 8/25/23
Sent To: Melony Brady-Shanley Date: 8/25/23

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.

* Sabrina DeBiase (name) is a new hire within our organization in the position of: Custodian

* Employee's location(s): Hinsdale

* Proposed starting date: 8-29-23

(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? NO

List:

1. FTE .5
2. Days per week: 5
3. Daily start time: 7:00 Daily end time: 8:00pm
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week: 20
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace? Owen Morin

Who will be this new employee's evaluator? Rosie Field & Nancy O'Dea-Wyrick

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

9. Recommended Hiring Step: 1 Year _____ Benefits applicable? NO

Funding Source: GA Wage: \$19.67 per hour

Superintendent Approval: [Signature] Date: 8/25/23

Business Manager Approval: [Signature] Date: 8/25/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: _____ Date: _____

Initial Recommendation to Hire Form

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

Completed By: Darlene Bentley Date: 8-23-23

Sent To: Melony Brady-Shanley Date: 8-23-23

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.

* Luis Grijalva (name) is a new hire within our organization in the position of: Custodian

* Employee's location(s): Pearson

* Proposed starting date: TBD

(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 1.0

2. Days per week: 5

3. Daily start time: 2:00 Daily end time: 10:00

4. Lunch (paid or unpaid): 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? Hazim Akter

Who will be this new employee's evaluator? Nancy O'Dea-Wyrick & Rosalia Suero

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: OB Wage: \$19.67 per hour

Superintendent Approval: [Signature] Date: 8/25/23

Business Manager Approval: [Signature] Date: 8/28/23

Director of Student Services Approval: Date:

Principal Approval: Date:

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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: Darlene Bentley for Nancy O'Dea-Wyck Date: 9/1/2023

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.

* Cassandra Peterson (name) is a new hire within our organization in the position of: Cafeteria worker

* Employee's location(s): Pearson

* Proposed starting date: 9-1-23

(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? NO

List:

1. FTE .40

2. Days per week: 2

3. Daily start time: 7:30 Daily end time: 1:30

4. Lunch (**paid or unpaid**): _____ Minutes

5. Paid hours per week: 12

6. Is this a newly added position? NO

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

Who will be this new employee's evaluator? Nancy O'Dea-Wyck

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

9. Recommended Hiring Step: _____ Year _____ Benefits applicable? NO

Funding Source: _____ Wage: \$16.00 per hour

Superintendent Approval: [Signature] Date: 9/6/23

Business Manager Approval: NBS - Nancy O'Dea-Wyck Date: 9/6/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: _____ Date: _____

email
Amy
9-7-23

Initial Recommendation to Hire Form

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

Completed By: Darlene Bentley Date: 9-7-23

Sent To: Melony Brady-Shanley Date: 9-7-23

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.

* Benita Roy (name) is a new hire within our organization in the position of: Para - Hub

* Employee's location(s): Pearson

* Proposed starting date: 9-7-2023

(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 1.0

2. Days per week: 5

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

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? Megan Waters Cummings

Who will be this new employee's evaluator? _____

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: _____ Wage: \$18.00 per hour + \$3,000 Stipend at the end of the year

Superintendent Approval: [Signature] Date: 9/7/23

Business Manager Approval: [Signature] Date: 9/7/23

Director of Student Services Approval: _____ Date: _____

Principal Approval: _____ Date: _____

Administrators Contract Change Highlights

Term - 7/1/2024 - 6/30/2027

Wages

One step increase in years 1 & 2

2.5%, 0%, 1.0% annual gross wage increase

Insurance

17% insurance contribution each year

50% Annual BOE HSA Contribution (they were at 55% and more)

Paid Time Off - Decreased vacation carryover allowance from 5 days to 3

10 month employees may work up to 5 days at home with Superintendent's permission

Increased written notice required of 45 work days for resignation from 30

Language clean up and clarification

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT
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, discipline, or discharge any individual or otherwise discriminates against an individual with respect to 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 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 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.”

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. §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

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 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 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 they 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 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 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 they 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 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. 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)

Gebbser 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.

4118.112

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.

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

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 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 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 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 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

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT
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.

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 student's parents/guardians.

At the discretion of the Principal, in-school suspensions not to exceed 10 consecutive days may be given when deemed appropriate no more than fifteen (15) times or a total of 50 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 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 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 their education shall be offered an alternative educational opportunity if 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 or 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, the student must be offered an alternative educational opportunity consistent with 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 eight 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.

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT
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 their 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. 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 them of the right to a hearing. 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 their 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 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 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 maiden name or parent's 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 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 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 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 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 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(l)

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.

R5125(o)

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 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.

R5125(q)

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.

R5125(r)

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.

R5125(s)

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 they disagree 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

R5125(t)

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 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.

R5125(u)

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.

R5125(v)

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.

R5125(x)

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.

R5125(y)

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 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)

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.

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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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill 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

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

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 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.

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT
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. 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.

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.

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 they cannot see 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 are 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.

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

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 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, the student must present to the Principal or designee a statement from a physician stating the reason for 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 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 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 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 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 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:

WINCHESTER BOARD OF EDUCATION
WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT

Board of Education Policy Regarding:

Instruction - Field Trips

Policy #6153

Amended:

Supersedes / Amends: Field Trip Policy, 1/11/1996

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 school program to enable the student to participate and shall be counseled as to the student's obligations in fulfilling them. The administration may place restriction upon a student's participation when in the staff's judgment, the student's welfare requires it.