

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

May 23, 2019

6:00 p.m.

Windsor Locks High School

Library Media Center

58 South Elm Street

www.wlps.org

Windsor Locks Board of Education

Patricia King, Chairwoman

Margaret Byrne, Vice Chairwoman

Jim McGowan

Dennis Gragnolati

Joe Tria

Shawn Parkhurst

Superintendent of Schools

MISSION STATEMENT AND CORE BELIEFS

The WLPS will create and sustain a community of life-long learners where all students are engaged, empowered and expected to achieve at the highest levels and to become responsible, contributing citizens in an ever-changing, global society.

In order to achieve our mission our students will receive a world class education that:

- Challenges each student to meet and exceed high expectations through a stimulating, rigorous and challenging curriculum;
- Enables each student to think critically, work collaboratively, and display the confidence necessary to be successful in a diverse and complex society;
- Prepares each student to be an adaptable risk taker who is proud to invest in the future;
- Prepare each student to use all of the technological resources available to complete research, solve problems, and identify creative solutions;
- Develops individuals who are open-minded, respectful, and compassionate,
- Develops honest, interdependent, skilled future leaders and independent thinkers who will become the world's problem solvers;
- Enriches the skills and talents of each student to be inventive and ready to achieve a sustainable future;
- Invites the entire community to be involved in providing a well-rounded education; which
- Inspires each student to become an active member of our community, the nation, and the world.

Regular Meeting
May 23, 2019
WINDSOR LOCKS BOARD OF EDUCATION
Windsor Locks High School ~ Library Media Center
6:00p.m.
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. BOARD AND ADMINISTRATIVE COMMUNICATIONS INCLUDING BOARD SUB-COMMITTEE REPORT
- V. STUDENT REPRESENTATIVE REPORT
- VI. PUBLIC AUDIENCE (Only On Agenda Items)

CONSENT AGENDA: **VOTE NEEDED**

- VII. A. Minutes: p. 1 EXHIBIT VII A
 - May 2, 2019 Special Meeting
 - May 9, 2019 Regular Meeting

VIII. BUSINESS ITEMS BEFORE THE BOARD

Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

- A. Student Recognition - Autism Speaks Donation p. 9 EXHIBIT VIII 1 A

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

- A. Budget Update p. 10 EXHIBIT VIII 2 A
- B. Policy First Read: Graduation Requirements for the Class of 2023 and Discussion p. 11 EXHIBIT VIII 2 B
- C. Policy First Read and Discussion p. 17 EXHIBIT VIII 2 C
- D. Transfer General Fund Budget Monies: **VOTE NEEDED** p. 58 EXHIBIT VIII 2 D

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

- A. State of Connecticut Health Food Certification: **VOTE NEEDED** p. 59 EXHIBIT VIII 4 A
- B. Extend The National School Lunch and School Breakfast Programs to July 12, 2019: **VOTE NEEDED** p. 60 EXHIBIT VIII 4 B

- IX. BOARD AND SUPERINTENDENT COMMENT
- X. FUTURE BUSINESS

XI. PUBLIC AUDIENCE (GENERAL)

XII. EXECUTIVE SESSION: To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

- Discussion of Superintendent of Schools' Evaluation
- Discussion of Superintendent of Schools' Contract

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools

XIII. ADJOURN

For the Chairperson of the Board of Education

Shawn Parkhurst

Superintendent of Schools

C: Town Clerk: PLEASE POST

EXHIBIT VII A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MAY 23, 2019
RE: APPROVAL OF MINUTES

- May 2, 2019 – Special Meeting
- May 9, 2019 – Regular Meeting

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096**

These minutes are not official until approved at a subsequent meeting.

**MINUTES OF THE SPECIAL MEETING
May 2, 2019 at 4:00 p.m.**

Members Present:	M. Byrne, D. Gragnolati and J. Tria
Members Absent:	P. King and J. McGowan
Administrators:	S. Parkhurst and D. Prinstein
Staff:	None
Students:	Student B
Others:	Mother of Student B

I. Call to Order

Vice-Chairwoman Ms. Margaret Byrne called the Special Meeting to Order at 4:04 p.m., in the Windsor Locks Public School's Professional Development Room.

II. Executive Session

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U), that the Board of Education enters into Executive Session to conduct a student expulsion hearing and to preserve the confidentiality of student records, and that the following be invited to attend the executive session to offer testimony: Superintendent of Schools, High School Administration, witnesses to testify for the administration, student and parents, witnesses for student and parents, legal counsel for the Board of Education and the administration, and the student, if present.

Vice-Chairwoman Ms. Byrne asked all persons in attendance to identify themselves for the record:

Board of Education Members:

Mr. Joe Tria

Mr. Dennis Gragnolati

Ms. Margaret Byrne

Others:

Mother of Student B

Student B

Mr. Shawn Parkhurst, Superintendent of Windsor Locks Public Schools

Mr. David Prinstein, Principal of Windsor Locks Middle School

Denise Piotrowicz, Recording Secretary, Windsor Locks Board of Education

Witnesses were sworn in by Vice-Chairwoman Ms. Byrne.

Testimony regarding the offense and penalty phase was given by Mr. Shawn Parkhurst and Mr. David Prinstein followed by questions from the Board of Education Members.

Board Recessed at 4:15 p.m.
Board Reconvened at 4:19 p.m.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 4:19 p.m.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education finds that Student B did engage in conduct that violated Board Policy and seriously disruptive to the educational process. The student has therefore committed an expellable offense.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education reconvenes in Executive Session to conduct a student expulsion hearing and to protect the confidential student records and that the same persons who were previously invited to attend the Executive Session are invited to attend at 4:20 p.m.

III. Action Regarding Expulsion

Testimony regarding the penalty phase of the expulsion was given Mr. Shawn Parkhurst, Mr. David Prinstein and Student B, followed by questions from the Board of Education Members.

Board Recessed at 4:34 p.m.
Board Reconvened at 4:52 p.m.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 4:53 p.m.

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Windsor Locks Board of Education (1) accepts and adopts the findings and facts discussed and presented in executive session; and find that Student B is hereby expelled from the Windsor Locks Public Schools, including all school-related activities, curricular or otherwise, for a period of one calendar year beginning April 22, 2019 and ending April 22, 2020 and (2) that as a consequence of said conduct, Student B shall be expelled in accordance with the terms and conditions of the Administrations Recommendations dated May 1, 2019 as presented.

IV. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourns the May 2, 2019 Special Meeting at 4:55 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING,
May 9, 2019 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present:	P. King, M. Byrne, J. McGowan and D. Gragnolati
Members Absent:	J. Tria
Administrators:	S. Parkhurst, C. Bradshaw-Hill, S. Lee and J. Lavorgna
Student Representatives:	S. Inusah and D. Egyin
Students:	None
Staff:	D. Bole, K. Precourt and T. Wiley
Others:	None
Press:	None

I. Call to Order

Chairwoman Patricia King called the Regular Meeting to Order at 6:06 p.m. in the Windsor Locks High School Library Media Center.

II. Board and Administrative Communications including Board Sub-Committee Report

Board Member Mr. Dennis Gragnolati commented that he attended the South School Annual Egg Drop. The fire department came to assist using their ladder truck. He attended both days and one of those days the rain was very heavy.

Board Member Mr. Jim McGowan remarked that he attended Grandparent's Day at North Street School. It was well attended. He was able to visit with two of his own grandchildren.

Vice-Chairwoman Ms. Margaret Byrne noted that last week the official delivery of the bicycles from TSI Harley Davidson of Ellington to North Street School. She also attended the Career Fair held last week. Great job done by all!

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He showed photos of events that took place last week from South Elementary School which included Grade 3 Poetry Slam and Grade 5 Egg Drop. He publicly thanked the Windsor Locks Fire Department for assisting the students for two days for the Egg Drop event. It is a good example of community involvement with the schools. He attended the student lead conferences this past week. He wanted to give the families and students a shout-out for an incredible afternoon. He attended North Street School annual Arbor Day festivities. Two trees were planted with the help of volunteers from the American Legion. He thanked the American Legion for their years of participating in the Arbor Day festivities. He also

mentioned the bicycles from TSI Harley Davidson of Ellington arrived at North Street School. It is a great program to teach young students to balance and eventually able to ride a bicycle. As Mr. McGowan noted, Grandparent's Day was a well-attended event. He enjoyed seeing all the projects and grandparents reading with their grandchildren. At the high school and Pine Meadow, he attended the Career Days that were held. He thanked Ms. Byrne for her involvement with the program and all of those who participated and engaged with the students about their various career paths. He attended the Windsor Locks Middle School play which was completely student written, directed and casted. All of the customs and sets were also designed by students. Great example of students owning their learning. He mentioned the Hartford Insurance Group sponsored a barbecue for the RISE students and families. It was a nice event. He mentioned the Windsor Locks Middle School History Club are on their Washington DC trip and they will return on Friday night. The elementary schools and middle school are currently undergoing state testing, the high school is currently taking the AP exams. Tomorrow at the State Capitol will be celebrating Gov. Ella Grasso's 100th Birthday and a video from Windsor Locks Middle School will be shown. This week is National Teacher Appreciation Week and in honor of the teachers, Mr. Parkhurst showed a video tribute to all of the teachers and staff. He thanked all of the teachers and staff for all of their hard work. Chairwoman Mrs. King, on behalf of the Board of Education, thanked the teachers and staff.

III. Student Representatives

Miss Sue Inusah, Student Representative commented about the Windsor Locks Middle School play. She reiterated that it was completely student driven and it was amazing! It was well produced and the story was well written.

Miss Derby Egyin, Student Representative, announced the girl's tennis team has made it into the State Tournament! She noted prom is in two weeks and graduation is right around the corner. All of the seniors are very excited for the next few weeks.

Vice-Chairwoman Ms. Margaret Byrne introduced Ms. Tyshaunda Wiley from the Windsor Locks Wellness Coalition to discuss two students who will be doing a public service announcement about focusing on staying healthy and being successful and not engaging in alcohol and drugs. Next week is National Prevention Week. The public service announcement discusses drinking and using drugs and sharing the knowledge the relationship of mental health and alcohol. The video was shown. Four PSAs were videotaped in one day.

IV. Public Audience (Only on Agenda Items)

Mr. Ken Precourt, the varsity baseball coach, addressed the Board. He wanted to thank Mr. Parkhurst, Mr. Swensen and Mr. O'Brien for going out their way to correct the conflict with the NCCC Baseball Tournament and the Senior/Junior Prom being held on the same night. The game times have been changed so that the championship game will take place at 4:00 p.m., therefore, if Windsor Locks goes to the championship game, the boys will be able to attend the prom. They went out of their way to resolve the problem and he wanted to publically thank everyone who was involved.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education remove Agenda Item, Goal 2 (B) Police First Read: Graduation Requirements for the Class of 2023 and add Agenda Item, Goal 4 (A) Board of Education Expenditure Approval List.

IV. Consent Agenda

a. Minutes

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the Minutes of April 11, 2019 as presented

b. Personnel Report

Mr. Parkhurst noted there are four resignations before the Board.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts Mr. Percoski's, Ms. Salvatore's, Dr. Koehler's and Ms. Aguilar's, resignations effective June 30, 2019 and offer them our sincere appreciation for all of their efforts on behalf of the students of the Windsor Locks Public Schools.

V. Business Items Before The Board

1. Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

This goal was not discussed at this meeting.

2. Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

a. Budget Update

Mr. Parkhurst wanted to give a budget update. The proposed fiscal year 2019-20 budget was revised and unanimously approved by the Board of Finance at the recent Public Hearing. The proposed fiscal year 2019-20 Board of Education budget was increased as per our request by \$93,043 for a total budget request of \$31,380,043. The Board of Finance has approved this budget to be sent to the Town Budget Meeting and vote is scheduled for 7:00 pm on May 21, 2019 at Town Hall. He encourage everyone to attend and vote on that budget.

b. Policy First Read: Graduation Requirements for the Class of 2023

This agenda item was taken off the agenda for this evening's meeting and was not discussed.

c. State of Connecticut Performance and Profile Report

Mr. Parkhurst explained that each year the State of Connecticut provides each school and district with a Performance and Profile Report. The 2017-2018 district profile and performance report was provided for to the Board Member for their review. He briefly the highlights of the district work compared to the State in several areas including demographics, enrollment, chronic absenteeism, student with disabilities who spend time with nondisabled peers, outplacements, performance and accountability, graduation rates and college entrance and persistence. He reminded the Board that the data that is being used is two years old and dates back to 2017. The areas in which the district is falling below the state average are math, academic growth and chronic absenteeism. He will be analyzing this data with the administration and when the improvement plans are revised in the fall, the Board will hear what the administration plans to improve the district's performance.

3. Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

a. School Readiness Grant Application

Mr. Parkhurst indicated the School Readiness Grant provides Windsor Locks the opportunity to offer 48 three and four year old children a high quality, preschool experience. The grant enables North Street to gain accreditation from the National Association for the Education of Young Children (NAEYC). This accreditation signifies that North Street School's Pre-K program has met or exceeded over 450 standards, placing in among the best in the state. This will be the seventh year with this grant.

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the 2019-2020 School Readiness Grant Proposal as presented.

b. Community Survey Results

Mr. Parkhurst commented that the district has concluded its month-long communication survey. Mr. Parkhurst noted that the Board has a yellow packet which are the results of the survey that took place from April 1, 2019 through May 3, 2019. The district received 301 survey results. The survey consisted of nine questions and the breakdown of people taking the survey was 55% parents and 25% teachers. The means of communication via website, newsletters, social media are the most popular ways of communication. Updating the website on a regular basis as many visit the website for events and other information, such as field trips, music and sporting events. The comments which were left on the survey are very helpful and he hopes to move the district forward and begin more ways of communicating with parents and the community in the future. He thanked all of those who participated in the survey. He will be posting the results

and comments on the website. He will be working the administration over the summer to improve communication among families and the community.

4. Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

a. Board of Education Expenditure Approval List.

Ms. Charmaine Bradshaw-Hill, Business Manager addressed the Board. She indicated the finance subcommittee met yesterday afternoon to discuss a number of projects that should be completed by the end of the fiscal year. There are some projects that cannot be done while school is in session. She was asked to put together a task list for this meeting so the Board can discuss those projects and approve or disapprove them so she may start planning and hiring vendors for those projects. She gave a spreadsheet entitled “Board of Education Expenditure Approval List” to the Board Members for their review. She gave a summary and explanation of the Board of Education current purchase policy. She explained that the district has secured quotes for all items on the task list and will continue to do so; however, there are some circumstances they will be unable to secure three bids as there are limited number of vendors in the area. The largest items on the list require an open bid process per the purchase policy and the cost associated with each of these items will put a further strain on the budget.

A lengthy discussion was held discussing the tasks on the list.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education to grants the Superintendent, or his designee, the authority to purchase all items on the End of Year Task List within the stated budget limits based on quotes received in lieu of open bids.

VI. Board and Superintendent Comments

None.

VII. Public Comment

None.

VIII. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of May 9, 2019 at 7:02 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MAY 23, 2019
RE: STUDENT RECOGNITION

Windsor Locks Middle School

Four Windsor Locks Middle School students, Danielle Arroyo, Madison Evans, Endia Jones, and Winslow Faulk, recently organized and participated in a successful drive to collect funds to donate to Autism Speaks. Last week, representatives from Autism Speaks were on hand to receive the donation of \$160.00 from the students.

EXHIBIT VIII 2 A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MAY 23, 2019
RE: BUDGET UPDATE

Superintendent Parkhurst will provide an update regarding the budget vote that was held at the Town meeting on Tuesday, May 21st, 2019.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MAY 23, 2019
RE: POLICY: FIRST READING – GRADUATION
REQUIREMENTS FOR THE CLASS OF 2023

A first reading of policy 6146A Graduation Requirements for the Class of 2023 and beyond is provided for your review. The changes in this policy include new graduation requirements set forth by the State Board of Education. Those changes are as follows:

Academic Requirements for Graduation:

- Humanities (which includes ELA) 9 credits including civics and the arts
- STEM – 9 credits
- Physical Education and Wellness – 1 credit
- Health and Safety Education – 1 credit
- World Languages – 1 credit
- Mastery-based assessment – 1 credit
 - *Culminating project that demonstrates mastery of cross curricular standards:*
 - Clear and effective communicator
 - Self-directed learner and collaborative worker
 - Creative and practical problem solver
 - Responsible citizen
 - Informed thinker
- Electives – 3 credits

Instruction

Graduation Requirements

To ensure that all students graduate from our schools with the knowledge, skills, and work habits they will need in adult life, the Windsor Locks Public Schools has adopted a mastery-based system of teaching, learning, promotion, and graduation. Beginning with the Windsor Locks High School Class of 2020, all students will need to demonstrate achievement of all cross-curricular and content-area graduation standards before receiving a high school diploma. These new graduation requirements will ensure that each student provides evidence that they have achieved expected learning standards, and acquired the knowledge, skills, and work habits that will prepare them for postsecondary education and modern careers.

The District's standards-based diploma system also requires our schools and educators to provide the interventions, support systems, and personalized-learning pathways that each student needs to master the expected standards and graduate college, career and life ready.

Graduation from our public school implies (1) that they have satisfactorily demonstrated the District's performance standards, assessed in part by the statewide mastery examinations, and (2) that they have fulfilled the legally mandated number and distribution of credits.

Definitions

Mastery-Based Learning refers to approaches used in which students advance upon mastering skills and content according to an established set of rigorous standards. Students move ahead when they have demonstrated mastery of content, not when they have reached a certain birthday or completed required hours in a classroom.

A mastery-based learning environment consists of state standards and district-developed competencies that put the focus on students demonstrating what they know and are able to do through the compilation of a body of evidence. The competencies that students are expected to meet are clearly articulated.

Content Graduation Standards are the final outcomes expected of students upon graduation from high school. They focus instruction on the most foundational, enduring and leveraged concepts and skills within each content area.

A. Communicating Graduation Requirements

To ensure that every student and family has the information and resources they need to appropriately plan and sequence the student's educational decisions, our schools, educators, and staff will clearly and consistently communicate prior to entering high school and throughout the student's educational career the graduation standards and diploma requirements that must be met to earn a high school diploma.

Instruction

Graduation Requirements/Definitions

A. Communicating Graduation Requirements (continued)

The Superintendent, through the high school principal or other designee, shall be responsible for ensuring that accurate, up-to-date information concerning all graduation standards and diploma requirements are (1) readily available to all incoming students and their families in the spring preceding the start of each school year, and (2) published on the district and high school websites. A detailed guide to graduation standards, academic expectations, and diploma requirements will be disseminated to all incoming ninth-grade students at the time of course selection. This policy will also be referenced in each edition of the high school student handbook and on the district and high school websites.

As soon as it is practical and feasible, the Board expects the Superintendent or designee to inform all students and their families of any modifications made to the District's graduation requirements, which extends to all applicable changes in relevant state law, rules, or regulations.

The Board has approved the following schedule of minimum requirements for graduation, which encompasses minimum graduation requirements specified by the state and described in relevant laws, rules, and regulations. The Board is aware that current law and regulations are subject to change.

B. Academic Requirements for Graduation

Commencing with the Windsor Locks High School graduating class of 2023, all students must master the following graduation requirements:

1. All students will demonstrate that they have achieved mastery in the content-area graduation standards based on Connecticut state requirements. As a transitional plan while the Connecticut State Legislature studies and ultimately makes a final decision about the use of the Carnegie Unit as the basis for earning "credits," students shall earn a minimum of 25 credits based on mastery of the graduation standards associated with the subject areas listed.
 - a. Humanities* (9 credits – including civics and the arts)
 - b. STEM (9 credits – science, technology, engineering, and mathematics)
 - c. Physical Education and Wellness (1 credit)
 - d. Health and Safety Education (1 credit)
 - e. World Languages (1 credit)
 - f. Mastery-based assessment (1 credit)
 - g. Electives/flexible pathway (3 credits)

* The humanities are fields of learning that help us understand and appreciate human history, culture, values, and beliefs. Philosophy, literature, religion, art, music, history, and language have become part of the subjects collectively categorized as the humanities.

Instruction

Graduation Requirements/Definitions

B. Academic Requirements for Graduation (continued)

The Windsor Locks Public School's administration, faculty, and staff will apply the set of standards and performance indicators that are aligned with the content-area standards of the State of Connecticut.

All students must satisfy graduation requirements utilizing personalized pathways through active engagement in mastery-based educational experiences in all the above content areas.

2. Windsor Locks High School graduates will demonstrate that they have achieved mastery in the cross-curricular standards:
 - a. A clear and effective communicator
 - b. A self-directed learner and collaborative worker
 - c. A creative and practical problem solver
 - d. A responsible citizen
 - e. An informed thinker
3. All students will design, document and defend a culminating project that demonstrates their mastery of content and cross curricular graduation standards - **this will be the mastery-based diploma assessment.**
4. All students will complete and submit at least one application to a postsecondary educational institution, training program, or other certified learning experience, such as the military, that will provide them with continued opportunities for academic, career, and personal growth.
5. While most students will satisfy graduation requirements over the course of a four-year academic program, students may also satisfy Windsor Locks High School's graduation requirements during a period of time that is either accelerated or lengthened, based on their distinct learning needs. This includes high school level coursework students may take at Windsor Locks Middle School, provided the same criteria is used to designate students' mastery of the standards required to earn the credit. Examples of these courses include but are not limited to Algebra 1, Spanish 1, Geometry, Algebra 2, etc. All students are expected to develop a Student Success Plan with assistance from counselors, teachers, and/or administrators that allows them to master expected standards at the pace and with the support they need.

Instruction

Graduation Requirements/Definitions (continued)

C. Multiple Pathways

Windsor Locks High School offers all students multiple learning options that allow students to demonstrate mastery of content and cross curricular standards, earn academic credit and satisfy graduation requirements. Windsor Locks High School also encourages its students to explore a broad range of personalized learning experiences.

To pursue personalized learning experiences, students must design a plan that documents and defends how the experience satisfies both graduation requirements and expected cross curricular and content area standards.

Learning options may include, but are not limited to, the following:

1. Academic courses offered by the school
2. Dual enrollment or early college courses
3. Career and technical education programming
4. Online or blended learning options
5. Alternative or at-risk programming
6. Extended learning opportunities, internships, field work, or exchange experiences
7. Independent studies or long-term projects

D. Transfer and Home-School Students

For students who transfer to Windsor Locks High School from another state, country, school, program, or home-schooling situation, including educational programs that are not aligned with Windsor Locks High School's cross curricular and content area graduation standards, the Principal shall evaluate the value of the student's prior educational experiences and determine to what degree the student has met the school's graduation requirements. After enrolling in Windsor Locks High School, these students will need to satisfy all assessment, proficiency, and graduation requirements in the appropriate subject areas, as determined by the Principal. The Superintendent will ultimately determine whether these students are eligible to receive a diploma. Home-schooled students must have attended Windsor Locks High School for a minimum of two (2) years or four (4) semesters to be eligible for a diploma.

E. Students Receiving Special-Education Services

Students who successfully meet Windsor Locks High School's cross-curricular and content-area graduation standards, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.

Instruction

Graduation Requirements/Definitions (continued)

F. Extended Study

Students are eligible for extended years of study to complete the school's graduation requirements if they have not reached the age of 20. Students eligible for extended years of study may be referred to adult education or other programs and resources.

G. Participation in Graduation Ceremony

A student must complete all Board requirements for a high school diploma to participate in graduation exercises.

(cf. 5121 - Examination/Grading/Rating)

(cf. 6111 - School Calendar)

(cf. 6146.2 - Statewide Proficiency/Mastery Examinations)

(cf. 6172.6 - Virtual/On-line Courses)

Legal Reference:

Connecticut General Statutes

10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247)

10-14n State-wide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by Section 115 of PA 14-217)

10-16(l) Graduation exercises. (as amended by P.A. 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)

10-221a High school graduation requirements. (as amended by P.A. 00-124. An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses Other Subject Areas), P.A. 10-111. An Act Concerning Education Reform in Connecticut, P.A. 135, An Act Concerning Implementation Dates for Secondary School Reform, P.A.13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes, P.A. 13-247, Budget Implementer Bill and P.A. 15-237 An Act Concerning High School Graduation.)

10-233(a) Promotion and graduation policies.

P.A. 13-108 An Act Unleashing Innovation in Connecticut Schools

P.A. 13-247 An Act Implementing Provisions of the State Budget

P.A. 15-237 An Act Concerning High School Graduation.

Policy adopted:

May 23, 2019

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MAY 23, 2019
RE: POLICY: FIRST READING

The following policies have been reviewed by the policy subcommittee and are being presented for a first reading, followed by any questions the board may have.

Community Relations:

- 1100 – Public Participation at Board Meetings
- 1101 – School Community Relations
- 1102 – Communications with the Public – Parent Involvement (Policy and Regulation)
- 1105 – Advertising and Distribution and Promotion of Products, Services and Informational Materials (Policy and Regulation)
- 1120 – School Visitations
- 1200 – Enumeration of Children
- 1212 – School Volunteers (Policy and Regulation)
- 1251 – Loitering or Causing Disturbances
- 1400 – Public Funds Related to Referenda
- 1401 – Children in School as Couriers for Referenda

Administration:

- 2003 – District Mission, Goals, Procedures and Policies – Recommended that this policy be replaced with Policy 9326: By-Laws and Internal Policies – Bylaws, Policy and Regulations System
- 2420 – Vandalism – Restitution

Non-Instructional:

- 3260 – Disposal of Books, Equipment (Policy and Regulation)
- 3325 – Contracts – Nondiscrimination
- 3524 – Green Cleaning Program
- 3813 – Transportation Hearing
- 3850 – Pest Management – Pesticides Application in Schools

Community Relations

1100 – Public Participation at Board Meetings

Meetings of the Board of Education (Board) are held to carry on the business of the schools and, therefore, are not meetings of the public but rather meetings of the Board, which are held in public. The Board recognizes its responsibility to conduct the business of the District in an orderly and efficient manner and will, therefore, require reasonable controls to regulate public presentation to the Board.

The Board, as a representative of the District, wishes to provide an avenue for any member of the public, school staff or the press to express interest in and concern for our schools. The Board shall schedule time during each regular and special meeting for public comment.

The purpose of the Board's meetings is for the Board to conduct the business of the Windsor Locks Public Schools. In order to insure sufficient time is available at each meeting for the Board to conduct its business, it may be necessary to place reasonable individual and overall time limits on public comments. During public comment, the Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views and opinions on topics within the jurisdiction of the Board. Public comment at special meetings shall be limited to the agenda topic(s) for such meeting. The appropriateness of the subject being presented (i.e., the relationship of the topics(s) to matters within the jurisdiction of the Board at regular meetings or to matters on the agenda at special meetings), the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. However, the Board as a whole shall have the final authority to make such rulings. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the Superintendent. To preserve order and facilitate the conducting of Board business, the Board may remove from its meetings persons who are willfully interrupting the meeting. This authority includes the ability to clear the room and continue in session. An accredited member of the press must be permitted to remain in the cleared room unless such member was part of the disruption. The Board in its discretion may establish a procedure for readmitting to a cleared room an individual(s) not willfully disturbing the meeting.

Persons wishing to address the Board via letter or written or electronic communication may do so. Copies of such correspondence will be forwarded to Board members and the original will become part of the meeting record. Letters generally will not be read at Board meetings.

The Board shall give due attention to all comments and contributions from the public, but shall not be expected to respond immediately. When appropriate, inquiries requiring detailed responses shall be referred to the Superintendent who shall respond within a reasonable period of time.

Legal References:

Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule an agenda of certain meetings to be filed and posted on website. Notice of special meetings.

Executive sessions

1-232 Conduct of Meetings

19a-342 Smoking Prohibited. Exceptions. Signs Required. Penalties

Policy adopted: August 1980

Revised: November 1990, March 2000, July 2002

Community Relations

1101 – School Community Relations

In keeping with our belief that the educational programs of our schools are the proper concern of the community in the school district, it is the policy of the Board of Education (Board) to promote and encourage participation by the public in local school affairs. Through interest and participation in school affairs, our educational program will have the benefit of the ranges of ability, talent and experience of the community members of our district.

Since parents and students are directly affected by the operation of each school and because parents and community members at the local school level are in the best position to participate in school matters, the Board supports and endorses the parent-teacher organizations and parent advisory groups at various school levels. The Board supports and encourages such activities of these organizations that:

- Improve communications between faculty, parents and students.
- Enhance the image of the school in the community.
- Provide a forum for the exchange and discussion of ideas on issues and topics of school interest.
- Promote the welfare of children and youth in the home, school and community.

The cooperation of all school personnel with such groups is expected and supported. The school administration, in particular, building principals, have key leadership roles in developing and guiding these school groups in the enhancement of school programs.

The deliberations and resulting recommendations of school affiliated organizations can provide a sounding board which enables the school administration and in turn the school board to sense the pulse of the community with regard to educational aspirations, programs and procedures.

Only one parent-teacher organization or parent school advisory committee should be recognized within a given elementary or secondary school attendance district. This does not preclude the rights of groups to work in combination on various school levels.

School affiliated organizations should be non-commercial, non-sectarian and non-partisan and should not endorse either commercial enterprises or candidates.

Policy adopted: March 1987

Revised:

Community Relations

1102 – Communication with the Public – Parent Involvement

The Board of Education (Board) believes that education is a responsibility shared with the schools, families, and the community. All must work together to assure optimum student success.

In order to facilitate collaborative relationships between students' families, the Board, district personnel, and the community and to enable them to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardian(s) informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish ongoing two-way communication between all families and the Board district personnel.
4. Seek input from parent(s)/guardian(s), students, alumni, businesses, and the community on school-related issues.
5. Inform and support parent(s)/guardian(s) on how they can assist their children's learning.

The Superintendent shall annually report to the Board the extent to which families and the community are involved in partnerships with the district schools.

Legal References:

Connecticut General Statutes
10-221(f) Board of education to prescribe rules, policies and procedures as amended by
PA 97-290, An Act Enhancing Education Choices and Opportunities.

Policy adopted: May 1998

Revised:

R1102 - Parent and Community Involvement

Staff and administration shall advocate effective, comprehensive family and community involvement in education that will promote active partnerships in the education of the youth of the town.

The following are examples of programs for principals and staff to consider. These lists will be updated as new ideas are generated.

1. Keep parent(s)/guardian(s) informed about their child's school and education.
 - Develop and distribute a comprehensive student handbook.
 - Distribute information to parent(s)/guardian(s) on their school visitation rights.
 - Open houses.
 - Parent-teacher conferences; at a minimum, two flexible parent-teacher conferences for each school year.
 - Home visits.
 - Progress reporting and report cards.
 - Newsletters.
 - Information about further education.
 - Parent education regarding curriculum and programs.
 - Special presentations and activities.
 - Availability and use of homework hotlines.
2. Encourage involvement in their child's school and education.
 - Support and encourage parent volunteer opportunities.
 - Work with the PTO or other school-sponsored groups to promote parent volunteer opportunities.
3. Establish ongoing two-way communication between all families and the Board of Education district personnel.
 - Principal coffees/advisory meetings.
 - Work with PTO and other school sponsored group's leadership to increase parental participation.
 - Train personnel to collaborate effectively with families with diverse backgrounds, including backgrounds that might impede parental participation.
 - Develop ways to overcome impediments to parental participation.
4. Seek input from parent(s)/guardian(s), students, alumni and community on school governance issues and methods to fulfill the district's educational mission.
 - Work with the PTO and other school sponsored group's leadership to ensure parental input.

- Establish a school-community advisory committee to identify, consider, and discuss educational problems and issues.
 - Work with advisory committees, steering committees and search committees.
 - Encourage alumni participation.
5. Inform and support parent(s)/guardian(s), alumni, business and community on how they can foster student learning.
- Provide information on how they can help children learn, including activities that are related to classroom activities.
 - Provide programs on how to establish a home and community environment that supports learning and appropriate behavior.
 - Promote family literacy.
 - Encourage the use of technology outside of school hours.
 - Provide family/parent (guardian) training opportunities.
 - Publish newsletters.
 - Encourage business partnerships.

Community Relations

1105 – Advertising and Distribution and Promotion of Products, Services and Informational Materials

The Board of Education (Board) recognizes its responsibility to protect students and their families from exploitation through outside advertising and promotion of products and services for profit.

The Board directs the Superintendent of Schools to adopt regulations containing guidelines for the advertising or promotion of products or services to students, staff, or parents in the schools by the school, staff, or affiliated organizations and outside entities. These guidelines shall be in accordance with state and federal law and applicable Board policies.

Signs of a commercial or political nature are not permitted to be posted on school grounds. Additionally, the use of loudspeakers for commercial or political purposes shall not be permitted on school grounds.

Any permitted advertising and/or promotion shall be in accordance with Board policy, regulations or guidelines as well as state and federal law and will be subject to advance approval by the Superintendent or his/her designee, school principal or the Board.

General Restrictions on Advertising or Promotion

Permitted advertising or promotion shall not:

1. Promote hostility, disorder or violence.
2. Attack, discriminate, demean, harass or ridicule ethnic, racial or religious groups or any other legally protected group or members thereof, including, but not limited to, any person or group of persons on the basis of disability, sex, gender, gender identity or expression or sexual orientation.
3. Be libelous or slanderous.
4. Inhibit the functioning of the school or school district.
5. Override the school district identity.
6. Promote, favor or oppose the candidacy of any candidate for election, adoption of any bond/budget issues or any public questions submitted at any general or municipal election.
7. Be vulgar, obscene or pornographic or in opposition to the mission of the Windsor Locks Public Schools.
8. Promote any religious or political organization.
9. Promote the use of drugs, alcohol, tobacco or tobacco products, firearms or the use or possession of other products or substances deemed unsafe and/or prohibited by Board policy.
10. Appropriate and use any District or school logo without prior approval of the Superintendent nor appropriate the likeness of any student or staff member, school or school district property for use in an advertisement or promotion without the prior knowledge and approval of the Superintendent of Schools or Board as well as the prior written permission of the individual(s) whose image(s) or likeness(es) are to be used.

Disclaimer

The inclusion of advertisements in school district publications, on school grounds or on school district property or in school facilities should not be construed to constitute explicit endorsement or approval by the Board or District of the advertised product, service, organization, business, entity or activity

Legal References:

Policy adopted: June 1973

Revised: November 1984

Advertising and Distribution and Promotion of Products, Services and Informational Materials - Advertising on School Grounds

The purpose of this regulation is to establish guidelines for the advertising, distribution and/or promotion of products, services and informational materials in the Windsor Locks Public Schools to District students and their parents. The goal in creating such guidelines is to protect District students and their parents from potential exploitation by private interests, including, but not limited to, commercial, cultural, economic, environmental, organizational and political exploitation and to protect student privacy.

The Board also believes that the schools have a responsibility to provide instruction pertaining to the critical reading and thought processes necessary to protect students' from such exploitation.

For the purposes of this policy and its regulations, "advertising" means allowing access to students, staff and/or parents in exchange for money, services, materials, or other tangibles.

The following are guidelines for advertising and promotion in the Windsor Locks Public Schools:

1. Permission to post notices and/or distribute materials for one specific school may be granted by that school's principal. The principal shall consult with the Superintendent in instances where the advisability of posting or distributing a particular notice or materials is questionable for any variety of reasons.
2. Materials that will be posted at and/or distributed to more than one school require the specific approval of the Superintendent or his/her designee. Approved materials shall not be directly distributed to schools, but must be distributed to schools through the Superintendent's Office. The Superintendent's Office shall direct a distribution format for such notices/materials.
3. Only the following will be considered for approval by either the school principal or the Superintendent or his/her designees for posting or distribution:
 - a. Advertising and promotion related to school sponsored programs and activities;
 - b. Notices of materials advertising events, programs or services provided by school-affiliated groups (e.g. PTA, Booster Club, etc.);
 - c. Notice of Materials advertising events, programs, or services provided by the Town of Windsor Locks (e.g. Department of Parks and Recreation);
 - d. Notices or materials advertising events, programs or services provided by a non-profit organization. Schools may cooperate in the furthering of the work of any non-profit community-wide social services agency, provided that such cooperation does not restrict or impair the educational program of the schools. Any non-profit event or program in conflict with district events or programs will not be approved for posting/and or distribution.

- e. Notices or materials advertising events, programs or services provided by service groups where funds are donated back to the District (e.g, Rotary Club) or are for student scholarships or learning opportunities.
 - f. Acknowledgment of sponsorship in the form of a banner, placard, or other items displaying identification of sponsor without promotional advertisement.
4. This policy and its Regulations should not be construed as preventing a teacher or other certified staff member from using instructional or informational materials even though the materials might include reference to a brand, a product or a service.
 5. A company or outside organization that wishes to supply the District with items of goods, services, or advertisements displaying the company's name or logo must have its proposal submitted to, and accepted by, the benefitting school, Department, or organization, who will submit the propose to the Superintendent for his/her approval.
 6. Recognizing a company or outside organization for its support of the District, a school, or a school activity is appropriate; however, advertising a company or outside organization for the purpose of promoting a specific purpose or product is not allowed.

Community Relations

1120 – School Visitations

Parents and interested members of the community are encouraged to visit the schools. A notice will be conspicuously posted inside the main entrance to each school instructing visitors to report to the school's main office prior to visiting. In order to promote a safe and productive educational environment for all students and staff, all visitors and observers must comply with any and all applicable building security procedures, including, but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to the main office and signing in and out of the school, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times.

Any persons, except students officially enrolled in a particular school and employees assigned to a particular school, are considered visitors to that school.

The Principal or his/her designee shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, are deemed to pose a safety risk to students, staff or employees or whom the Principal believes are on the premises for the purposes of committing an illegal act.

Procedures should be established by each building principal whereby visitations made to the school during class time for purposes of transmitting items or messages to students are processed through the school office.

The building principal in consultation with the classroom teacher shall determine the scheduling, frequency and duration of classroom visitations. When making these determinations, consideration shall be given to the need to carry on the educational process with regard to student and staff assignments and school and classroom routines.

The duration of classroom visitations is established as the length of an average teaching period at each grade level, i.e., one-half hour to one hour at the elementary schools and the length of a regular class period and the middle and high schools.

Request for visitation should be submitted in writing to the building principal who will review the request with the teacher. Upon the principal's approval, the teacher will contact the parent or interested resident, to establish a mutually convenient date and time for visitation. This information will be reported to the building principal by that teacher.

A building administrator shall be present during a classroom visitation if the visitor or teacher makes such a request or if the principal deems it necessary for any reason.

If time permits, it is recommended that visitations conclude with the teacher having a brief consultation with the visitor.

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

The Board desires to work collaboratively with parents with an educational nexus with the District, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board's schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board's Guidelines for Independent Educational Evaluations.

Although Board of Education (Board) members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board, or when delegated specific tasks by specific Board action.

Legal References:

Connecticut General Statutes
53a-185 Loitering on or about school grounds
"Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (Mar. 28, 2018).

Policy adopted: June 1982

Revised:

Community Relations

1200 – Enumeration of Children

The Board of Education (Board) shall annually determine by age the number of children of compulsory school age who reside within the jurisdiction of the local school district as of January first of each year. The compulsory school age range is five through eighteen with an option for delayed entry to school at age six or seven and withdrawal from school permissible at age seventeen with parental consent.

Annually, but not later than June fifteenth, the Superintendent of Schools shall file with the Commissioner of Education, on a form prescribed by the Commissioner of Education, showing the number of children of compulsory school age residing within the jurisdiction of the Windsor Locks Public Schools.

The Superintendent of Schools shall call upon such other public and non-public agencies or sources as deemed necessary to provide information as may be required to complete such enumeration of children.

If any child of compulsory school age is not attending school, the Superintendent of Schools shall make a reasonable effort to ascertain the reason for such nonattendance. If such a child is employed at labor, the Superintendent shall make a reasonable effort to ascertain the name and address of such child's employer or the establishment where such child is employed.

Every reasonable effort shall be made thereafter to have any such child enrolled in a program of instruction as delineated by Sections 10-184 and 10-185 of the Connecticut General Statutes.

Legal References:

Connecticut General Statutes

10-249 Enumeration of children of compulsory school age in school districts and by state departments having jurisdiction over such children

10-250 Report showing number of children

10-251 Penalty for refusing to give age of child

10-184 Duties of parents. School attendance age requirements

Policy adopted: May 1982

Revised:

Community Relations

1212 – School Volunteers

The Board of Education (Board) recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program of encouraging community residents and business partners to take an active role in improving schools and to become volunteers in schools subject to suitable regulations and safeguards. The Superintendent shall establish regulations to accompanying this policy setting forth procedures for volunteerism in the Windsor Locks Public Schools.

A person interested in volunteering should contact the school principal and complete a School Volunteer Form. Volunteers shall be recruited, screened, and selected in accordance with the regulations accompanying this policy.

Volunteers may be required to submit to state and federal criminal records checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person who is a “sex offender” as defined by state law may volunteer in the Windsor Locks Public Schools.

A list of volunteers shall be maintained and updated pursuant to the regulations. Only individuals whose names appear on the list and have received approval may serve as school volunteers. The District reserves the right to discontinue or disallow the services of any volunteer at any time in the discretion of the administration.

Volunteers must work under the direct supervision of Windsor Locks Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all school rules and Board of Education policies and regulations. This includes, but is not limited to: use of appropriate language, maintaining confidentiality, wearing appropriate attire, and exercising good judgment.

Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Legal References:

- Connecticut General Statutes
- 10-4g Programs to Encourage Participation in the Educational Process
- 10-220 Duties of boards of education
- 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation
- 54-254 Registration of person who has committed a felony for a sexual purpose
- PA 98-111, An Act Concerning the Registration of Sexual Offenders

Policy adopted: November 1998

Revised:

R-1212 – School Volunteers

Definitions of a volunteer

-Tier I volunteer is an individual, other than an employee, who works with students in the Windsor Locks Public Schools for a one-time specific event held within the regular school day and the regular school year. Examples may include, but are not limited to, a guest speaker in a classroom, a chaperone of a field trip held during the regular school day and the regular school year; a reader participating in a District Read-Aloud Day; etc.

-Tier II volunteer is an individual, other than an employee, who works with students in the Windsor Locks Public Schools (a) for more than a one-time specific event; or (b) for a one time specific event held outside of the regular school day and/or the regular school year. Examples may include, but are not limited to, volunteers who assist the classroom teacher during a learning center on a monthly basis; a chaperone on an overnight field trip, etc.

Volunteer opportunities may include, but are not limited to, the following:

- a. Assisting in a classroom, cafeteria, or library when a staff member is present;
- b. Accompanying a class on a field trip during the school day with a staff member;
- c. Assisting during extracurricular events, i.e. dances, fairs, open house, sporting events, etc.;
- d. Chaperoning an overnight field trip;
- e. Reading in a classroom or at read aloud programs;
- f. Assisting in computer lab when a staff person is present;

Tier II volunteers may be subject to more stringent background checks than Tier I volunteers depending upon attending circumstances such as the nature of the volunteerism, level of contact with students, level of responsibility, etc.

Procedures for Volunteers

The following procedures are to be followed in guiding the recruitment, selection, screening, monitoring, training and use of volunteers in the Windsor Locks Public Schools.

1. **Qualifications.** Volunteers come from varied backgrounds and of all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her talent and/or time in order to enrich student learning opportunities and the school community generally.
2. **Recruitment.** School personnel may recruit volunteers through resources including, but not limited to, parents(s), guardian(s), parent organizations, retired teachers, senior citizen groups, community businesses or organizations, local volunteer centers, and schools, colleges or universities. If a staff person other than the Principal recruits a volunteer, the volunteer's name and address and contact information shall be provided to the Principal.

3. Role. Volunteers serve in a supplementary capacity under the direction and supervision of a staff member. They are not a substitute for a member of the school staff. Volunteers are not to be left alone with individual students or groups of students.

4. Expectations of a volunteer:

- a. Code of Ethics – The role of the volunteer is to support teachers and administrators in their classrooms, office activities and after school programs. Volunteers must agree to abide by the policies and standards set by the schools, such as standards for discipline, dress codes, curriculum and confidentiality.
- b. Confidentiality – During the volunteer’s work in the school, the volunteer may gain information about students, parents, and school staff that must be kept private. This information should be shared only with individuals who have a professional right or need to know. Discussing such matters with anyone else is an invasion of privacy and may cause serious emotional pain to the individual who is the subject of gossip. The right to privacy is protected by law. Sensitivity, empathy, and respect for others are vital to a volunteer’s work in a school setting.
- c. Dependability – When volunteering, dependability is important. The school, staff and students depend on the volunteers to be in the school at the scheduled time. Every attempt should be made to fulfill these obligations, which would involve calling another person to substitute if the volunteer is unavailable at the scheduled time. The volunteer should allow enough time to park, sign in at the office, and arrive at the designated station on time.
- d. Conduct – The volunteer is a role model for students. When in doubt regarding tasks or responsibilities, the volunteer should consult with the teacher, the principal or the volunteer coordinator. Communication is the key to the success of the volunteer program. Teachers and volunteers need to communicate often to evaluate the program. A written or verbal evaluation may be requested by the principal or teacher. This will create an opportunity for both teachers and volunteers to openly express concerns and ask questions about the program.

5. The role of a volunteer in the discipline of a child or group:

The staff is responsible for the instruction, safety, and discipline of each student. Volunteers shall not discipline students. The volunteer supplies supportive services and should be comfortable in reminding children of appropriate behavior. Expecting students to behave as they would for the teacher will help maintain consistency of expectations. Specific problems or questions should be directed to the teacher or principal.

6. Selection and placement. The principal directs the use of volunteers within a school. Volunteer selection and placement shall be on the basis of the volunteer’s qualifications and availability and the school’s needs. Diversity in selection is encouraged and unlawful discrimination is prohibited. A volunteer will be assigned to a staff member only with the staff member’s consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

After review of applicants' forms, and when all necessary checks are completed successfully, applicants selected as volunteers will be notified and the individual may begin volunteering. Volunteers will be referred to these regulations and be provided a copy upon request.

7. Screening. All volunteers are required to fill out and sign a "School Volunteer Security Check Form" developed by the District's Human Resources Office. The form is available at each school or the Board offices. Failure to provide complete or accurate information on such form may disqualify an individual from volunteering in any District school. The falsification or omission of any information on a volunteer form, including but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Windsor Locks Public Schools

Volunteers, particularly Tier II volunteers, may be required to undergo a criminal background check or DCF Child Abuse and Neglect registry check and to provide consent for such checks.

If there are any questions raised from a criminal background or registry check, the matter will be referred to the Superintendent or his/her designee for review. The Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the Windsor Locks Public Schools. Prior to making such a determination, the Superintendent or designee shall inform the volunteer and provide an opportunity for the volunteer to respond.

All volunteers serve at the discretion of the Superintendent or designee.

8. List of school volunteers. The principal of each District school will annually provide the Superintendent of schools with a list of the names of approved school volunteers. A list of approved volunteers will be maintained at each school as well as at the Superintendent's office. The list will be reviewed and updated on an ongoing basis as deemed necessary and advisable and such lists shall be updated minimally prior to the start of each school year. On an ongoing basis, the Superintendent will cross reference the list of volunteers with sex offender registry information as provided to the Superintendent as required by law.
9. Procedures. Volunteers are required to report to the school's main office and to sign in at the beginning of each visit and to sign out at the end of each visit. Volunteers must comply with requests from school district personnel or school security to show identification and to wear a nametag or badge as directed while volunteering.

Volunteers at after school events or activities shall report to the staff member or school personnel in charge and sign in and out, wear identifying badges or ID and follow other directives as provided. Volunteers shall cooperate with any additional school or event procedures to ensure safety of students, staff and others.

10. Training. Upon selection, each volunteer shall be contacted and provided with pertinent information and will be referred to Board Policy 1212 School Volunteers and these regulations. The principal or the staff member to whom the volunteer is assigned shall explain the expectations of the volunteer. The principal or his/her designee will arrange for any training opportunities for those volunteer activities requiring a skill or special knowledge base, e.g., working in the computer lab.
11. Recognition. The Board and/or the school shall appropriately recognize the service of school volunteers. Such recognition may include, but is not limited to, the conducting of school or District events such as volunteer breakfasts/lunches, ceremonies or the providing of certificates or other recognitions as deemed appropriate.

Community Relations

1251 – Loitering or Causing Disturbances

All visitors must register in the office of the school principal. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds without any reason or relationship involving custody of or responsibility for student(s) or any license or privilege to be there.

An expelled student who appears on school grounds during any period of expulsion will be considered to be loitering with the exception of an expelled student who has been granted prior permission by school district administration to so appear or remain on school grounds for a specific purpose, event or activity.

Unauthorized persons shall not be permitted in the school buildings or on school grounds. The Superintendent of Schools or his/her authorized designee or the School Resource Officer is authorized to take appropriate action to prevent such persons from entering buildings and from loitering on school grounds. Such persons will be prosecuted to the full extent of the law.

Legal References:

Connecticut General Statutes
53a-185 Loitering in or about school grounds; Class C misdemeanor

Policy adopted: April 2005

Revised:

Community Relations

1400 – Public Funds Related to Referenda

Connecticut General Statutes prohibit the expenditure of public funds relating to referenda under certain conditions when a referendum is pending.

Regarding the printing and distribution of information concerning a referendum question, the following conditions for such expenditures are as follows:

- a. a vote of the municipality’s legislative body is needed to authorize the “explanatory text”;
- b. the preparation of the text must be made by the municipal clerk and approved by the municipal attorney;
- c. the text shall specify the intent and purpose of each referendum or question; and
- d. such text shall not advocate either the approval or the disapproval of the referendum proposal or question.

The prohibition on expenditures also applies to the use of school facilities, website, supplies, and equipment and postal permits to advocate a position on a referendum. For example, parent teacher organizations and school administrators may not use school equipment to prepare or copy advocacy material even if the school system is reimbursed for such use. Students may not be used to carry advocacy materials home except in the limited circumstance set forth in Board Policy 1401 Children in School as Couriers for Referenda. This prohibition also extends to the use of a school’s public address system to advocate a position on a referendum. Teachers may not advocate a position on a referendum to students while actually on duty.

Legal References:

Connecticut General Statutes

9-369b Local questions and proposals. Preparation, printing and dissemination of explanatory texts and other materials

State Election Enforcement Commission, Guide to Financing A Referendum

www.ct.gov/seec/i.b./seec/publications/guidebooks/a_guide_to_financing_a_referencum_question

Policy adopted: October 1991

Revised:

Community Relations

1401 – Children in School as Couriers for Referenda

Children in school may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via children in school.

Legal References:

Connecticut General Statutes

9-369b Local questions and proposals. Preparation, printing and dissemination of explanatory texts and other materials.

Policy adopted: October 1991

Revised:

It is recommended that the Board replace P2003 District Mission, Goals, Procedures and Policies with P/R 9326 (as it is now revised: see attached). A review of the two policies shows that they are duplicative. The topic of policies, bylaws and regulations is more appropriately maintained in the 9000 series. If the Board desires to maintain it in both series, then codify it as P2003/9326 and maintain it in both series.

By-Laws and Internal Policies

9326 – Bylaws, Policy and Regulations System

The development and implementation of school district policy is a critical function of the Board of Education (Board). Board policies translate beliefs and desires of the elected Board members into action through the Superintendent of Schools and the school staff. Policies provide a way for the Board to shape district education through specifying in Board policy, the Board's educational philosophy or mission as well as provide for "what is to be done" in the school district. The Superintendent of Schools (Superintendent) creates regulations to accompany Board policies where appropriate to establish "how it will be done."

The Superintendent shall establish regulations to accompany this policy outlining procedures for the formulation, adoption, amendment or revocation of bylaws, policies and regulations and for the maintenance of the Board's policy manual.

Policies

Policies are statements of intent adopted by the Board. They serve as a guide to the administration in the development and implementation of regulations for operating the district.

Policies are to be adopted only after an appropriate period of time for consideration and deliberation, as described in the regulations accompanying this policy. It shall be implicit with the adoption of any Policy pursuant to these procedures, that any existent Board Policy, which is in direct conflict with the newly adopted Policy, shall be revoked. It shall always be a preferred practice, however, to explicitly revoke or amend obsolete Policies or Policies in conflict with newly adopted Policies.

It is and shall continue to be the practice of the Board to adopt and maintain all policies directed to be in place by operation of the Connecticut General Statutes. Until the adoption of any such mandatory policy, the Board shall be deemed to have acquiesced to those Policies required by Connecticut General Statutes and/or to have amended any existing Policies in conformance with state law.

The Superintendent is an integral part of the policy-making process recommending to the Board areas requiring policy adoption or change.

Regulations

Regulations accompany and guide the implementation of board policy. The purpose of regulations is to specify recommended or required staff actions and also to direct the operations of the school

district. The Superintendent is responsible for the development and implementation of district regulations. Regulations shall be consistent with adopted board policies and capable of reasonable implementation.

Regulations shall be presented to the Board, but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law.

Bylaws

Bylaws are the rules governing internal operations of the Board. When need for a new bylaw, or modification of an existing bylaw is recognized, the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of by laws.

Board Manual

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. Board bylaws, policies and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Legal References:

Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures

Policy Adopted: April 2002

Revised:

Replaces: 2003-1

R-9326 - By laws, Policy and Regulations System

1. Formulation, Adoption, Amendment and/or Revocation of Policies

The Board shall formulate, adopt, amend and revoke Policies where appropriate for the operation and improvement of the schools. Such Policies shall be adopted, amended or revoked only after reading and consideration at no fewer than two meetings of the Board of Education. The adoption, amendment and/or revocation of Policies shall be by majority vote of a quorum of the Board of Education at a regular meeting of the Board at which a second or subsequent reading of such Policy has taken place.

Policies are to be adopted only after an appropriate period of time for consideration and deliberation, as described herein. It shall be implicit with the adoption of any Policy pursuant to these procedures, that any existent Board Policy, which is in direct conflict with the newly adopted Policy, shall be revoked. It shall always be a preferred practice, however, to explicitly revoke or amend obsolete Policies or Policies in conflict with newly adopted Policies.

It is and shall continue to be the practice of the Board to adopt and maintain all policies directed to be in place by operation of the Connecticut General Statutes. Until the adoption of any such mandatory policy, the Board shall be deemed to have acquiesced to those Policies required by Connecticut General Statutes and/or to have amended any existing Policies in conformance with state law.

2. Formulation, Adoption Amendment and/or revocation of Administrative Regulations

The Superintendent of Schools is directed to promulgate Administrative Regulations, where appropriate, in a manner consistent with the Policies of the Board of Education. Although no formal action is necessary by the Board of Education to promulgate Administrative Regulations, no such Regulations shall be implemented until they have been presented to the Board at a regular meeting.

3. Administrative Protocols for the Creation, Distribution and Conservation of Board of Education Policies

1. Upon consultation with the Superintendent, the Executive Assistant to the Superintendent will prepare policy materials for Board of Education meetings.
2. The Board of Education will review new or revised policies as a first reading at a Board of Education meeting.
3. The Board will indicate changes/modifications at a Board of Education meeting. Those changes/modifications will be made to the policy by the Executive Assistant to the Superintendent, in consultation with the Superintendent, using cross outs and bolds. The revised policy will then be returned to the Board for a second reading, and possible approval, at a Regular Board meeting.

4. The policy will be adopted at a Regular Board of Education Meeting.
5. The adopted policy with the adopted/revised date indicated will be distributed by the Clerical Aide-Superintendent for insertion into the following Policy Manuals maintained by the person responsible for updating the Policy Manual:
 - A master Board of Education Policy Manual is maintained in Central Office with all current policies
 - Board of Education Members
 - Board of Education Attorney
 - Superintendent of Schools
 - Central Office Public Viewing Copy
 - Central Office Administrators
 - School Administrators
 - School Offices
 - Food Services
 - Adult Education
 - Maintenance
 - School Resource Officer
 - Dean of Students
 - Windsor Locks Selectman's Office
 - Windsor Locks Police Department
 - Windsor Locks Public Library
6. Form A will be provided with each newly adopted/revised policy or group of policies. The individual responsible for maintenance of the policy manual is asked to add or replace the policy in the policy manual and sign and return Form A to the Clerical Aide-Superintendent.
7. The master Board of Education Policy Manual will be maintained by the Board of Education Recording Secretary with all current policies. The master Board of Education Policy Manual will not be removed from the Central Office.
8. The Board of Education Recording Secretary will maintain an archival book of obsolete, revoked or rewritten policies removed from the Board of Education Master Policy Manual.

FORM A

Policy Manual Updates

PLEASE UPDATE YOUR POLICY MANUAL ACCORDINGLY, DISCARDING
OUTDATED POLICIES

Date Sent:	Sent to:
-------------------	-----------------

**PLEASE ADD OR REPLACE THE FOLLOWING POLICES IN YOUR POLICY
MANUAL**

POLICY #	NEW/REVISED	REPLACES POLICY #
Replace Table of Contents Section(s):		
Replace Index		

I HAVE UPDATED MY POLICY MANUAL _____ Signature _____ Date _____ Please return this form to the Superintendent to verify your manual is updated.

Administration

2420 – Vandalism - Restitution

In cases where acts of vandalism occur to real or personal property owned or leased by the school district (property), the school district shall seek restitution. Offenders shall be invoiced for damages.

Vandalism includes, but is not limited to, the cutting, defacing or injuring in any way school/school district property.

The parent or guardian of any minor /unemancipated child who engages in vandalism of school/school district property, shall be held liable for all damages up to the maximum amount allowed under state law.

The liability provided for under Connecticut General Statute 52-572 does not relieve the minor student of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law.

An adult student, eighteen years of age or older, shall be held personally liable for damage done to any real or personal property owned or leased by the school district.

Monies received as restitution for loss or damage to school property shall be collected, maintained and dispersed in accordance with relevant Board policies, regulations, and procedures and state law.

If satisfactory restitution for damages is not received, the matter shall be referred to the town attorney.

Students who engage in vandalism may be subject to disciplinary action, up to and including, suspension or expulsion and/or referral to law enforcement.

Legal References:

Connecticut General Statutes

10-221(c) Board of education to prescribe rules

10-222a. Boards to have use of funds from repayment and insurance proceeds for school materials and from payment for custodial services for use of school facilities

52-572 Parental liability for torts of minor. Damage defined

Policy adopted: October 1979

Revised: December 1985

Non-Instructional

3260 - Disposal of Books, Equipment

The Superintendent is authorized to arrange for the disposal of equipment, books and materials that have become obsolete or where the physical condition of the item(s) has been judged to be so poor as to be unusable. Outdated textbooks or those materials no longer useful to the educational program may be disposed of provided they are a minimum of ten years old and have been determined to be obsolete by the professional staff.

The disposal of such equipment, books and materials shall be consistent with the regulations for this policy.

Legal References:

Connecticut General Statutes
10-220 Duties of boards of education
10-240 Control of schools
10-241 Powers of school districts

Policy adopted: April 1993

Revised:

R-3260 - Disposal of Books, Equipment

Books, equipment and materials that have become obsolete in any school shall first be offered to other buildings in the district. If such books, equipment and materials cannot be recycled in the district, they shall be disposed of in the following manner:

- a. donated to Windsor Locks civic organizations
- b. donated to other state or federal public agencies
- c. donated to established, non-profit charitable organizations
- d. sold to vendors of used equipment or books
- e. sold at town auction
- f. recycled in the town recycling program
- g. discarded at a disposal facility

Any monies earned through the disposal of books, equipment or materials shall be deposited in the Town General Fund.

Requests for permission to dispose of books, equipment or materials must be made in writing by the building principal to the Superintendent or the Superintendent's designee. Requests much include:

- a. all items and quantities of the items to be disposed of;
- b. an explanation of how the items will be disposed of; and
- c. an explanation of what steps have been taken to assure that the first step of these regulations have been adequately applied.

The Superintendent will consider written requests for disposal of books, equipment or materials made by building principals and will approval or deny such requests in his/her discretion. The Superintendent shall communicate his/her decision to the building principal and may direct an alternative method of disposal, if warranted.

Non Instructional

3325 - Contracts - Nondiscrimination

The school system shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates either in employment practices or in the provision of benefits or services to employees on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, except in the case of bona fide occupational qualification or need.

Legal References:

Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in awarding agency, municipal public works and quasi-public agency project

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

46a-58 through 46a-81 re discriminatory practices

Federal law

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq

Title IX –Equal Employment Opportunity

Policy adopted: December 1995

Revised:

Non- Instructional

3524 – Green Cleaning Program

In accordance with state law, it is the policy of the Board of Education (Board) to implement a green cleaning program for all of the District's school buildings and facilities. A green cleaning program shall be defined as one that includes the procurement and proper use of environmentally preferable cleaning products as defined by the Connecticut Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. These products must be certified Green Seal or Eco Logo. The types of products to be included in the green cleaning program shall include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed in the regulations accompanying this policy.

Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this policy. However, the District will attempt to select for use in its schools and facilities the safest, least toxic products in these categories that can still be effective.

No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

The Board shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians, and facilities staff.

A written statement of the green cleaning program will be posted on the District's website and that of each District school along with the report submitted by the Board to the Department of Education as required under Connecticut General Statute Section 10-220(a). Requests for a copy of the program and/or questions concerning the program can be directed to:

Facilities Manager
Windsor Locks Public Schools
58 South Elm Street
Windsor Locks, CT 06096
Office phone number: 860-292-5711

Biennially, the Board will report to the Commissioner of Education (Commissioner) on its green cleaning program, in a manner prescribed by the Commissioner.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education

10-231a through 10-231d. Pesticide applications at schools

10-231g Green cleaning program at schools. Definitions. Implementation. Notice.

22a-46. Short title: Connecticut Pesticide Control Act

P.A. 09-81 An Act Concerning Green Cleaning Products in Schools

Federal law

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. code 136 et seq.

Policy adopted:

Revised:

R-3524
Green Cleaning Program

In accordance with Board Policy 3524 and state law, only environmentally preferable cleaning products as defined by the Connecticut Department of Administrative Services (DAS) for all state owned buildings shall be used in District buildings and facilities.

No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

A list of green products used in District schools and facilities shall be available for all interested persons upon request. The current list is attached to this regulation as Appendix A. Such list may be modified from time to time as may be necessary to ensure continued compliance with state law.

Procedures shall be adopted and implemented by the District to ensure the procurement and proper use of environmentally preferable cleaning products, materials and equipment. Such procedures may provide for the training for janitorial staff with the goal of educating staff on how to maintain a safe, sanitary and healthy environment for all students, staff and visitors. Such training may include, but is not limited to, instruction on how to safely and efficiently use District selected environmentally preferable products, materials and equipment in a manner devised to avoid waste and avoid over cleaning (to prevent waste of time, resources and excessive exposure to chemicals when not required for the task at hand).

GREEN PRODUCT LISTING

This chart lists the types, names and manufacturers of the green products used by this school district as well as the location/area of application and the schedule of when each is used.

PRODUCT/TYPE	NAME	MANUFACTURER	LOCATION/AREA	FREQUENCY/SCHEDULE
Degreaser	Degreaser Cleaner H	Certo	Kitchens and garages, cafe floors when needed	W
Neutral cleaner	pH Neutral H	Certo	Classrooms, hallways, cafe floors	D
Hydrogen peroxide cleaner degreaser	Citrus HP L	Certo	Hard surface areas, sinks, walls, etc.	D
Cleaner	Glass and Hard Surface L	Certo	Glass cleaner mirrors	D
Foam soap	Symmetry	Buckeye Industries	All areas with sinks	D
Floor wax	Aspire	NCL Labs	Hall, classroom, cafe, all vct flooring	SA
Floor stripper	Green Impact	NCL Labs	Hall, classroom cafe, all vct flooring	A

Frequency/Schedule:

D=Daily

W=Weekly

M=Monthly

SA=Semi annually

A=Annually

Non Educational

3813 – Transportation Hearing

A parent or guardian of a student over five and under twenty-one years of age or an emancipated minor or student eighteen years of age or older who is not a graduate of a high school or vocational school may make a written request for a hearing before the Board of Education (Board) regarding transportation.

Hearing Procedures:

1. The Board shall give such person a hearing within ten days of receipt of a written request and provide written notice of the hearing to the requesting party.
2. The Board shall make a stenographic record or tape recording of such hearing.
3. The Board shall make a finding and notify the complainant in writing within ten days after such hearing.
4. Such hearing shall be held in accordance with the provisions of C.G.S. Section 4-177 to 4-180 inclusive of the Connecticut General Statutes, known as the Uniform Administrative Procedure Act.
5. Any parent, guardian, emancipated minor, student eighteen years of age or older, or attendance officer aggrieved by the finding of the Board shall, upon request, be provided with a transcript of the hearing within thirty days of such request and may appeal the decision in accordance with state law to the State Board of Education in.

Legal Reference:

Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers
4-176 to 4-180 Uniform Administrative Procedure Act

Policy adopted: October 1987

Revised:

Non Instructional

3850 – Pest Management – Pesticides Application in Schools

The school administration shall adopt and utilize an integrated pest management (IPM) plan for the Windsor Locks Public Schools that is consistent with an applicable model plan provided by the Commissioner of Energy and Environmental Protection and shall amend such plan, as required, from time to time. IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board of Education (Board) establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent and his/her designee shall be responsible to implement IPM procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. The Maintenance and Facilities Supervisor shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned custodial staff and/or licensed contractors.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The Superintendent of Schools shall establish regulations to accompany this policy to ensure compliance with state law regarding the application of pesticides in school and on school grounds. Notice of the IPM plan and its related procedures as well as notice of the application of pesticides in school or on school grounds will be provided to staff and parents and guardians of enrolled students in accordance with state law and this policy and its regulations.

Legal References:

Connecticut General Statutes

10-231b Pesticide applications at schools; Authorized applicators. Exception

10-231d Pesticide applications at schools with an integrated pest management plan.

Prior notice

22a-46 Short title: Connecticut Pesticide Control Act

22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators
22a-58 Records to be kept by distributors and applicators
23-61a Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations
23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides
PA 09-56 An Act Concerning Pesticide Applications At Child Day Care Centers and Schools

Federal law

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: March 2007

Revised:

R-3850-Pest Management-Pesticide Application in Schools

Definitions

A “**pesticide**” is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide but does **not** mean a sanitizer, disinfectant, antimicrobial agent or pesticide bait.

“**Integrated pest management**” is defined as the use of all available pest control measures, including the judicious use of pesticides when warranted, to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides.

“**Emergency application of pesticides**” is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47.

Required Training for Employees and/or Certification for Pesticide Applicators; Emergency Exception

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations.

Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

The District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school buildings or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.

Required Notice

At the beginning of each school year, the Board will provide the staff of each school with written guidelines on how the IPM plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the IPM plan for the school. Such a statement shall be provided to the parents or guardian of any child who transfers to a school during the school year. The statement shall include information on how staff, parents or guardians may register to receive notice of pesticide applications at the school, and also include a description of the district’s emergency notification procedures. Notice of any modification to the IPM plan is required to be sent to any person who registers to receive notice of pesticide applications.

Notice provided shall include (1) the name of the active ingredient of the pesticide being applied, (2) the target pest, (3) the location of the application on the school property, (4) the date of the application, and (5) the name of the school administrator, or a designee, who may be contacted for further information.

Notice of pesticide application shall be provided, by any means practicable, to any person who has requested notification on or before the day that any application of pesticide is to take place at a school.

Not later than March 15th of each year, a notice of applications made since January first of such year, and a listing of such notices for applications made during the period March 15th through December 31st time frame from the preceding calendar year shall be sent through the District's electronic mail notification or alert system. This notification is for those parents/guardians who previously registered for prior notification of pesticide applications.

The District is also required to print the above required electronic mail notification in the applicable parent handbook. (The law, C.G.S. 10-231c, as amended does not require the reprinting of the handbook to provide the notification or the development or use of a website, social media account or electronic mail notification or alert system not already in use or existence prior to October 1, 2015.)

In addition to the notice required to be provided to individuals who have registered to receive notice of pesticide applications, the Board shall post notice on its website or that of a school, if one exists, at least twenty four hours prior to the application of pesticides within any school building or on school grounds. Such notification shall also be posted to the primary social media account of such school or the Board, if one exists.

Additionally, the Board must provide on its website home page information how parents or guardians may register for prior notice of pesticide applications.

Restriction on Application of Pesticides during Regular School hours or Planned Activities

Except in emergency situations, pesticide applications shall be limited to non-school hours and when activities are not taking place.

An emergency application may be made to eliminate an immediate threat to human health if (a) it is necessary to make the application during such a period, and (b) such emergency application does not involve a restricted use pesticide, as defined in section 22a-47.

No child may enter an area of such application until it is safe to do so according to the provisions on the pesticide label.

Registration for Notice of Pesticide Application

Parents or guardians of children in any school and school staff may register for notice of pesticide application at their school.

Each school shall maintain a registry of persons requesting such notice.

Records to be Maintained of Pesticide Usage and Treated Areas

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The District shall establish and maintain accurate records of all chemical use and their location, including information on indicators of pest activity that can verify the need for action.

EXHIBIT VIII 2 D

MEMORANDUM TO: MEMBERS OF BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MAY 23, 2019
RE: TRANSFER GENERAL FUND BUDGET MONIES

In order to allow spending in accordance with the Primary Mental Health Grant, WLPS must realign the General Fund Budget to reflect the district's share of the expenditures totaling \$5,000. The following transfer of funds is necessary to be compliant with the Primary Mental Health grant from the CT State Department of Education:

- WLPS' Budget Commitment \$ 5,000
 - (Currently the total is on a salary line 010-NS-214-1000-195-100)
- \$355 of the \$ 5000 will remain on the salary line upon completion of the budget transfers

Reallocate \$ 4,645 as follows: (in accordance with grant)

Instructional support	010-NS-250-2400-610-800	\$ 825
Other purchased services	010-NS-231-2230-351-400	\$ 1488
Teaching supplies	010-NS-240-1000-611-100	\$ 1082
Equipment	010-NS-730-1000-730-100	\$ 1250

POSSIBLE BOARD MOTION: “**MOVE** to reallocate the \$4,645 of the \$5,000 Primary Mental Health budget commitment to the four accounts noted.”

EXHIBIT VIII 4 A

MEMORANDUM TO: MEMBERS OF BOARD OF EDUCATION

FROM: SHAWN PARKHURST, SUPERINTENDENT

DATE: MAY 23, 2019

RE: STATE OF CONNECTICUT HEALTHY FOOD CERTIFICATION

Section 10-215f of the CT General Statutes requires that each local board of education or governing authority for all CT public school districts participating in the National School Lunch Program (NSLP) ***must take action annually*** to certify whether all food items sold to students will or will not meet the CT Nutrition Standards for the period of July 1, 2019 through June 30, 2020.

POSSIBLE BOARD MOTION: “**MOVE** that Pursuant to C.G.S. Section 10-215f, the Board of Education for Windsor Locks Public Schools certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.”

POSSIBLE BOARD MOTION: “**MOVE** that The Board of Education for Windsor Locks Public Schools will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.”

EXHIBIT VIII 4 B

MEMORANDUM TO: MEMBERS OF BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: MAY 23, 2019
RE: EXTEND THE NATIONAL SCHOOL LUNCH AND
SCHOOL BREAKFAST PROGRAMS TO JULY 12,
2019

In order to support the number of students attending summer programs at the respective schools, the District would like to offer breakfast and lunch for our students attending our Community Eligibility Provision campuses. Therefore, we will need the Board of Education to approve the extension of our current National School Lunch and School Breakfast Programs beyond the end of school year. The Food Service Management Company will produce an MOU regarding the operations of the program through July 12, 2019 upon receiving confirmation of the Board's approval.

POSSIBLE BOARD MOTION: “**MOVE** that The Windsor Locks Public Schools Board of Education authorizes the Business Manager to submit a request to the CT State Department of Education to extend the National School Lunch Program and School Breakfast Program in eligible schools to July 12, 2019.”

Windsor Locks Public Schools

www.wlps.org

EDUCATIONAL LEADERSHIP

Shawn Parkhurst
Superintendent of Schools 860-292-5000

Sharon Cournoyer
Assistant Superintendent of Schools 860-292-5750

Jeffrey Ferreira, Principal, Heather Earley, Assistant Principal
North Street School 860-292-5027

Monica Briggs, Principal, Heather Earley, Assistant Principal
South Elementary School 860-292-5021

David Prinstein, Principal, Christine Griswold, Assistant Principal
Windsor Locks Middle School 860-292-5012

Steven Swensen, Principal, Carrie Grado, Assistant Principal
Windsor Locks High School 860-292-5032

Brian Deming, President
Windsor Locks Teachers' Association 860-292-5012

Linda Schmaelzle
Director of Adult Education 860-292-5712

Central Office

Sheri Lee
Director of Human Resources 860-292-5744

Joshua Robinson
Special Services Program Coordinator 860-292-5707

Charmaine Bradshaw-Hill
Business Manager 860-292-5741

Jessica Lavorgna
Family and Community Engagement Coordinator 860-292-5751