



**WINDSOR LOCKS PUBLIC SCHOOLS  
BOARD OF EDUCATION SPECIAL MEETING  
Policy Subcommittee Meeting  
November 23, 2020 - 5:00 p.m.  
[Zoom Meeting](#)**

1. Call To Order
2. Public Comment
3. Review for Discussion and/or First Reading
  - a. 6114.6 - Emergency Closings: Approve
  - b. 5118 - Resident and Non-Resident Attendance
    - i. Affidavit for Purposes of Residency (New): Approval
  - c. 6146.12 - Academic Recognition: Revise
  - d. 6007 - Rank in Class: Rescind
4. Adjourn

## **Instruction**

### **Emergency Closings**

The Board authorizes the Superintendent to close the schools, delay their opening, and/or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

For the duration of the 2020-2021 school year, the Superintendent may choose to treat a day in which the weather is hazardous necessitating a weather related school closure (“a snow day”), whether an in-person, hybrid, or remote instructional model is being used, as a Remote Learning Day (RLD) or as a day in which schooling is closed and the cancelled day is to be made up later in the school year in concert with previous practice. Such decisions will be made at the local level led by the Superintendent in consultation with local officials.

All students, when a RLD is declared, will be provided with remote learning on those days in a manner consistent with the regulatory requirements outlined the State Department of Education’s Adapt, Advance, Achieve guidance and Addendum 12.

A RLD remains a work day for all faculty and staff. The Superintendent will determine the location of work for each staff member.

It is understood that the Superintendent will take such action only after consultation with transportation, police, appropriate town maintenance personnel, and weather authorities.

The public will be informed early in each school year of emergency closing, delayed opening, and early dismissal procedures.

In the case of closing the schools for weather or emergencies, administrators and non-certified personnel should make every effort to reach their assigned duties as soon as roads are passable or the emergency condition is deemed safe by school administrators.

Emergency or discretionary leave may be used for those unable to reach a building unless the Superintendent or designee feels conditions are severe enough that all employees are dismissed from attending work.

Every effort will be made to notify employees of the status of opening, either by phone by posting on the District web site, or through television and radio broadcasts.

(cf. 6111 - School Year/School Calendar)

Legal Reference: Connecticut General Statutes  
10-15 Towns to maintain schools.  
Action of State Board of Education October 7, 2020  
Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,

September 4, 2020

Addendum 12 – Reimagining Connecticut Classrooms: Planning the Instructional Time for Remote Learning in Hybrid and Full Remote Models, September 4, 2020

Policy adopted: xx/xx

Windsor Locks Public Schools  
Windsor Locks, Connecticut

**Windsor Locks Board of Education  
Affidavit for Purposes of Residency**

**PARENT/GUARDIAN FORM**

State of Connecticut)

ss: WINDSOR LOCKS

County of Hartford)

Personally appeared, \_\_\_\_\_ who made oath to the following:  
(name of relative/guardian)

1. I am the \_\_\_\_\_ (fill in applicable response) of \_\_\_\_\_ (name of child) and am acting as the child's authorized caregiver.
2. I reside at \_\_\_\_\_ (street address) in the Town of Windsor Locks, State of Connecticut.
3. \_\_\_\_\_ currently resides with me.  
(name of child)
4. It is my intention that \_\_\_\_\_  
(name of child)  
is to reside with \_\_\_\_\_ at \_\_\_\_\_  
(name of resident host) (address of resident host)  
in the Town of Windsor Locks, CT, and that such residence is to be permanent.
5. I do not receive, nor will I receive pay for providing such residence.
6. Such residence is not for the sole purpose of obtaining school accommodations.
7. I shall report to the Windsor Locks Board of Education any change in the foregoing circumstances within 30 days from the date on which such change occurs.
8. I am authorized to release and obtain information regarding the student, including student records, and to make educational and medical decisions regarding \_\_\_\_\_ in place of the student's biological parent.
9. I understand that in addition to possible prosecution, if I provide false information the child may be denied school accommodation privileges in accordance with Windsor Locks Board Policy 5118, and that I may be assessed tuition.

**I hereby swear to the truth of the foregoing statements, under penalty of perjury, recognizing that the Windsor Locks School District has released me from the obligation to pay tuition costs in reliance on this affidavit.**

\_\_\_\_\_  
Signature of Parent/Guardian

**Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
**Notary Public**

## Student Achievement Recognition at Graduation

To recognize high academic achievement as determined by students demonstrating mastery in the school's cross-curricular and content-area graduation standards, Windsor Locks Public Schools uses a system of Latin honors and standards-based Grade Point Averages to award academic recognition and distinction. Rank in class is calculated by determining a student's Grade Point Average (GPA) which will be calculated at the close of the third marking term of the senior year. **Students who transfer into Windsor Locks High School must attend for a minimum of 6 continuous marking terms to be academically recognized for class rank.** Using a system familiar to prospective colleges and universities, Windsor Locks Public Schools awards Latin Honors based on individual academic achievement and habits of scholarship achievement as measured against consistently applied learning standards. For the classes of 2020 and beyond, the Windsor Locks Public Schools will recognize students for academic achievement and habits of scholarship achievement separately. Valedictorian and Salutatorian will also be recognized at graduation.

### Latin Honors

The categories of academic distinction are as follows:

Summa Cum Laude (with highest honors)

Magna Cum Laude (with great honors)

Cum Laude (with honors)

#### A. Academic Achievement Honors

Windsor Locks Public Schools will employ a consistent system of grading, scoring, and aggregating mastery that will produce a rolling and cumulative Grade Point Average for each student. The Grade Point Average will be reported on the official Windsor Locks High School transcript and will be used to determine Latin honors in accordance with the following categories:

Summa Cum Laude: Students whose GPA is in the top 5% of the class.

Magna Cum Laude: Students whose GPA is in the top 15% of the class.

Cum Laude: Students whose GPA is in the top 25% of the class.

#### B. Habits of Scholarship Honors

Windsor Locks Public Schools will apply a consistent system for assessing and aggregating a student's cumulative performance of the Habits of Scholarship, developed and implemented by the faculty and staff of the Windsor Locks High School and Pine Meadow Academy. Honors distinction for Habits of Scholarship at graduation will be reflective of the process by which the Habits of Scholarship Honor Roll is calculated each marking period.

Summa Cum Laude (with highest honors): HOS career average of 3.6 or higher

Magna Cum Laude (with great honors): HOS career average of 3.4 or higher

Cum Laude (with honors): HOS career average of 3.2 or higher

Legal Reference:

Connecticut General Statutes 10-220g Policy on weighted grades for honors and advanced placement classes

Policy adopted: January 10, 2019

WINDSOR LOCKS PUBLIC SCHOOLS

Windsor Locks, Connecticut

## **Instructional**

### **Rank In Class - Windsor Locks High School**

Rank in class provides the student with one basis for assessing his/her level of academic achievement. Further, rank in class of students is sought by many college admission offices. The information is used to estimate the student's effort as well as to predict the student's potential for success in college.

Rank in class is calculated each semester and on a cumulative year basis from freshman through senior year. Class rank for valedictorian and salutatorian students for each graduating class at Windsor Locks High School are determined at the close of the fifth marking period of the senior year.

Beginning with the school year 1999/2000, all grades in courses applicable toward graduation will be counted in computing grade-point average, quality point average and rank in class. Students must be enrolled in six subjects to earn a minimum of six credits each year by the Board policy. Rank in class will be determined by calculating the quality point average. The quality point system is a method of weighting courses by assigning to each course a numerical value based on its degree of difficulty (see Board of Education Policy #6006).

Rank in class is recorded only on transcripts of students who request that transcripts be forwarded to college(s). A student may elect not to have rank in class recorded on the transcript by so indicating on the necessary release form for sending transcripts to college. Data concerning rank in class is inserted into the record file of all students. Rank-in-class is not recorded on report cards.

The transfer grades of students new to Windsor Locks High School shall be used as such and in total for calculating grade point averages and rank in class.

References: Rank-in-Class, Publication of NASSP

Board of Education Policy 6001

Adopted: October 1978

Revised: August 1983, January 1984, April 1986, November 1998