

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

April 8, 2021

6:00 p.m.

Via Zoom

[Register for Zoom Here](#)

Windsor Locks Board of Education

Patricia King, Chairwoman

Margaret Byrne, Vice Chairwoman

Jim McGowan

Dennis Gagnolati

Paige Latournes

Shawn Parkhurst

Superintendent of Schools

Christian Strickland

Assistant 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 - Agenda

April 8, 2021

Windsor Locks Board of Education

Zoom - 6:00 p.m.

[Click Here to Register](#)

- Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.
- Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.
- 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 a positive, equitable, safe and healthy climate for adults and students, to learn how to sustain and promote healthy living.

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Student Representatives' Report
 - D. Board of Education Communications
- II. Public Audience (only on Agenda Items)
 - A. *In Accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.*
- III. Donation Of PPE - Ocean State Job Lot: **Vote Needed** p. 5 Exhibit III
- IV. Approval of Minutes: **Vote Needed** p. 6 Exhibit IV
 - 3/25/21 Regular Meeting
- V. Superintendent Report p. 13 Exhibit V
- VI. Assistant Superintendent Report p. 15 Exhibit VI
- VII. Committee Reports
 - A. Policy - Next Meeting 4/28/2021
 - 1. Review/Revision: p. 16 Exhibit VII A 1
 - **Second Read and Approval: Vote Needed**
 - 5113 Attendance, Excused Absences, Truancy
 - 5114 Conduct and Discipline
 - 5114.12 Student Handbooks
 - 5116 Enumeration of Children

- 5117.2 School Attendance Areas Interdistrict Choice
- 5118.1 Homeless Students
- 5121 Examination Grading Rating
- 5123 Promotion and Retention of Students
- 5123.1 Supervision - Actions Required for School Districts
- 5125 Confidentiality and Access to Student Records
- 5131 Alcohol Use, Drugs, and Tobacco, Including Performance Enhancing Substances

B. Curriculum - Next Meeting 5/13/21

C. Finance - Next Meeting 4/21/21

- VIII. Update on Goals & Progress p. 181 Exhibit VIII
 - Attendance
 - *iReady* Diagnostic Benchmark
 - Intervention Data
- IX. Food Service Union Contract: **Vote Needed** p. 185 Exhibit IX
- X. Discussion of Shared Services and Proposed Town Study: **Vote Possible** p. 186 Exhibit X
- XI. Public Audience (General)
 - A. *In Accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and in turn, that the community should have the opportunity to provide input*
- XII. Adjourn Meeting

For the Chairperson of the Board of Education
 Shawn L. Parkhurst - Superintendent of Schools
 Copy: Town Clerk - Please Post

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: APRIL 8, 2021

RE: DONATION OF PPE - OCEAN STATE JOB LOT

Tonight Diane Sanko, Windsor Locks Ocean State Job Lot Manager, will be on hand to present the Board of Education with a donation of PPE to the Windsor Locks Public Schools.

Possible Board Motion: “**MOVE** that the Board of Education accept the generous donation of PPE from Ocean State Job Lot and offer them our sincere gratitude.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: APRIL 8, 2021

RE: APPROVAL OF MINUTES

- March 25, 2021 Regular Meeting

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

**MINUTES OF THE REGULAR MEETING,
March 25, 2021 at 6:00 p.m.**

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

Members Present:	P. King, M. Byrne, J. McGowan, D. Gragnolati and P. Latournes
Members Absent:	None
Administrators:	S. Parkhurst, C. Strickland, S. Lee, J. Ferreira, D. Prinstein, R. Aldred, M. Briggs, C. Grado, J. Robinson, H. Earley, C. Domler A. Goodwin, G. Weigert, and J. Lavorgna,
Student Representatives:	R. Lucas and J. Quagliaroli
Students:	None
Staff:	D. Bole, S. Dolan and others
Others:	30 total participants
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:00 p.m. held via Zoom Meeting.

A. Roll Call for Quorum

All Board Members were present.

B. Pledge of Allegiance

All stood up and pledged allegiance to the flag.

C. Student Representatives' Report

Miss Ryan Lucas, Student Representative, addressed the Board. She commented Spring sport teams are meeting and organizing getting ready for the season. The Lady Raiders basketball team are going to the NCCC Championship game is scheduled for Friday in Suffield.

Mr. James Quagliaroli, Student Representative, addressed the Board. He announced the arts are alive and well in Windsor Locks. Students have been rehearsing the puppet show. The band and chorus are also rehearsing for performances which will be recorded.

Mr. Parkhurst inquired what is the release date is for the puppet show. Miss Lucas believes it is either June 2 or 3. Miss Ryan also announced scheduling for the prom has begun. It is scheduled for May 21 and the venue will be outside at the high school.

The planning is coming together, tents and decorations have been ordered. Mr. Parkhurst noted all of the plans that have been made by the prom committee are exactly what is being recommended by the health department. It will be a different night, but it will be very festive.

D. Board of Education Communications

Vice-Chair Ms. Margaret Byrne remarked she attended "Day on the Hill" a CABE meeting which was done via Zoom. She also attended a reopening symposium recommending reaching out to staff and students to check-in with their emotional well-being during the quarantine. She also attended the Board of Finance meeting.

Board Member Mr. Jim McGowan commented he attended both basketball games yesterday and is excited about the game on Friday night at 5:30 p.m. at Suffield High School. Mr. Parkhurst noted he is going to speak to Mr. Andrew Goodwin to see if there is a way to stream the game so parents, students and the community can watch the game due to COVID restrictions, the visiting team cannot have spectators attend.

Chairwoman Mrs. Patricia King noted she attended the basketball games as well; it was a good game! She has been attending Board of Finance meetings. She tried to give input. Mr. Parkhurst did an excellent job presenting the needs for capital improvement projects. There will be another meeting next week and Mr. Parkhurst will discuss later in the meeting.

II. Public Audience (Only on Agenda Items) in Accordance with BOE Policy 9020

Ms. Jessie Lavorgna asked anyone who would like to make a public comment, please write the comment in the chat box or raise their hand and she will unmute the microphone.

None.

III. Board of Education Appreciation

Mr. Parkhurst remarked that March is Board Appreciation Month. He noted this appreciation can hardly fit into a month but is rather something that should be celebrated and recognized in an ongoing manner. He expressed his gratitude, thanks, and appreciation to each Board Member for all of the hours they put into their role. Beyond the public meetings held twice a month, there are hours and hours that are spent behind the scenes to support the students, staff, and families of Windsor Locks. For several of Board Members, the hours accumulated through many, many years of service would far exceed most Boards of Education in the state of Connecticut. We all have been challenged this past year, and the Board engaged in our reopening plans and monitoring the extended closure, the Board met weekly which is another time when the Board Members stopped all they were doing to volunteer and take the role seriously as we worked collaboratively to travel into uncharted waters. He gave his sincere appreciation for the Board Members for all their hard work that has helped the district to be recognized and celebrated by the Commissioner of Education and now US Secretary of Education and most recently Governor Lamont. On behalf of our administrators, staff, and

students, he has a token of appreciation and thanks for each of the Board Members that he will be delivering to the Board Members.

IV. Approval of Minutes

- **March 11, 2021 Regular Meeting**

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the March 11, 2021 Regular Meeting Minutes, as presented.

V. Personnel Report

Ms. Sheri Lee, Human Resource Director addressed the Board. She announced that Ms. Nancy Shoemaker, a Special Education Teacher at Windsor Locks Middle School will retire effective June 30, 2021. At the time of her retirement, Ms. Shoemaker will have served the students of Windsor Locks for twenty years (20) years.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education accepts Ms. Shoemaker's retirement, effective June 30, 2021, and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.

Chairwoman Mrs. King thanked Ms. Shoemaker for all of her years of service. Board Member Ms. Paige Latournes noted that she was a student teacher in Ms. Shoemaker's classroom, and she learned many teaching skills that she currently using in her classroom today. She thanked Ms. Shoemaker and wished her well in her retirement!

VI. Committee Reports

A. Policy - Next Meeting 04/28/2021

Chairwoman Mrs. King noted that she attended a policy meeting last week and about 20 policies were reviewed and revised. Those policies will be brought to the next Board of Education Meeting for the first reading.

1. Review/Revision: First Read

- 5113 Attendance, Excused Absences, Truancy
- 5114 Conduct and Discipline
- 5114.12 Student Handbooks
- 5116 Enumeration of Children
- 5117.2 School Attendance Areas Interdistrict Choice
- 5118.1 Homeless Students
- 5121 Examination Grading Rating
- 5123 Promotion and Retention of Students
- 5123.1 Supervision - Actions Required for School Districts

- 5125 Confidentiality and Access to Student Records
- 5131 Alcohol Use, Drugs, and Tobacco, Including Performance

Chairwoman Mrs. King noted the new and revised policies are in the Board Member's packet for review. This was the first reading. The policies will be brought back at the next meeting for discussion and possible vote. Mr. Parkhurst gave a summary of each policy/revision and noted if you have a color copy or read the policies on the computer, changes are highlighted in red. The policies have been reviewed by the attorney for the Board of Education.

B. Curriculum – Next Meeting 04/08/2021

1. Minutes of March 11, 2021

It was **MOVED** (Byrne) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education accepts the March 11, 2021 Curriculum Sub-Committee Meeting Minutes, as presented.

C. Finance – Next Meeting 04/14/2021

VII. ParaEducator Union Contract

Mr. Parkhurst introduced Ms. Sheri Lee, Director of Human Resources to the Board to discuss the ParaEducator Union Contract. Ms. Lee announced a tentative agreement has been reached with the UE Local 222, CILU/CIPU, CILU #4 Para Educators Unit retroactive from July 1, 2020 through June 30, 2023. The Board has received the contract to review.

Vice-Chair Ms. Byrne noted a change in Article VII, Subparagraph (e) there was a section which quotes around the wording, she thinks that was odd. Ms. Lee noted she will take a look at that and fix it. Ms. Byrne also noted the contract is a 2% increase over three years.

It was **MOVED** (Byrne) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education approves the UE Local 222, CILU/CIPU, CILU #4, Para Educators contract as agreed upon.

VIII. Capital Appeals to the Board of Finance

Chairwoman Mrs. King commented the Board of Finance has allocated no funds to the capital projects for the Board of Education. Mr. Parkhurst shared his presentation outlining the proposed Capital Improvement Budget items to be appealed at the Board of Finance meeting next Tuesday for the Board to consider and approve. Mr. Parkhurst used a PowerPoint during his presentation for the Capital Improvement Appeals. The first three slides explained Board Members Responsibilities, which include proper maintenance and safe school setting. The district goals were also discussed in the third slide. The next slide discussed the district's grant sources and how those grants are allocated. Those grants are: Alliance Building Grant (\$477,600); ESSR II Grant (\$1,012,436); and American Rescue Plan (estimated \$2.4 Million). He explained what those grants are used for as some are very restrictive and must be used for specific items. The Alliance Building Grant is being used for

ventilation, lighting fixtures, entryways, driveways, and equipment upgrades. The ESSR II Grant is restricted for use of academic supports, learning loss, family and community connections, school safety and social-emotional well-being, remote learning, staff development and digital divide. The American Rescue Plan is very restrictive and has a long-time frame on it as it can be used up to 2024. This grant will be used for learning loss, after school programming, summer enrichment and educational technology. The next slide showed the nine capital projects the Board of Education requested; however, Mr. Parkhurst is recommending the appeal for three projects. There are seven projects which Mr. Parkhurst will be able to fund through the ESSR II Grant. He showed a slide explaining the projects, costs and funding source. The next two slides showed the approved temporary approved capital projects by the Board of Finance. The next slide described the projects that Mr. Parkhurst recommended for appeal. Those projects were: district-wide cameras (\$115,000); district carpet and flooring replacement (\$46,721); and South Elementary exterior safety doors (\$66,000).

A brief discussion was held.

It was **MOVED** (Gragnolati) and **SECONDED** (McGowan) and **PASSED** (U) that the Board of Education approves the Capital Items totaling \$227,721 as presented and submit those items to the Board of Finance for appeal.

IX. EL Education Presentation – South Elementary

Mr. Parkhurst introduced Ms. Monica Briggs, Principal of South Elementary School, to the Board to discuss EL Education at South Elementary School. Mr. Parkhurst noted this presentation was given to the curriculum sub-committee last week. Ms. Briggs addressed the Board and used a PowerPoint during her presentation. Ms. Briggs explained her EL Partnership. South Elementary School was selected in 2018-2019 after a rigorous application and became an EL Education Network as a partner school. The staff was in favor of becoming an EL school. The first year of the partnership, students were considered leaders of their own learning. The school began developing a crew culture, crew meetings were developed for students and adults. Character traits of responsibility, empathy, collaboration, integrity, and perseverance are considered the codes of character. The second year of the partnership is continuing the work of the first year, implementing the EL curriculum and high-quality work protocols. The EL vision is described as when students and teachers are engaged in work that is challenging; adventurous, and meaningful, learning and achievement flourish. The mission is to create classrooms where teachers can fulfill their highest aspiration, and students achieve more than they think possible, becoming active contributors to building a better world. The EL dimensions of student achievement were described as mastery of knowledge and skills, character, and high-quality student work. She showed many pictures of what type of work is being done at South Elementary School. The pictures showed positive school culture, learning targets, using test evidence to support ideas, setting goals, and tracking processes. She discussed the curriculum modules for Grades 3-5 and key features of modules lessons. The positive outcome from EL Education is absenteeism has decreased from 15.8% in the fall to 10.4% in mid-March. Student survey and staff surveys are positive. There are positive academic outcomes which have been shown by iReady as there are increases in all grades in reading and math. Moving forward the school will explore the idea of family crew, mix grade crew and student leadership crew; continue

regular data cycles; continue building on the instruction differentiation during iblock; train staff; continue to foster relationships and culture by continuing staff crew and reconnecting after COVID; continue to build deeper instructional practices; and build a greater common understanding of high quality of work in the school year 2021-2022.

A brief discussion was held.

X. Public Audience

None.

Ms. Byrne noted it was very nice to speak about education and teaching at the Board of Education meeting since most of the meeting in the past year have been about the pandemic.

XI. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Latournes) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of March 25, 2021 at 6:50 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: APRIL 8, 2021
RE: SUPERINTENDENT REPORT

School Visits & Updates

- Visits to all buildings and classrooms continue on a daily basis with social media posts to communicate with our families and community
- Drafted a simplified SRBI handbook for discussion and potential use in 21-22
- Participated in the final round of the Custodian Coordinator interview process coordinated by Human Resource Director, Sheri Lee
- Began bus riding “tour” with the goal to ride all bus routes in the next month
- Continued communication to all stakeholders with regard to Covid and recommendations and/or restrictions in partnership with Lisa Ciaffaglione

Additional Meetings and Professional Development

- ❑ Attended various virtual sessions with staff as part of the district’s professional development day Weekly attendance at Hartford Area Superintendent Association (HASA) meetings
- ❑ Continued weekly Superintendent meetings with Suffield, Granby, and East Windsor
- ❑ Co-coordinated WLPS Covid 2nd dose vaccine clinic, providing over 400 vaccines to our school staff and town eligible individuals
- ❑ Shared our work with the Turnaround Office Representatives as part of the Alliance Middle of the Year monitoring meeting
- ❑ Participated in CAFE Virtual Day on the Hill
- ❑ Continued and ongoing conversations with town officials regarding 2021-2022 medical insurance rates

Community Outreach

- ❑ Facilitated bus transportation meeting with regard to Montgomery Mills
- ❑ Attended and presented to the Board of Finance as part of the appeals process
- ❑ Attended Senior Night and NCCC tournament basketball games to support our student athletes
- ❑ Presented *Quarantine Francine*, authored by Joan Hijeck, to the US Secretary of Education

- ❑ Met with Park and Recreation Director, Dave Wrabel for coordination of summer planning
- ❑ Engaged in conversation and planning for best way Hartford Foundation for Public Giving can continue to support the district work
- ❑ Instituted summer planning survey to community to guide our planning for Summer 2021
- ❑ Hosted the District & School Advisory meeting for all schools and families in the district
- ❑ Hosted and welcomed Governor Lamont and various other dignitaries to Windsor Locks High School to showcase our reopening efforts and mitigation strategies
- ❑ Accepted the generous donation for Dollars for Scholars in the name of Edward Lanati for a graduating senior entering education or law enforcement

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: CHRISTIAN STRICKLAND, ASSISTANT SUPERINTENDENT
DATE: APRIL 8, 2021
RE: ASSISTANT SUPERINTENDENT REPORT

Curriculum, Instruction, and Assessment

- Attended professional development virtual sessions on the district's March 15th professional development day
- Facilitated Professional Development and Evaluation Committee Meeting
- Continuing to work with the district SRBI committee to reframe the district's SRBI processes
- Facilitated the March Health and Wellness Council Meeting
- Met with building principals to discuss and make recommendations for possible summer learning programming

Additional Meetings and Professional Development

- Participated in the March CAPPs Teaching and Learning Committee Meeting
- Attended CREC Curriculum Council Meeting
- Attended South Elementary Schools Staff Meeting
- Attended the CSDE presentation on implementing the *African American, Black, Puerto Rican and Latino Studies Course*

Community Outreach

- Attended the Windsor Locks High School basketball games
- Attended various Windsor Locks Board of Finance Meetings
- Joined the Superintendent and building Principals for the district's School Advisory Meeting
- Attended the Windsor Locks Youth Service Bureau and Windsor Locks Wellness Coalition's presentation of *Generation Vape: From Mods to Pods*.
- Participated in the Office of Partnership's Learning Table Presentation on *Resume Writing*.

Policy Committee Recommendations - 2nd Read and Approval:

- 5113 Attendance, Excused Absences, Truancy
- 5114 Conduct and Discipline
- 5114.12 Student Handbooks
- 5116 Enumeration of Children
- 5117.2 School Attendance Areas Interdistrict Choice
- 5118.1 Homeless Students
- 5121 Examination Grading Rating
- 5123 Promotion and Retention of Students
- 5123.1 Supervision - Actions REquired for School Districts
- 5125 Confidentiality and Access to Student Records
- 5131 Alcohol Use, Drugs, and Tobacco, Including Performance Enhancing Substances

Possible Board Motion: “**Move** that the Board of Education approve the recommended changes to the policies as presented.”

Students

5113 - Attendance, Excused Absences, Truancy

The Board of Education (Board) recognizes that regular attendance in school is fundamental to a child's success and achievement. Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity and is irretrievable. The Board ~~of Education~~ requires that accurate records be kept of the attendance of each child, and the students should not be absent from school without parental knowledge and consent.

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. The responsibility for regular attendance rests with the students, parents, guardians or with the students themselves when they become of legal age. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen. In order to exercise the above described options of delaying school entry or withdrawing a child from school, parents or other persons shall follow the procedures set out in Board Policy 5111-5112, Admission and Placement.

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

At the beginning of each school year, and upon enrollment of a student during the school year, the building Principal shall notify parent(s)/guardian(s) of the obligation to assure that their children attend school or show that they are enrolled elsewhere receiving an equivalent education. Further, at the beginning of the school year and upon enrollment of a student during the school year, the building principal shall request from the parent(s)/guardian(s) a telephone number or other means of contacting such parent(s)/guardian(s) (or such other person) during the school day.

Definitions ~~(related to chronic absenteeism)~~

Truant: A child age five to eighteen, inclusive, who is enrolled in a public or private school and has four unexcused absences from school in any one month or ten unexcused absences from school in any school year.

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

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to CGS 10-198b or an in-school suspension ⁰¹⁷ that is greater than or equal to one-half of a school day.

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

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

Excused Absence

A student's absence from school shall be considered "excused" if written documentation~~(BS-1)~~ of the reason for such absence has been submitted within ~~two (2)~~ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. (Documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person to the parent/guardian regarding the absence, or a ~~note~~note confirming the absence by the school nurse or by a licensed medical professional, as appropriate).

A note is required for each incident of absence. An incident of absence is set of consecutive school days absent without any intermittent return to school. For example, three school days of consecutive absences is an incident of absence and requires one note. However, if a student is out three days, two consecutive school days, returns to school for one day and is out a third school day, two notes are required as this is two incidences of absence. One note will be acceptable only if the series of absences share a common cause. Notes must be signed by the parent/guardian or other person having control of the student, state the reason for the absence and indicate the dates and number of days of absence from school. An email or text messages will not satisfy the note requirement. Anyone who cannot comply with the written note requirement due to difficulty with writing (i.e. Non-English language speaker/individual with a disability) shall contact the School Principal to discuss accommodations.

~~1.~~

- 2.B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

- a.1. Illness or injury (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
- b.2. Death in the student's family/ attendance at funeral, or other emergency beyond the control of the student's family.
- c.3. Student's observance of religious holiday
- d.4. Mandated court appearance of the student with appropriate legal documentation within two (2) days,
- e.5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)
- f.6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with the Connecticut State of Education guidance.
- ~~g. Other exceptional circumstances. Written excuse for other such absences must be submitted to the principal by the child's parent or guardian for final approval. All other absences with or without written explanation shall be considered unexcused.~~

- 3.C. A student's absence from school shall be considered unexcused unless:

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

Students

~~Attendance, Excused Absences, Truancy (continued)~~

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

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

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

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible to obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Chronic Absenteeism

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

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

The membership of attendance review teams may consists of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

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

(The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. By 1/1/16)

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

Dismissal

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

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

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

Consequences

In Grades K - 12, the Board of Education authorizes disciplinary action and or the loss of credit for unsatisfactory attendance. Disciplinary penalties for tardiness in accordance with administrative regulations may also be imposed.

Release of Student During School Day

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations.

~~Requests~~Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Dismissal before the normal end of the school day must be requested in writing.

Students who become ill during the school day may be excused by the school nurse, and transportation home will be arranged by school personnel with the parents.

Truancy

The Board ~~of Education~~ must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s) and others in meeting this responsibility, the Board ~~of Education~~ will:

1. ~~1.~~ Annually notify parents or other person having control of each child enrolled, ages five-~~1.~~ (5) to eighteen (18), inclusive in writing of the obligations of the parent pursuant to student attendance (C.G.S. 10-184).
2. Obtain from each parent or other persons having control of an enrolled child a telephone number or other means of contacting such parent or other person during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. ~~4.~~ Make a reasonable effort to notify, by telephone and by mail the parent(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or other person is aware of the student's absence. ~~The required mail notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging belief that the acts or omissions of the child are such that the child's family is a family with service needs.~~
4. Identify a student as "truant" when the student has four (4) unexcused absences in anyone month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Consider whether a referral will be made to the PPT to determine ~~whether or not if~~ an educational evaluation is appropriate, ~~prior, or whether referral to a written complaint to Superior Court~~ another school support team is appropriate.
8. ~~File a written complaint, by the Superintendent, not later than fifteen calendar days after the failure of a parent/guardian to attend the meeting (Item #6).~~
 - a. ~~To attend the required meeting to evaluate why the child's truant, or~~
 - b. ~~To cooperate with the school in trying to solve the truancy problem.~~
- 9.8. Provide for the coordination of services and refer enrolled students who are truants ~~or~~ to community agencies providing child and family services.
9. On or before August 15, 2018, implement the truancy intervention model identified by the Department of Education for any school in the District that has a disproportionately

high rate of truancy, as determined by the Commissioner.

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

A student who is identified as a “truant” may be subject to the following consequences:

1. Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
2. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level

Persons who in good faith give or fail to give notice pursuant to subdivision (4) above, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

Legal Reference: ~~Connecticut~~^{BS2} ~~General Statutes~~

Connecticut General Statutes

10-184 Duties of parents: (as amended by PA 98-243 and PA 00-157) ~~10-185~~18

Penalty

~~10-198a~~10-198a Policies and procedures concerning truants (as amended by P.A.11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members.)

10-198d. Chronic absenteeism prevention and intervention plan

10-198c Attendance review teams

45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-25)

PA 15-225 An Act Concerning Chronic Absenteeism

PA 16-147 An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee

~~10-199~~ 10-199 through 10-202 Attendance, truancy in general: (Revised 1995 – PA 95-304)

10-221(b) Board of education to prescribe rules:

Campbell v New Milford, 193 Conn 93 (1984).

Action taken by State Board of Education on Jan. 2, 2008,” to define “attendance”

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

~~Policy adopted: March 28, 2013 WINDSOR LOCKS PUBLIC SCHOOLS Policy revised: March 24, 2016, August 13, 2020 Windsor Locks, Connecticut~~

Policy adopted: March 28, 2013

Policy revised: March 24, 2016

Students

5114 - Conduct and Discipline

Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and obey the rules established by the Board for all students in all public schools of the town.

Areas of Responsibility

Board of Education - The Board of Education holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

Principal - The Principal may implement necessary procedures and rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents, and citizens of the community.

Teachers - Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

Parents - Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.

I. Definitions

- A. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- B. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- C. **School-Sponsored Activity** means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.
- ~~D.~~ **Removal** is means the exclusion of a student for a class period of ninety minutes or less.

Students

Student Discipline: Suspension/Expulsion (continued)

I. Definitions (continued)

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

~~F.E.~~ **Suspension** means the exclusion of a student from school privileges and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below. Suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

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

~~G.F.~~ **Expulsion** means the exclusion ~~of a student~~ from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days. To be expelled, the student's conduct must be found to be both violative of a Board policy and either seriously disruptive of the educational process or endangering persons or property. The expulsion period may extend to the school year following the school year in which the expulsion was imposed. The total duration of a given expulsion shall not extend beyond one calendar year- as provided for in state law.

~~H.G.~~ **School Days** shall mean days when school is in session for students.

~~I.H.~~ **Seriously Disruptive of the Educational Process, as applied to off-campus conduct,** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school. ~~In deciding whether conduct is seriously~~

5114(b)

~~disruptive of the educational process, a variety of factors may be considered, including but not limited to those factors listed below in Section 11(B).~~

Students

Student Discipline: Suspension/Expulsion

I. ~~Definitions~~ (continued)

- I. **School Days** shall mean days when school is in session for students.
- J. **Seriously Disruptive of the Educational Process, as applied to off-campus conduct**, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- J.K. **Inhalants** are defined as including but not limited to the following: Nitrous Oxide (laughing gas, whippets, CO2 cartridges); Amyl Nitrate (“Locker Room”, “Rush”, “Poppers”, “Snappers”); Butyl Nitrate (“Bullet”, “Climax”); Chlorohydrocarbons (aerosol paint cans, cleaning fluids); Hydrocarbons (aerosol propellants, gasoline, glue, butane); ~~Difluoroethane; Trifluoroethane; Tetrafluoroethane~~Difluoroethane; Trifluoroethane; Tetrafluoroethane (“canned air”); Toluene; Acetone; Toluol; Trichloroethylene; Isopropanol; Methanol; Ether; Methyl Cellosolve Acetate; Hexane; Butyl Alcohol; Benzene; Methyl Ethyl Ketone; Cyclohexanone; ~~Pentachlorophenol~~Pentachlorophenol; Ethyl Acetate; Methyl Isobutyl Ketone; Trichloroethane; ~~Dichlorodifluoromethane~~Dichlorodifluoromethane
- K.L. **Performance-enhancing Drugs or Substances** include anabolic agents or steroids, used for the intent of bodybuilding and muscle enhancement of physical ability and not for a valid medical purpose as defined by a physician, and includes but is not limited to those performance enhancing drugs and substances identified by the Connecticut Interscholastic Athletic Conference (CIAC) comprehensive list, as may be amended from time to time:
- (a) Pharmacologic agents (prescription or non-prescription) taken in doses that exceed the recommended therapeutic dose or taken when therapeutic indicators are not present~~;~~;
 - (b) Agents used for weight control, including stimulants, diet pills, diuretics, and laxatives, when the user is in a sport that has weight classifications or that rewards leanness~~;~~;
 - (c) Agents used for weight gain, including over-the-counter products advertised as promoting increased muscle mass~~;~~;
 - (d) Physiologic agents or other strategies used to enhance oxygen-carrying capacity, including erythropoietin and red blood cell transfusions (blood doping)~~;~~;
 - (e) Any substance used for reasons other than to treat a documented disease state or deficiency~~;~~;
 - (f) Any substance that is known to mask adverse effects or detect ability of another performance-enhancing substance; or
 - (g) Nutritional supplements, including Creatine, taken at “supraphysiologic” doses or at levels greater than required to replace deficits created by a disease state, training program, or participation in sports.

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L.M. **Distribution or Sale of Controlled Substances** means to deliver, sell, pass, share, or give any alcohol, drug, or mood-altering controlled substance, as defined herein, from one person to another or to aid in its use.

Students

Student Discipline: ~~Suspension/Expulsion~~

I. ~~Definitions~~ (continued)

~~M.N.~~ **Possession of Controlled Substances** means to possess or hold any alcohol, drug, or mood altering substance determined to be illegal or otherwise prohibited, on one's person, in one's personal belongings, one's locker, car, backpack, etc.

~~N.O.~~ **Drug Paraphernalia** includes any instrument, utensil, or item which, in the administration's judgment, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, bowls, rolling papers, plastic bags of the type used to package and transport narcotics, blunts, and other materials.

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

II. II. **Scope of the Student Discipline Policy**

In accordance with this policy, its regulation and applicable state law, students may be subject to a range of school disciplinary consequences for misconduct committed on or off school grounds. Disciplinary consequences may include removal from class, in school suspension, out of school suspension, suspension from school transportation, loss of school privileges such as, but not limited to, participation in school activities or functions, extracurricular activities and athletics and expulsion from school.

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

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

2. Students, ~~or~~ may be expelled for conduct on school grounds, including remote learning, or at any school- sponsored activity that ~~violates a publicized policy of the Board~~is violative of a publicized policy and is seriously disruptive of the educational process or endangers persons or property. For a student to be expelled, the conduct must both violate a board policy, and either be seriously disruptive of the educational process or endanger persons or property.

B. Conduct off School Grounds: Suspension and Expulsion

1. Students may be ~~disciplined~~suspended or expelled for conduct off school grounds if such conduct is violative of board policy and is seriously disruptive of the educational process ~~and violative of a publicized policy of the Board~~. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors:
 - (1) whether the incident occurred within close proximity of a school.
 - (2) whether other students from the school were involved or whether there was any gang involvement;.
 - (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section C.G.S. § 29-38, and whether any injuries occurred; and whether the conduct involved the use of alcohol.

Students

Student Discipline: Suspension/Expulsion

H. Scope of the Student Discipline Policy (continued)

2. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs or whether the conduct in question is prohibited by federal or Connecticut state law and would indicate that the student presents a danger to any person in the school community or school property and/or the conduct resulted in an arrest.

2.3. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any pistolBB gun, any blackjack, any metal or revolverbrass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release deviseddevice by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, any stiletto, any knife, the edged portion of the blade of which is four inches and over or more in length or, any martial arts weapon or electronic defense weapon, as defined below atin section VI.B.53a-3, or any other dangerous or deadly weapon or instrument. A weapon such as a pellet gun and/or airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm.

C. Mandatory Expulsion

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or
2. The Student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or
3. The student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.

The Board may modify the period of a mandatory expulsion on a case-by-case basis.

*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers, or silencers.

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

A student enrolled in a preschool program provided by the Board shall not be expelled from such school except that a student may be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section above.

D. Permissive Expulsion

In addition to a mandatory expulsion, students may be subject to permissive expulsions in accordance with II. A. 2. and II. B. 1, 2 and 3 above. The school administration may recommend to the Superintendent of Schools that a student be expelled from school when in the administration's opinion the student's conduct warrants expulsion in accordance with this policy. Upon receipt of such a recommendation the Superintendent will determine whether a sufficient basis exists for expulsion from school and if so, the Superintendent will proceed in accordance with Section VII. below. Expulsion Recommendation Procedures and Section VIII. Expulsion Hearing Procedures.

III.III. _____ Actions Leading to Disciplinary Action, ~~including Suspension and/or Expulsion.~~

Conduct which may lead to disciplinary action (including but not limited to suspension and/or expulsion) includes conduct on school grounds, including remote learning, or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

- ~~1.~~ 1. _____ Striking or assaulting a student, members of the school staff or other persons.
- ~~2.~~ 2. _____ Theft.
- ~~3.~~ 3. _____ The use of obscene or profane language or gestures.
- ~~4.~~ 4. _____ Violation of smoking; dress; transportation regulations, or other regulations and/or policies governing student conduct.
- ~~5.~~ 5. _____ Refusal to obey a member of the school staff, school security officers or law enforcement authorities, or disruptive classroom behavior.
- ~~6.~~ 6. _____ Any act of harassment based on an individual's sex, sexual orientation, gender identity or expression, race, color, religion, disability, national origin or ancestry or membership in another legally protected class.
- ~~7.~~ 7. _____ The sending, sharing, viewing, or possessing pictures, emails, or other material of a sexual nature in any form including in electronic ~~or any other~~ form such as on a cell phone or other electronic device.
- ~~8.~~ 8. _____ Refusal by a student to identify himself/herself to a staff member when asked.

Students

Student Discipline: Suspension/Expulsion (continued)

9. _____

~~III.~~ ~~Actions Leading to Disciplinary Action, including Suspension and/or Expulsion~~ (continued)

- ~~9.~~ A walk-out from or sit-in within a classroom or school building or school grounds.
- ~~10.~~ 10. Blackmailing, threatening, ~~harassment~~harassing, or intimidating school staff or students.
- ~~11.~~ 11. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, bb gun, soft air pistol, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object, except that students may bring such devices or objects to school for educational reasons provided that the teacher in charge of the program in which such object would be used as a teaching resource has received prior written approval of the Principal and provision has been made to preclude the object being used for any other purpose.
- ~~12.~~ 12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
- ~~13.~~ 13. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
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- ~~14.~~ 14. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics, or alcoholic beverages. For the purposes of this Paragraph 13, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including but not limited to inhalants and other volatile substances as well as performance-enhancing drugs as defined and otherwise prohibited herein.
- ~~15.~~ 15. Inhalation, ingestion, application, use, possession or distribution of any abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use (or cause another person to inhale, ingest, apply or use) any of these in a manner (1) contrary to the directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or other substance, including but not limited to “canned air”; and (2) designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person’s eyesight, thinking process, balance or coordination.

Students

Student Discipline: Suspension/Expulsion (continued)

III. ~~Actions Leading to Disciplinary Action, including Suspension and/or Expulsion~~ (continued)

- ~~16.~~ 16. Unauthorized possession, sale, distribution, use or consumption of performance-enhancing drugs, including anabolic steroids and food supplements, including but not limited to Creatine, by students involved in school-related athletics or any co-curricular or extra-curricular school activity/program, other than for a valid medical purpose as documented by a physician.
- ~~17.~~ 17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol, or tobacco, as described in subparagraph ~~(1314)~~ above.
- ~~18.~~ 18. The destruction of real, personal, or school property or property of staff members or other students, such as, cutting, defacing or otherwise damaging property in any way.
- ~~19.~~ 19. Accumulation of offenses such as school and class tardiness, school, class, or study hall cutting, or failure to attend detention.
- ~~20.~~ 20. Trespassing on school grounds while on out-of-school suspension or expulsion.
- ~~21.~~ 21. Making bomb threats or other threats to the safety of students, staff members, and/or other persons, or engaging in a plan to stage or create a violent situation at school for the purpose of creating fear, disruption or actual danger to students and staff.
- ~~22.~~ 22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
- ~~23.~~ 23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
- ~~24.~~ 24. Leaving school grounds, school transportation vehicle or a school-sponsored activity without authorization.
- ~~25.~~ 25. Using or copying academic and/or published work of another, including,⁰⁴⁰

5114(g)

not limited to written material published on the Internet, and presenting it as his/her own without proper attribution.

- | ~~26.~~ 26. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.

Students

Student Discipline: Suspension/Expulsion (continued)

~~III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion~~ (continued)

- ~~27. Violating the District's Acceptable Use of Technology Agreement /Internet for use of school technology and privately owned devices.~~
- ~~28. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie-talkie, Smartphone, mobile or hand-held devices, tablets or computers or similar electronic devices on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations pertaining to the use of such devices.~~
- ~~29. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, or at a school sponsored activity.~~
- ~~27. 30. Possession and/or use of a laser pointer.~~
- ~~28. 31. Hazing or, bullying as defined elsewhere in the Board's policies, including, stalking, teen dating violence, sexual harassment or assault, or discriminatory harassment of students or staff.~~
- ~~29. Sexting, or sharing sexually explicit messages and/or pornographic material, video, or photographs, primarily between mobile phones and personal electronic devices.~~
- ~~30. 32. Intentional and successful incitement of truancy by other students.~~
- ~~31. 33. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called ~~texting, emailing, or sexting, etc~~).~~
- ~~32. 34. Any conduct, on or off school grounds, or any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.~~
- ~~33. 35. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.~~

~~IV. Procedures Governing~~ IV. Removal from Classroom

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the Principal or his/her designee at once. A student may not be removed from class more than six times in one school year nor more than twice in one week unless the student is referred to the building.

Principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

V. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, dances, field trips, and school trips out-of-state and abroad. When deemed appropriate by school administration, disciplinary action may be taken instead or in addition to exclusion from activities or programs.

VI. Procedures Governing Suspension-In and Out of School Suspensions

The ~~Principal~~administration of ~~each~~ school, ~~or designee on the administrative staff of the school,~~ shall have the ~~right to suspend~~ authority to invoke an out of school suspension for a period of up to ten school days or to invoke in-school suspension for a period of up to ten school days of any student for ~~breach of conduct as noted in Section II of one or more of the reasons stated above at~~ III. Actions Leading to Disciplinary Action, in accordance with the procedure outlined in this paragraph.

Suspensions shall be in-school suspensions unless for a student in grades three to twelve, inclusive, the administration determines that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or 2) the administration determines that an out-of-school suspension is appropriate for such student based on evidence of (i) previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (ii) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or (3) grades preschool to two, the administration determines that an out-of-school suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth above in this policy ~~for not more than ten (10) consecutive school days. In such cases,~~

A. When suspension of a student is deemed by administration to be an appropriate disciplinary consequence, the following procedures shall be followed:

1.—Unless an emergency situation exists, no student shall be suspended prior to

1. having an informal hearing before the Principal or designee at which the student is informed of the ~~charges~~ reasons for the disciplinary action and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

Students

Student Discipline: Suspension/Expulsion

~~▼~~ Procedures Governing Suspension (continued)

2. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the Principal, but only considered in the determination of the length of suspensions.
3. For any student who is suspended for the first time and who has never been expelled from school, the Principal or designee may shorten or waive the suspension period if the student successfully completes a program specified by the administration and meets any conditions specified by the administration. Such program specified by the administration may not require the student or parent or guardian of the student to pay for participation in the program.
4. By telephone, the Principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a student following the suspension and state the cause(s) leading to the suspension.
5. Whether or not home contact is made with the parent or guardian of such student, the Principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the Principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. Notice of the original suspension shall be transmitted by the Principal or designee to the Superintendent of Schools or designee ~~by the close of the school day following the commencement of~~ not later than 24 hours after the suspension.
7. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
8. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school. In the case of a pupil whose suspension period is shortened or waived, notice of the suspension shall be expunged from the cumulative educational record either upon the student's graduation from high school or, at the discretion ~~of~~ of the administration, at the time the student completes the program specified by

5114(i)

the administration and meets any other conditions required by the administration, whichever is earlier.

Students

Student Discipline: Suspension/Expulsion

~~V. Procedures Governing Suspension (continued)~~

~~9.1. The decision of the Principal or designee with regard to disciplinary actions up to and including suspensions shall be final.~~

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

~~B-10.~~ In cases where the ~~student has already been suspended, or such~~ student's suspension will result in the ~~student's~~ student being suspended, more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The Principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

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

~~VI. Procedures Governing In-School Suspension~~

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

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

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

~~VII.~~ VII. Expulsion Recommendation Procedure

A. A Principal may consider recommendation ~~or~~for expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections IIA and IIB above.

5114(j)

B. A Principal must recommend, and it shall be the policy of the Board to expel any student ~~in grades preschool, and~~ kindergarten to twelve, inclusive, for one calendar year in all cases where the administration has reason to believe that a student:

1. Was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, (as defined in in C.G.S. 53a-53), or firearm as defined in 18 USC 921 as amended from time to time; or

Students

Student Discipline: ~~Suspension/Expulsion~~

~~VII. — Expulsion Recommendation Procedure (continued)~~

2. ~~18~~ Off school grounds, possessed a firearm as defined in 18 USC 921, in violation of C.G.S. 29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under section 952 of the Connecticut General Statutes; or
3. Was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in C.G.S. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278.
4. A preschooler may be expelled for possession of a firearm, as defined in 18 USC 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. Such child shall be expelled for one calendar year if, at the expulsion hearing it is determined, that the child did so possess such a firearm. The Board may modify the period of expulsion for a child on a case-by-case basis.

~~4.5.~~ The following definitions shall be used in this section:

- a. A “firearm” as defined in 18 USC 921 means;
 - (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive,
 - (b) the frame or receiver of any such weapon,
 - (c) a muffler or silencer, or any destructive device. As used in this definition, a “destructive device” includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or a similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than “½” in diameter.

~~(d)~~ The term “destructive device” does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither

| designed nor redesigned for use as a weapon.

Students

Student Discipline: Suspension/Expulsion

VII.—Expulsion Recommendation Procedure (continued)

~~b.(d)~~ “Deadly weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

~~e.(e)~~ “Dangerous instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle”.

~~d.(f)~~ “Martial arts weapon” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

~~e.(g)~~ When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any ~~pistol~~BB. gun, any blackjack, any metal or ~~revolver~~brass knuckles, any police baton or nightstick, any dirk knife or switch knife ~~or~~, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, ~~and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles,~~ any stiletto, any knife; the edged portion of the blade of which is four inches ~~and over~~or more in length ~~or~~, any martial arts weapon or electronic defense weapon, as defined ~~above~~in section 53a-3, or any other dangerous or deadly weapon or instrument. A weapon such as a pellet gun and/or airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm.

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

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

- D. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or interdistrict magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement ⁰⁵¹ in compliance with the Gun-Free School Act.

~~VIII.~~ VIII. Expulsion Hearing Procedure

A. Emergency Exception

Except in an emergency situation, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.

Students

~~Student Discipline: Suspension/Expulsion~~

~~VIII. Expulsion Hearing Procedure (continued)~~

B. Hearing Panel

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Notice

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor to his/her parent(s) or guardian(s) a reasonable time prior the time of the hearing.
2. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, and location of the hearing.
 - b. A short, plain description of the conduct alleged by the administration.
 - c. ~~The~~An explanation of the legal rights of the student ~~may~~and parent including the right of the student to be represented by any third party of his/her choice, including an attorney or advocate, at his/her expense or at the expense of his/her parents. The student may be able to obtain free or reduced cost legal services if eligible for such services, and how to access such services.
 - d. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

Students**Student Discipline: ~~Suspension/Expulsion~~****~~VIII.~~ Expulsion Hearing Procedure (continued)****D. Hearing Procedures**

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel and by Board members.
- ~~7.~~ After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Board. The student may also choose to make a statement ~~7.~~ at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Board. Concluding statements will be made by the administration and then by the student and/or his or her representative.
8. In cases where the respondent has denied the allegation, the Board must determine whether the respondent committed the offense(s) as charged by the Superintendent.

Students

~~Student Discipline: Suspension/Expulsion~~

~~VIII.—Expulsion Hearing Procedure (continued)~~

9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Superintendent will make a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered, unless the conduct alleged by the administration to support a request for expulsion is a continuing course of conduct occurring over a specified period of time.
12. For any student expelled for the first time who has never before been suspended from school, the Board may shorten the length of the expulsion or waive the expulsion period if the student successfully completes a program specified by the Board and meets any other conditions imposed by the Board. Such Board specified program shall not require the student or the parent or guardian of the student to pay for participation in the program.
13. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
14. The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.

Students

~~Student Discipline: Suspension/Expulsion (continued)~~

IX. Board Policy Regarding Mandatory Expulsions

- A. In keeping with C.G.S. §10-233d and the Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for: the conduct described in Section VH(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

X. Alternative Educational Programs for Expelled Students

A. Students under sixteen (16) years of age:

Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program.

B. Students sixteen (16) to eighteen (18) years of age:

The Board of Education will provide an alternative education to a sixteen to eighteen year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen and eighteen who is expelled for the second time, ~~or if it is determined at the hearing that,~~

- (1) ~~the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or~~
 (2) ~~the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.~~

C. Students eighteen (18) years of age or older

The Board of Education is not required to offer an alternative educational program to expelled students eighteen years of age or older.

D. Students Identified as Eligible for Services Under ~~The~~the Individuals with Disabilities Education Act (“IDEA”)

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

Students

~~Student Discipline: Suspension/Expulsion (continued)~~

XI. Notice of Student Expulsion on Cumulative Record

- A. Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school. In the case of a student for whom the length of the expulsion period is shortened or for whom the expulsion period is waived as a result of a first-time expulsion with no previous suspension on record, such notice shall be expunged from the student's cumulative educational record by the Board, at the Board's sole discretion, either
- (a) when the student graduates from high school, or
 - (b) at the time the student completes the program specified by the Board and meets any other conditions required by the Board, whichever is earlier.

~~XII.B.~~ Change of Residence During Expulsion Proceedings

~~A.~~ Student moving into the school district:

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The Board shall make its determination based upon a hearing held by the Board which shall be limited to a determination of whether the conduct which was the basis of the expulsion would also warrant expulsion by the Board.

~~B.~~ Student moving out of the school district:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative-record.

Students

Student Discipline: Suspension/Expulsion (continued)

~~XIII.XII.~~ Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”)

A. Suspension of IDEA students:

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under the IDEA, as reauthorized in 2004, (an “IDEA student”) who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall not later than the date on which the decision to take disciplinary action is made, notify the parents of the student of the decision to suspend and a copy of the special education procedural safeguards must either be hand delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district, unless the suspension constitutes a change in placement as defined below in subsection ~~(B)~~.

B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA Students:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made or as soon as practicable thereafter.

Students

~~Student Discipline: Suspension/Expulsion~~

~~XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”)~~ (continued)

~~B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA Students:~~ (continued)

The

2. he school district shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension which constitutes a change in placement was made. The relevant members of the student’s IEP team shall consider the relationship between the student’s disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student’s behavior was a direct manifestation of his/her disability.
3. If the IEP team finds that the behavior was a direct manifestation of the student’s disability, the administration shall not proceed with the recommendation for expulsion. The IEP team shall consider the student’s misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the IEP team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.
7. The District has the authority, on a case-by-case basis, to determine whether the student should be removed from the classroom and placed in an alternative setting, pending a manifestation determination.

Students

~~Student Discipline: Suspension/Expulsion~~

~~XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”)~~ (continued)

8. School personnel may remove a disabled student who has violated the conduct code from his/her current placement for up to 10 school days without a hearing.

C. ~~Transfer of IDEA students for Certain Offenses:~~

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C.-930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Inflicted serious bodily injury to another person at school, on school premises or at a school function.

As used in this subsection ~~XIII.C~~, the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

The term “serious bodily injury” means a substantiated risk of death, extreme physical pain, protracted loss, or impairment of the function of a bodily member, organ, or mental faculty.

Students

~~Student Discipline: Suspension/Expulsion (continued)~~

XIV.XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973

A. Expulsion of Students Identified as Eligible for Educational Accommodations Under Section 504 of the Rehabilitation Act of 1973:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (a "Section 504 Student") who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student's Section 504 team (504 team), for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The 504 team shall consider the student's misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommendation for expulsion.

XV.XIV. Notification to Parents or Guardian

- A. The parents or guardian of any minor student either expelled or suspended or removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of expulsion, suspension or removal from class.

Students

~~Student Discipline: Suspension/Expulsion~~

~~XV. — Notification to Parents or Guardian (continued)~~

- B. The Superintendent of Schools shall forward to the student concerned and his/her parents, or the student if he/she has attained the age of 18, a copy of this Board policy on student discipline at the time the Superintendent sends out the notice that an expulsion hearing will be convened.

XV. Early Readmission

~~XVI.~~ An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmissions to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria. The Superintendent's decision is final and not appeal to Superior Court.

~~XVII.~~XVI. Dissemination of Student Conduct and Discipline Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and or guardian(s) of this policy.

~~XVIII.~~XVII. Compliance with Reporting Requirements

1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
2. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
3. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in C.G.S. §-53a3, the violation shall be reported to the local police.

Students

~~Student Discipline: Suspension/Expulsion (continued)~~

Legal Reference:

 Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record, as amended

10-74j Alternative education (PA 15-133)

10-222d Safe school climate plans. Definitions. Safe school climate assessments.

10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 11-126, PA 14-229, PA 15-96, PA 16-147, PA 17-220 and PA 19-91.

10-233l Expulsion and suspension of children in preschool programs

19a-342a Use of electronic nicotine delivery system or vapor product prohibited.

29-38 Weapons in vehicles

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

53-344b Sale and delivery of electronic nicotine delivery system or vapor products to minors.

53-206 Carrying of dangerous weapons prohibited.

PA 15-96 An Act Prohibiting Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

~~4-177—4-180 Contested cases. Notice. Record.~~

~~10-233a—10-233e Suspension and expulsion of students.~~

~~10-233f In-school suspension of students.~~

~~21a-267(a): Use of drug paraphernalia to inhale a controlled substance~~

~~21a-240(20)(A): Drug paraphernalia~~

~~21a-240(9): Controlled substance~~

~~Packer v. Board of Educ. of the Town of Thomaston, 246 Conn.89 (1998).~~

~~Public Act 98-139~~

~~Honig v. Doe, (United States Supreme Court 1988)~~

~~Individuals with Disabilities~~Federal law

~~GOALS 2000: Educate America Act, Pub. L. 103-227, 20 U.S.C. 1400 et seq. as amended by the-~~

~~Title III - Amendments to the~~ Individuals with Disabilities Education Act. Sec. 314 (Local Control Over Violence)

~~Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994~~

~~P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997 (P.L. 105-17). Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a).~~

~~20 U.S.C. Section 7114 No Child Left Behind Act~~

P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1400 et seq.

~~Regulations~~18 U.S.C. §921 – Definitions of Connecticut State Agencies § 21a-243-1(a): volatile “firearms”

18 U.S.C. §930(g)(2) – Definition of “dangerous weapon”

18 U.S.C. §1365(h)(3) – Identifying “serious bodily injury”

21 U.S.C. §812(c) – Identifying “controlled substances”

(Local Control Over Violence)

Elementary and Secondary Education Act of 1965 as amended by the Gun Free Schools Act of 1994.

20 U.S.C. Section 7114, No Child Left Behind Act

Policy adopted: March 28, 2013
Policy revised: March 24, 2016

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

Students

R5114 - Suspension and Expulsion/Due Process

Suspension

When the Principal or designee has determined that there is cause for suspension of a student, the following procedures shall be observed:

1. The student shall be given a hearing before the Principal or designee, at which time the ~~charges~~allegation of misconduct against the student will be stated and the student will be given an opportunity to respond to the ~~charge~~allegation. This hearing must be granted except when an emergency situation exists, in which case the hearing must be held as soon after the suspension as possible. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant.
2. The Principal or designee may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of the student.
3. The Principal or designee shall make every possible attempt to reach the parent or guardian of the student stating the ~~charges~~allegations against the student and the terms and conditions of the suspension.
4. Whether the telephone contact is made or not the Principal or designee shall forward a letter to the parent or guardian at the last known address according to school records (unless a newer address is determined) not later than twenty four hours of the suspension, and offering the parent or guardian the opportunity for a conference to discuss the suspension.
5. Notice of the suspension shall be transmitted by the Principal to the Superintendent of Schools on an incident report. ~~Should the principal deem it necessary,~~ within twenty-four hours of the commencement of the suspension ~~the superintendent shall be notified.~~
6. Following a conference with the Principal or designee the parent or guardian may request the Superintendent to review the Principal's decision. Such review shall ~~be completed,~~ and a written report issued to the student and parent or guardian within three (3) days of the receipt of such request. In examining the Principal's decision to suspend, the Superintendent shall obtain oral or written statements from the Principal or designee, the student, and the person(s) who witnessed and reported the incident(s) which resulted in the suspension. The Superintendent may call all concerned parties together for a conference, and take whatever other action is needed to determine the true facts of the matter.
7. If a student is eighteen or older, any notice required by Board policy and this regulation shall be given to the student.

Students

~~Suspension and Expulsion/Due Process Suspension (continued)~~

8. Textbooks and homework are to be provided each student for the duration of the suspension period and the student shall be allowed to complete any classwork, including examinations, without penalty, which was missed during suspension.
9. The Superintendent shall report any unusually serious cases of student suspension to the Board of Education at the first meeting following such action.
10. Notice of a suspension for conduct endangering persons or property or seriously disruptive of the educational process and a description of the conduct leading to such suspension shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative record by the Board if the student graduates from high school, except if such notice of expulsion is based on possession of a firearm or deadly weapon.
11. Suspensions shall be in-school suspensions unless the administration (1) determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

A student in grades preschool through grade two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.
12. The administration will use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.
13. In-school suspension will be served in the school attended by the student.
14. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

The foregoing procedure will be followed unless the student has had a total of ten (10) suspensions during the current school year, or has been suspended for a total of fifty (50) days during the current school year or twenty (20) days in a given semester. If the student's proposed suspension would exceed either figure the suspension shall not take effect until so ordered by the

Board of Education after a formal hearing such as that required for expulsion. If the Principal has reason to believe that the student's conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of a Board policy, expulsion may be recommended.

Students

~~Suspension and Expulsion/Due Process (continued)~~

Expulsion

The Board of Education or an impartial hearing board, as defined in C.G.S. 10-233d, may expel any student whose conduct on school grounds or at a school sponsored activity ~~endangers persons or property or whose conduct~~ violates a publicized policy of the Board and is seriously disruptive of the educational process, ~~or is violative of the publicized policies of the Board of Education or endangers persons or property~~. A student's conduct off school grounds may be considered for expulsion if such conduct is seriously disruptive of the educational process and violative of a publicized Board policy.

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

The procedures leading to expulsion are as follows:

1. Requests for expulsion are to be directed to the Board of Education through the Superintendent of Schools.
2. Upon receipt of an expulsion request the Superintendent will conduct an inquiry within two (2) school days.
3. If after the inquiry the Superintendent or designee determines that the student ought to be expelled, the Superintendent shall forward such request to the Board of Education within five days after receipt of the request to expel.
4. Except in an emergency situation requiring the student's immediate removal, the Board shall conduct a hearing to be governed by the following procedures:
 - A. ~~The~~ A student ~~and who has reached the age of majority or a minor student's~~ parent or legal guardian must be given written notice at least five days prior to the date of the hearing.
 - B. The notice shall contain:

The date, time, and place of the scheduled hearing.

The details of the grounds for the expulsion

A statement, ~~of the student's rights~~ including ~~a narrative of the events leading to the expulsion, the name~~ the right to have an individual of any witnesses against the student, ~~copies of any statements or affidavits of those witnesses, a detailed~~

5114R(c)

~~summary of any other information to be used in support of expulsion~~ the student's choosing represent him/her at the hearing, including any record of past offenses or misbehavior, and whether any prior warnings or suspensions have been given, legal counsel and the proposed penalty ~~right to have the expulsion hearing postponed for up to one week to allow time to obtain representation.~~

Students

Suspension and Expulsion/Due Process

Expulsion (continued)

A statement concerning legal services provided free of the student's rights charge or at a reduced rate

~~A statement that the Board is not required are available locally and how to offer an alternative educational opportunity to any student between 16 and 18 who was previously expelled or who has been expelled for conduct endangering persons which involved (1) carrying a dangerous instrument or weapon including a martial arts weapon on, or introducing a dangerous instrument or weapon on to school property or at a school sponsored activity or (2) offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section 21a-240(9) of the Connecticut General Statutes; access such services.~~

~~C. At the hearing, the student shall have the right to make open and closing statements and present argument, to testify, and produce witnesses and other evidence in his/her defense and shall have the right to demand that any witnesses against him/her appear in person to answer questions.~~

~~In exceptional circumstances the Board or the impartial hearing panel may refuse to allow a witness against the accused student to appear, when the Board or panel believes that fear on the part of the witness would prevent the giving of accurate testimony. In such cases a verbatim statement of the witness's testimony must be given to the student.~~

~~C. A witness's unsubstantiated desire to remain anonymous is not such an exceptional circumstance as to justify dispensing with confrontation and questioning by the student including the submission of written documentation.~~

- D. A student may be represented by any third party of his/her choice, including an attorney.
- E. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent or legal guardian do not speak the English language.
- F. The Board or impartial hearing panel shall keep verbatim record of the hearing and the student or his/her parent or legal guardian shall be entitled to a copy of that record at his/her own expense.
- G. The Board or impartial hearing panel shall report its final decision in writing to the student, stating the reasons on which the decision is based, and the penalty to be imposed. Said decision shall be based on evidence produced and derived at the

hearing.

5114R(d)

Students

~~Suspension and Expulsion/Due Process~~

~~Expulsion (continued)~~

~~Except under unusual circumstances~~

- H. ~~A student who has reached the age of majority or the parent or guardian of a minor student shall be notified of provided a copy of the Board's written decision time in accordance with the Uniform Administrative Procedure Act. This shall not prevent the Board action within twenty four hours from rendering an oral decision at the time of the close of the hearing.~~
- I. Whenever an emergency exists, the hearing provided for in the above procedure shall be held as soon as possible after the expulsion.
5. Whenever the Board of Education or impartial hearing panel expels a student it shall offer an alternative education program ~~to students under the age of sixteen. The parent or guardian of such student has the legal right to reject such a program without being subject to the truancy in accordance with state law. The Board of Education~~ An alternative educational opportunity shall make provisions for an alternative educational opportunity be offered to expelled students under the age of sixteen. Any expelled student who is between the ages of sixteen (16) and eighteen, conditional upon the desire of the student (18) not previously expelled and who wishes to continue his/ or her education and compliance shall be offered such an alternative educational opportunity if he or she complies with conditions established by the Board. ~~of Education. A student age 4617 or older may be placed in an adult education program as an alternative educational opportunity. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. However, the Board is not required to offer such alternative to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons, and it was determined at the expulsion hearing that the conduct for which the student was expelled involved carrying on or introducing on to school property, on school transportation, or at a school sponsored activity, a dangerous instrument or weapon including a martial arts weapon or offering for sale or distribution on school property or at a school sponsored activity a controlled substance, as defined in Section 21a-240(9) of the Connecticut General Statutes. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational opportunity shall not be subject to the provision of Section 10-184 of the Connecticut General Statutes regarding mandatory school enrollment. Any special education student expelled for a misconduct not caused by the student's disability must be offered an alternative educational opportunity consistent with the student's needs during the period of expulsion. The Board is not obligated by law to provide an alternative educational opportunity to any student~~ eighteen years of age or older.

6. If the Board expels a student for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and shall inform the agency of its action.
7. If a student is expelled for possession of a firearm, deadly weapon, dangerous instruments (those that can be used to cause death or serious injury) or martial arts weapons the Board shall report the violation to the local police department.
8. The alternative educational opportunity offered to expelled students shall be equivalent to alternative education, as defined, by C.G.S. 10-74j with an individualized learning plan, (1) if the Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education, which includes the kind of instruction to be provided and the number of hours to be provided, during the period of expulsion.
- 7.9. Notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school, unless the expulsion notice is based on possession of a firearm or deadly weapon.

Students

~~Suspension and Expulsion/Due Process~~

~~Expulsion (continued)~~

- ~~8.10.~~ The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S. 10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct ~~which was~~that formed the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with the provisions of 5 and 6 above.
- ~~9.11.~~ Whenever a student against whom ~~an~~ expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall completed the expulsion hearing and render a decision.
- ~~10.12.~~ The Superintendent shall recommend an expulsion hearing if there is reason to believe a student possessed a firearm or other dangerous instrument in or on real property, comprising any public school or at any school activity as defined in C.G.S. 10-233a or in conduct displayed off school grounds.
- ~~11.13.~~ If a student is found to have possessed a firearm, dangerous instrument, dangerous weapon or martial arts weapon in or on the real property or a school or at any school function as defined in Section 10-233a, or on or off school property offered for sale or distribution a dangerous drug, he or she must be expelled for one calendar year. The expulsion period may be modified on a case by case basis by the Board of Education or hearing board.
- ~~12.a.~~ A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department or State Police if the student is enrolled in a regional vocational-technical school.
- ~~13.14.~~ The Board will report annually to the Commission of Education, as prescribed, information pertaining to expulsions for weapons and/or dangerous instruments.
- ~~14.15.~~ An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the ~~Board of Education (alternative language — “at the discretion of the Superintendent of Schools”)~~. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Students

~~Suspension and Expulsion/Due Process~~

~~Expulsion (continued)~~

~~15.16.~~ For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

~~16.17.~~ If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.

Prior Notice

The Superintendent shall provide for an effective means of informing all students and their parents or guardians of the Board's policy and this regulation at the beginning of each school year, or when the student enrolls or transfers during the school year.

~~Legal Reference: — Connecticut General Statutes~~

~~4-176e through 4-185 Uniform Administrative Procedure Act, as amended.~~

~~10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111 and PA 11-126.~~

~~53a-3 Firearm and deadly weapons~~

~~53a-217b Possession of firearm and deadly weapons on school grounds.~~

~~PA 94-221 An Act Concerning School Discipline and Security.~~

~~GOALS 2000: Educate America Act Pub. L. 103-227.~~

~~18 U.S.C. 921 Definitions.~~

Students

Suspension and Expulsion/Due Process

Legal Reference: — Connecticut General Statutes (continued)

~~Title III—Amendments to the Individuals with Disabilities Education Act—Sec. 314
(Local Control Over Violence)~~

~~Elementary and Secondary, Education Act of 1965 as amended by the Gun
Free Schools Act of 1994.~~

~~*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*~~

~~20 U.S.C. Section 7114, No Child Left Behind Act~~

Revised:

~~March 24, 2016~~

5114R(h)
~~Windsor Locks, Connecticut~~

Students

5114.12 - Student Handbooks

The administration shall publish and annually revise a handbook containing information about the District and about the individual schools and the rules and regulations with which students are expected to conform. The administration is responsible to ensure that the handbook does not conflict with any district policies or state or federal law. The handbook shall be distributed to all students the first week of each school year and to new students when they enroll.

The administration shall have the handbook and any revisions reviewed by legal counsel. The handbook will be published and updated annually on the district's website.

Students

5116 - 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.

Annually, but not later than June fifteenth, the Superintendent of Schools shall file with the Commissioner of Education, on a form prescribed by the State Department 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 the Connecticut General Statutes.

Legal Reference:- Connecticut General Statutes

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

~~10-250~~ 10-250 Report showing number of children

~~10-251~~ 10-251 Penalty for refusing to give age of child

Policy adopted: March 28, 2013
SCHOOLS

~~WINDSOR — LOCKS — PUBLIC~~

~~Windsor Locks, Connecticut~~

Students

School Attendance Areas

5117.2 – Interdistrict Choice

Interdistrict Choice

The Windsor Locks Board of Education (Board) recognizes that students may benefit from having a choice of schools to attend within the public school system that is not limited by school and/or district boundaries. Public school choice provides parents and students with greater opportunities to choose the school and/or program that best meets the academic needs of the student, positively influences the level of parent involvement and student motivation, improves academic achievement, reduces racial, ethnic and economic balance and provides a choice of educational programs for students.

The Windsor Locks Public Schools will cooperate with ~~CREC~~ (Capitol Region Education Council) “CREC” in the planning and implementation of the state-wide inter-district public school attendance program in accordance with the timelines applicable Connecticut General Statutes, as amended from time to time, and with applicable provisions contained with C.G.S. 10-4a as amended by PA 97-290, “An of the Every Student Succeeds Act Enhancing Education Choices and Opportunities,” and (ESSA).
~~C.G.S. 10-266aa as amended by P.A. 99-289, “An Act Concerning School Choice and Inter-district programs.”~~

Nonresident students from other school districts within the state including Hartford, New Haven, Bridgeport, New Britain, New London, Waterbury and Windham and any other remaining priority school districts who apply pursuant to the admission guidelines approved by the Board may enroll in the Windsor Locks Public Schools on a space available basis, without payment of tuition except that the district shall receive an amount within available appropriations, from the Department of Education, for each out-of- district student attending a school within the district. It is recognized that the Regional Educational Service Centers (RESC) shall determine which school districts in its area are located close enough to a priority school district to make transportation feasible.

In providing for admission of nonresident students, the Superintendent shall consider:

1. Issues pertaining to the availability of space within a requested school to accommodate nonresident students. The district will notify its RESC by March 31 of each year of the space it will have available for students from the surrounding area for the new school year.
2. Programs available and the possible establishment of new programs.
3. Eligibility criteria for participating in a particular program, including age requirements, course prerequisites and required levels of performance.
4. Dates of enrollment of nonresident students in a school or program.
5. The requirement that participants attending school in the district shall do so until they

graduate from high school.

Students

~~School Attendance Areas Interdistrict Choice~~

~~Interdistrict Choice (continued)~~

It is the policy of the Windsor Locks Public Schools to receive nonresident students as part of the state-wide inter-district public school attendance program in accordance with the plan developed with CREC. Such planning, the Board believes, should consider, but not be limited to, the issues of definition and determination of space availability, choice of students, transportation to and from school and after-school activities. Further, planning should consider issues related to special education, prior disciplinary behavior, and acceptance of prior academic work, The Windsor Locks Public Schools will not recruit students under this program for athletic or extracurricular purposes.

The Board directs the Superintendent and staff not to make any distinction on account of race, ~~sex, ethnic group color~~, religion, ~~sex, gender identity~~ or ~~expression~~, disability ~~or any other basis prohibited by state or federal law~~ of any student who is in attendance or who seeks admission to the Windsor Locks Public Schools in the determination or recommendation of action under this policy.

Legal References: ~~Connecticut General Statutes~~

Connecticut General Statutes

~~10-4a Education interests of state defined, as amended by PA 97-290 — An Act Enhancing Education Choices and Opportunities. identified~~

~~10-226a Pupils or Documentation of pupils and teachers of racial minorities and pupils eligible for free or reduced price lunches~~

10-226b Existence of racial imbalance 10-226c Plan to correct imbalance

10-226d Approval of Plan by State Board

~~10-226aa Statewide interdistrict public school attendance program, as amended by P.A. 99-289, An Act Concerning School Choice and Interdistrict Programs.~~

10-226h. Programs and methods to reduce racial, ethnic and economic isolation

Regulations of Connecticut State Agencies
10-226e-3 Determination of racial imbalance
10-226e-4 Determination of impending racial balance
10-226e-5 Plans
10-225e-6 Approval of Plan

Policy adopted: March 28, 2013 ~~WINDSOR LOCKS PUBLIC~~
~~SCHOOLS~~

~~Windsor Locks, Connecticut~~

Students

5118.1 - Homeless Students

Children and unaccompanied youth (youth) who meet the federal definition of “homeless” and are living in Windsor Locks or otherwise entitled to school accommodations under McKinney Vento or state law will be provided a free public education in the same manner as all other students enrolled in the Windsor Locks Public Schools and will not be discriminated against, stigmatized or segregated on the basis of their status as homeless.

The Board shall make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

~~Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness.~~ Homeless students or youth, as defined by federal and state statutes, residing within the district ~~or residing in temporary shelters in the district~~ are entitled to free school privileges.

Homeless students and youth residing within the district ~~not placed in a shelter remain the district's responsibility to provide~~ shall be provided continued educational services. Such services for the child may be:

1. Continued in the school ~~(“school of origin”)~~ that” which is the school the student attended when permanently housed or the school of last enrollment; or
2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

Students and youth residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. Pay tuition to the district in which the temporary shelter is located.

For students and youth living in a temporary shelter located outside of Windsor Locks and who otherwise would reside in Windsor Locks, the Board will continue to provide education services in District or will pay tuition to the district in which the temporary shelter is located. Transportation shall be provided or arranged to and from temporary shelters outside of the District in accordance with state law.

5118.1(a)

To the extent feasible, a homeless child or youth will be kept in the school of origin, unless it is against the wishes of the parent/guardian or youth. The District may apply the best interest of the child/youth analysis to determine where the child/youth will attend the school of origin or other school giving while considering the preference of the parent/guardian or youth.

Homeless children and youth shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs.

The Superintendent of Schools shall refer identified homeless children under the age of eighteen, who may reside within the school district, ~~unless such children are emancipated minor~~ on a case by case basis, when there is reasonable suspicion of neglect or abuse, to the Connecticut Department of Children and Families (DCF). Homelessness by itself does not automatically mean that abuse or neglect exists.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Students

~~Homeless Students (continued)~~

3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The District shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
7. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

The District's educational liaison for homeless children is Director of Special Services.

~~Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:~~

- ~~1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or~~
- ~~2.1. Pay tuition to the district in which the temporary shelter is located.~~

The District's Liaison for Homeless Children (Liaison) duties include, but are not limited to:

1. Assisting homeless children and youth in placement/enrollment decisions, and considering the youth's wishes;
2. Providing notice of appeal in accordance with federal law regarding enrollment disputes,
3. Coordinating and collaborating with the State Coordinator for the Education of Homeless Children and Youth as well as with the community and school personnel responsible for the provision of education and related services to homeless children and youth.
4. The Liaison shall participate in State provided professional development opportunities for local liaisons as directed by the Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy of Schools.

5118.1(b)

In accordance with state law and the McKinney-Vento Homeless Assistance Act, (PL 107-110-Sec 1032), 42 U.S.C. 1 1431- 11435, unaccompanied youth and those students asserting homelessness will be afforded appropriate due process, including notifications regarding District decisions related to enrollment, school assignment, and transportation services.

(cf. 5141.3 Student Health Assessments and Immunizations) (cf. 5141.4 Child Abuse and Neglect)

Students

Homeless Students (continued)

Legal Reference: Connecticut General Statutes

10-253(e) School privileges for children in certain placements, nonresident children and children in temporary shelters.

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.

17a-102 Report of danger of abuse.

17a-103 Reports ~~by~~of others.

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.

46b-120 Definitions.

McKinney-Vento Homeless Assistance Act, (PL 107-110-Sec 1032) 42 U.S.C. 1 1431- 11435

Windsor Locks, Connecticut

**Windsor Locks Public Schools
Windsor Locks, Connecticut**

Student Residency Questionnaire

Student Information (Please Print)

Student's Legal Name: _____
(Last) (First) (Middle) (Nickname)

Date of Birth: _____ Sex: _____ Social Security Number: _____

Place of Birth: _____
(City) (County) (State) (Country)

Current Address: _____
(Street) (City) (Zip)

Home Phone: _____

Student's Driver's License Number: (if any) _____

Student's Social Security Number: (if any) _____

Parent/Guardian #1 Information

Name: _____

Mother Female Legal Guardian Father Male Legal Guardian



Current Address: _____

Employer: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Pager: _____ Fax: _____ Email: _____

Parent/Guardian #2 Information

Make and Year of Car of Parent/Legal Guardian's Vehicle: _____

License Plate Number: _____

Municipality/State Where Car is Registered: _____

Vehicle Registration Number: _____

Name: _____

Mother Female Legal Guardian Fat her Male Legal Guardian

Current Address: -(if different from above) _____

Employer: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Pager: _____ Fax: _____ Email: _____

Make and Year of Car of Parent/Legal Guardian's Vehicle: _____

License Plate Number: _____

Municipality/State Where Car is Registered: _____

Vehicle Registration Number: _____

Who is/are the custodial parent(s)? (If the student does not reside with his or her biological or adoptive parent(s), state the name of the adult guardian(s) or custodian(s) with whom the student resides).

Are parents divorced? Yes No

If yes, what are the arrangements regarding custody? (Please provide copies of any supporting documentation from the court) _____

Sibling Information

Name: _____ Relationship to Student: _____ Date of Birth: _____

Address: _____ School: _____

Name: _____ Relationship to Student: _____ Date of Birth: _____

Address: _____ School: _____

Name: _____ Relationship to Student: _____ Date of Birth: _____

Address: _____ School: _____

Name: _____ Relationship to Student: _____ Date of Birth: _____

Address: _____ School: _____

Residency Questionnaire (To be completed by parent(s)/guardian(s) of the student)

I. Student Living Separately from Parent/Guardian

1. Is the student residing with you? Yes No

If yes, please go to Section II below.

If no, who is the student living with?

What is the relationship of this person to the student?

Why is the student residing with this person?

2. Does this person have custody of the student? Yes No

5118.1
Form 1
(continued)

If yes, -what was the reason for the transfer -of custody to this person?

5118.1
Form 1
(continued)

For how

How long is ~~it anticipated that~~ this arrangement ~~is~~ intended to last?

3. Are you providing financial or other compensation to this person? Yes No

If yes: What form of compensation? _____

In what amount? _____

For what purpose(s)? _____

4. Who will be responsible for the discipline and control of the student?

5. Who will be financially responsible for the student's health, welfare and educational needs?

6. Will the student spend time at a residence outside of the City of Milford Windsor Locks?

Yes No

Please provide the address(es):

7. How much time will the student be spending at the above address(es)? outside of Windsor Locks? If any boxes below are checked, specify the frequency next to the checked box (for example, one weekend per month, all school vacations, two nights per week).

Weekends

Weekends _____

School vacations _____

Weeknights

_____ Other _____

5118.1
Form 1
(continued)

8. Is there anything else the school needs to know about this living arrangement?

II. Parent/Guardian and Student Living Together at the Home of a District Resident

1. Do you own the residence in ~~Ansonia~~Windsor Locks at which you and the student are living?

Yes No

If no, do you rent at the address where you are living? Yes No

If no, are you and the student residing with an individual or individuals who are residents of ~~Ansonia?~~Windsor Locks? Yes No

If yes, please provide the name(s) of the ~~Ansonia~~Windsor Locks Windsor Locks resident(s) with whom you are residing:

Please provide the address of the ~~Ansonia~~Windsor Locks resident(s) with whom you are residing:

2. Why are you and the student residing with the ~~Ansonia~~Windsor Locks resident(s)?

3. For how long is it anticipated that this arrangement ~~is intended to~~will last?

4. Are you providing financial or other compensation to this person? Yes No

If yes: What form of compensation? _____

In what amount? _____

5118.1
Form 1
(continued)

For what purpose(s)? _____

5. Will the student spend time at a residence outside of the District? Yes No

Please provide the address(es):

6. How much time will the student be spending at the above address(es)? located outside of Windsor Locks? If any boxes below are checked, specify the frequency next to the checked box (for example, one weekend per month, all school vacations, two nights per week).

7.

┌ Weekends _____

┌ School vacations _____

┌ Weeknights _____

┌ Other: _____

7.8. Is there anything else the school needs to know about this living arrangement?

III. Attestation Regarding Residency (to be signed by the Parent/Guardian completing this form)

In signing this document, I understand and acknowledge that I am representing that my child is entitled to free school accommodations from the Town/City of _____ Windsor Locks by virtue of their having a legal residence at the above-named address. I understand that if the information provided in connection with this questionnaire is

determined to be false or misleading, resulting in the child/children named above to not be legally entitled to attendance in ~~the~~ Windsor Locks Public Schools, the school district may take legal action to recoup valid tuition charges and legal fees. I understand that if it is determined that I have

defrauded the _____ **Windsor Locks** Public Schools, I may also be subjected to the pains and penalties of perjury and false statement and such other remedies as may be available under law.

Signature of Parent/Guardian

Date

Signature of Witness _____

**Windsor Locks Public Schools
Windsor Locks, Connecticut**

Homeless Students Questionnaire

The following questions are intended to address the McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. § 11431, *et seq.* Your answers to the following questions will aid school district staff to determine whether your child may be eligible for services under this Act.

1. Is your child’s current address a temporary living arrangement? Yes No

2. Is this temporary living arrangement due to loss of housing or economic hardship?
Yes No

If you answered yes to the above questions, please complete the remainder of this form.

3. Where is the student presently living? (Please check one)

- In a hotel/motel
- In a shelter
- With more than one family in a house or apartment
- Moving from place to place
- In a place not designed for ordinary sleeping accommodations, such as a car, park or campsite
- Other: -(please specify) _____

4. When do you anticipate that your child’s temporary living arrangement will change?

In signing this document, I understand and acknowledge that I am representing that my child is entitled to free school accommodations from the Town/City of Windsor Locks by virtue of their having a legal residence at the above-named address. I understand that if the information provided in connection with this questionnaire is determined to be false or misleading, resulting in the child/children named above to not be legally entitled to attendance in the _____

_____ Windsor Locks Public Schools, the school district may take legal action to recoup valid tuition charges and legal fees. -I -understand -that -if -it -is -determined -that -I have -defrauded the _____ Windsor Locks

Public Schools, I may also be subjected to the pains and penalties of perjury and false statement and such other remedies as may be available under law.

**5118.1
Form 2**

Signature of Parent/Guardian

Date

Signature of Witness

Students

5121 - Examination, Grading, Rating

The Board of Education (Board) seeks, through performance objectives in its instructional program, to make achievement both recognizable and possible for students.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, the student's parents and counselor of his/her progress, and to provide a basis for bringing about change in student performance, if such change seems necessary.

Students shall annually take statewide mastery examinations in accordance with applicable state statutes. Each student enrolled in grades 3 through 8 inclusive and grade eleven shall annually, take a mastery examination in reading, language arts and mathematics during the school day. Each student enrolled in grade 5, 8, and 11 shall annually take a state-wide mastery examination in science during the regular school day.

"Mastery examination" means (1) for students enrolled in grades ~~10~~three to eight, inclusive, an examination or ~~11 shall take statewide mastery examinations provided, approved by and administered under the supervision of the~~ State Board of Education, that measures essential and grade-appropriate skills in reading, writing or mathematics, (2) for students enrolled in grades five, eight and eleven, an examination, approved by the State Board of Education, that measures essential and grade-appropriate skills in science, and (3) for students enrolled in grade eleven, a nationally recognized college readiness assessment, approved by the State Board of Education, that measures essential and grade-appropriate skills in reading, and writing.

Achievement of a satisfactory score on the ~~test~~mastery examination or subsequent retest on a component of such examination shall not be required as the sole criterion for promotion or graduation.

~~Students with significant cognitive disabilities in grades 3 through 8 and grade 10 or 11 shall be assessed with the Connecticut Alternate Assessment.~~

The mastery examination given to students in grade eleven shall be paid for by the State Board of Education and administered by the provider of such nationally recognized college readiness assessment in accordance with agreements between the provider and the state board.

"Mastery examination" means (1) for students enrolled in grades three to eight, inclusive, an examination or examinations, approved by the State Board of Education, that measures essential and grade-appropriate skills in reading, writing or mathematics, (2) for students

enrolled in grades five, eight and eleven, an examination, approved by the State Board of Education, that measures essential and grade-appropriate skills in science, and (3) for students enrolled in grade eleven, a nationally recognized college readiness assessment, approved by the State Board of Education, that measures essential and grade-appropriate skills in reading, writing.

State law provides an exception to testing for specified students; a limited English Language learner meeting the criteria specified in state statute may be exempt from taking the mastery examination(s). Students requiring special education are required to take mastery examinations, except in the rare case when a planning and placement team determines that an alternative assessment as specified by the State Board of Education is appropriate for an individual student.

Achievement of a satisfactory score on the mastery test or subsequent retest on a component of such examination shall not be required as the sole criterion for promotion or graduation.

(cf. 6146 - Graduation Requirements)
(cf. 6146.2 - Statewide Proficiency/Mastery Examinations)
(cf. 6180 - Evaluation of the Instructional Program)

Legal ~~Reference:References:~~ ~~Connecticut General Statutes~~

Connecticut General Statutes

~~10-14n Statewide mastery~~Mastery examination ~~(as amended by PA 13-207 and Section 115 of PA 14-217)~~

~~10-14q Exceptions. (Students to whom provisions do not apply.)~~ 10-221a High school graduation requirements. Student support and remedial services. Excusal from physical education requirement. Diplomas for certain veterans and certain persons assisting in the war effort during World War II. Student success plan

Policy adopted: March 28, 2013
Revised: March 24, 2016

~~WINDSOR LOCKS PUBLIC SCHOOLS~~
~~Windsor Locks, Connecticut~~

Students

5123 - Promotion and Retention of Students

In keeping with state statutes, the Board of Education (Board) wishes to foster student achievement and reduce social promotion. To this end, the administration is directed to require students who have substantial academic deficiencies to attend summer school or other programs designed to assist students in remedying the deficiencies. At the elementary and middle school levels, if a student fails any one subject for two consecutive years, the student must comply with administrative recommendations for remediation or be considered for retention.

If a decision to retain a student or withhold credit has been made, a student and or his/her parents may appeal according to the process set forth in Board Policy.

Grades K-5

A student's achievement of skills for his assigned grade and readiness for work at a higher grade level shall be required before his/her promotion to the next higher grade.

All available information should be considered regarding a student's promotion or retention including the following: results of standardized and teacher-made tests including skill and content mastery; teacher observation of student potential and performance including work and study habits; social and emotional maturity; physical development, reading level, and attendance record (including number of tardy days). The effects of any identified handicapping conditions will be considered.

The Principal shall use established procedures for the promotion-retention of students that include provisions for: the written notification to the student and to parents by teachers of students being considered for retention; an examination of factors bearing upon a possible retention; recommendations of teachers involved in the student's instructional program; and conferences between teachers, parents and the Principal. If a student has ten (10) or more unexcused absences, the student will be required to attend summer school or be retained in his/her current grade.

No later than March 31st, the Principal shall conduct a meeting with the parents and teacher(s) to review the student's progress. At this time, a tentative decision should be made. A final decision regarding retention judged to be in the best interest of the child ~~would~~will be made by the Principal by June 1st. Parents will be notified, in writing ~~with a copy to the Superintendent,~~ of this decision. The Superintendent shall receive a copy of the written notification. If the student scheduled to be retained successfully completes the full summer school basic skills program, or a similar pre-approved program, a re-evaluation of the student's status will be made upon completion of the program.

Students

~~Promotion and Retention of Students (continued)~~

~~Grades K-5 (continued)~~

The student's folder shall contain a record of school and parental communications regarding any question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks Student Handbook.

Grades 6 - 8

For grades 7 and 8, a student must receive a passing grade in four of the five major subjects to be promoted from one grade level to the next. The five major subjects are language arts, mathematics, social studies, science, and foreign language. At grade 6, a student must receive a passing grade in three of the four major subjects which include language arts, math, science, and social studies. If the student scheduled to be retained successfully completes the full summer school basic skills program, or a similar pre-approved program, a re-evaluation of the student's status will be made upon completion of the program. The effects of any identified handicapping condition will be considered. Students and parents will be notified if students will not receive credit for subjects due to unexcused absences.

The student's folder shall contain a record of school and parental communications regarding any question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks Middle School Handbook.

Grades 9 - 12

At the ~~High School~~high school level to be granted a high school diploma, a student must satisfactorily complete ~~at least 24 credits to be granted a high school diploma, with specific course credit graduation~~ requirements as ~~delineated by specified in~~ Board of Education Policy 6146, Graduation Requirements. In accordance with Policy 6146, student will need to demonstrate achievement of all cross-curricular and content-area graduation standards before receiving a high school diploma. Graduation implies that a student has satisfactory demonstrated the District's performance standards, assessed in part by the statewide mastery examinations, and that the student has fulfilled the legally mandated number of distribution of credits.

Only course credits earned in grades nine through twelve shall satisfy grade level and graduation requirements. The number of credits earned for a student to be considered a sophomore, junior or senior at Windsor Locks High School are delineated in policy. Students who have not met the requirements to graduate will not be eligible to participate in graduation exercises.

The student's folder shall contain a record of school and parental communications regarding any¹⁴

question of course failure or retention. Promotion requirements shall be delineated annually to students in the Windsor Locks High School Handbook.

Promotion and graduation requirements shall be delineated annually to students in the Windsor Locks High School Program of Studies and in the elementary and middle school student handbooks.

Students

~~Promotion and Retention of Students (continued)~~

Legal ~~Reference:~~ References:

Connecticut General Statutes

10-221 (b) Boards of education to prescribe rules

10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans. (as amended by PA 01-173 and PA 06-135)

10-2651 Requirements for additional instruction for poor performing student in priority school districts; exemption. Summer school required; exemption (as amended by PA 99-288m, PA 01-173, PA 03-174 and PA 06-135)

PA 99-288 An Act Concerning Education Accountability

PA-17-42 An Act Concerning Revisions to the High School Graduation Requirements

Policy adopted: March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

Students

5123.1 Supervision/Actions Required for Schools/Districts Designated as “Needing Improvement”

Board of Education Responsibility

The Windsor Locks Board of Education (Board) is given specific educational policy and management responsibilities by statute ~~with respect to those districts and schools~~ if the District or a District school(s) is designated by the State Board of Education as “in need of improvement” based on student performance and performance trends on the state-wide mastery examinations,” consistent with federal and state law. Recognizing that the problems of low student test performance are multi-faceted and not susceptible to rapid amelioration, the Board, in partnership with the State of Connecticut, commits itself to action designed to address and remediate those special problems faced by the district/schools designated as “in need of improvement” by the state and the students who attend them.

Application of Policy

This policy shall apply only to schools in the District which have been officially designated as “in need of improvement” (~~INOI~~I.N.O.I.) by the State Department of Education pursuant to the provisions of C.G.S. 10-223e(b). When the District or a designated school is removed from the list established by the state, this policy shall no longer be applicable. ~~Schools “in need of improvement.”~~

Schools “In Need of Improvement”

1. As used in this policy, a school District which has been designated as “in need of improvement based on student performance and performance trends on state-wide mastery examinations” as defined in C.G.S. 10-223e(b) shall be referred to using the abbreviation “I.N.O.I.”
2. As used in this policy, “the process for improving school performance” required under state and federal law with respect to any public school within the District which has been designated as “in need of improvement” shall be referred to using the abbreviation “P.I.S.P.” for “process for improving school performance”.

Responsibility of the Board of Education Regarding Improvement Plan(s) (PISP)

1. Upon receipt of information from the State Department of Education that one or more schools have been designated as ~~INOI~~I.N.O.I., the Board shall review the steps legally required dealing with the designation.
2. If more than one District school is designated ~~INOI~~I.N.O.I. by the State, the Board, the schools on said designation list shall be prioritized and a timetable developed for such schools to undergo a process for improving school performance (“P.I.S.P”).

| _____

Students

Supervision/Actions Required for Schools/Districts Designated as “Needing Improvement”

3. Board shall be guided by the advice of the State Department of Education as to which such schools are most in need of improvement.
4. The list and timetable for improvement established by the Board shall be forwarded to the Commissioner of Education for his/her approval.
5. The Board shall require each school designated as INOI.N.O.I. to take the following actions:
 - Develop a written improvement plan (PISPP.I.S.P.) designed to remediate the causes of the school’s INOI.N.O.I. designation. The PISPPP.I.S.P. for an INOI.N.O.I. school must include:
 - i. site-based management of the school;
 - ii. involvement of the school community and developed in consultation with the school’s Principal, teachers at the school, and parents of students attending the school;
 - Said improvement plan must be submitted to the Board of Education for its approval and will be implemented in accordance with the plan.

Responsibility of Board of Education to Monitor Improvement Plan (PISPP.I.S.P.)

The school Principal shall have responsibility for coordinating steps necessary to implement the PISP for the school under the supervision of the Superintendent of Schools. The school Principal shall contact the State Department of Education to request technical support for the implementation of the PISPP.I.S.P..

After the PISP has been approved for a school designated as INOI.N.O.I., the Board shall monitor progress made under the improvement plan.

If two years after the date of approval of the PISP, the Board finds that the INOI.N.O.I. school has not made sufficient progress, the Board, shall develop a plan for such school that requires the Superintendent to take one or more of the following actions in order to improve student performance at the designated school:

- a. Complete an operations audit and instructional audit to identify any deficits in curriculum and instruction or in the learning environment of the school or district and develop and implement a plan to correct any identified deficiencies;
- b. Redirect state and federal funds to address critical needs;
- c. Provide incentives to attract highly qualified teachers and principals;
- d. Direct the transfer and assignment of teachers and principals;
- e. Implement model curriculum, including, but not limited to, recommended textbooks, materials and supplies approved by the Department of Education;
- f. Reorganize or reconstitute schools
- g. to meet the State’s instructional and learning benchmarks to ensure removal from the list of underperforming schools or districts.

Students

~~Supervision/Actions Required for Schools Designated as “Needing Improvement~~

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination, Certification of mastery. Limitations on use of test results. Examinations in accordance with federal NCLB Act; funding. Kindergarten assessment tool.

10-221(b) Boards of education to prescribe rules.

10-223e State-wide education accountability plan and possible actions. Study of academic achievement.

10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans. ~~(as amended by PA 01-173)~~

10-265l Requirements for additional instruction for poor performing students in priority school districts; exemption. Summer school required; exemption ~~(as amended by PA 99-288, PA 01-173, and PA 03-174).~~

P.A. 10-111 An Act Concerning Education Reform in Connecticut.

P.A. 11-135 An Act Concerning Implementation Dates for Secondary School Reform, Exceptions to the School Governance Council Requirement and the Inclusion of Continuous Employment in a Cooperative Arrangement as Part of the Definition of Teacher Tenure.

[PA-13-207 An Act Concerning Student Assessments.](#)

P.L. 107-110 The No Child Left Behind Act.

Policy adopted: March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

Students

5125 - Confidentiality and Access to Student Records

I. Policy

The Board of Education (“Board”) complies with the state and federal regulations regarding confidentiality, access to and amendment of student records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance. This policy shall be read in conjunction with Board Policy 5145.15, Directory Information.

II. Definitions

- A. **Access** is defined as the right to inspect or review a student’s education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. **Biometric record**, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.
- C. **De-identified education records** means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student’s identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
- D. **Directory Information** includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent’s or guardian’s name, address and/or e- mail address, the student’s name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended.

Directory information does not include a student’s social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in

5125(a)

conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

Students

~~Confidentiality and Access to Student Records~~~~H. Definitions (continued)~~

- E. **Disciplinary action or proceeding** means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
- F. **Disclosure** means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
- G. **Education Records**
1. **Education records** means any information directly related to aan identifiable student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
 2. **Education records does not include:**
 - a)a. private, personal, or working notes in the sole possession of the maker thereof; and which are not accessible or revealed to any other individual except a “substitute”.
 - b)b. records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement.
 - c)c. employment records used only in relation to the student’s employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively the student’s capacity as an employee, and 3) are not made available for any other purpose.
 - d)d. records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered “treatment records” as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student’s choice review his/her treatment records.

Students

Confidentiality and Access to Student Records

~~II. Definitions (continued)~~

~~e)e.~~ records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and

~~f)f.~~ grades on peer-graded papers before they are collected and recorded by a teacher.

- H. **Eligible Student** is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

~~[If the district maintains a law enforcement unit, the district should include this definition within the policy.]~~

- I. **Law Enforcement Unit** is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.
- J. **Legitimate Educational Interest** means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.
- K. **Parent** is defined as a parent or parents of a student including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to access to the student's education records without the eligible student's consent.
- L. **Personally Identifiable Information** includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

Students

Confidentiality and Access to Student Records

H. ~~Definitions (continued)~~

- M. **School Official** is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- N. **Signed and Dated Written Consent** to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. Annual Notification of Rights/Release of Directory Information

- A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil ~~Personnel [or Special Education]~~ Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.
- C. In the annual notification, the school districts will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

Students

~~Confidentiality and Access to Student Records (continued)~~

IV. Confidentiality of Education Records

- A. All school staff are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and consistent with state and federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.

V. Access to Education Records

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Section XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.
- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.

Students

Confidentiality and Access to Student Records

~~V. Access to Education Records (continued)~~

- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of regular education students, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- F. For students requiring special education, the Board will comply with a request to inspect and review a student's education records within ten (10) days of the request; or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive one free copy of their child's (his/her) education records. The request for the free copy must be in writing and the Board shall comply with the written request within five (5) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 USC 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the Board of Education shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.
- H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's educational records only if they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Section VII, below.
- I. Pursuant to the procedures set forth in Section VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.

Students

Confidentiality and Access to Student Records

V. ~~Access to Education Records~~ (continued)

J. Non-custodial Parents:

~~A parent does not lose his or her right to access to education records upon divorce.~~ Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

K. Copies ~~of Education Records~~ and Fees:

- 1) 1. The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive one free copy of those records. The request for the free copy shall be made in writing. The Board of Education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed [50¢] per page. ***[Please note that the district may or may not charge for copies, provided such fee is consistent with its policy for charging for copies of records for regular education students and provided that such fee does not effectively prohibit the parent/student from exercising their rights to access records].***
- 2) 2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:
 - a. provide the parent or eligible student with a copy of the records requested, or
 - b. make other arrangements for the parent or eligible student to inspect and review the requested records.

Students

Confidentiality and Access to Student Records

~~V. Access to Education Records (continued)~~

~~[As noted above, a school district may charge a fee for all other copies of education records, provided that the imposition of a fee does not effectively prevent a parent and/or eligible student from exercising their rights to access records. If the district elects to charge a fee for copies beyond the one free copy of special education records, we suggest the following provision:~~

- ~~3.) 3._____~~ The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.]

VI. Record Keeping Requirements/Documentation of Access ~~To~~ Education Records

- A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:
- 1) the name of any individual, agency, or organization that requested or obtained access to the student's records~~;~~
 - 2) the date of the request for access~~;~~
 - 3) whether access was given~~;~~
 - 4) the purpose for which the party was granted access to the records~~;~~
 - 5) the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
 - 6) the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:
- 1) a parent or eligible student~~;~~
 - 2) a party seeking directory information~~;~~
 - 3) a party who has a signed and dated written consent from the parent and/or eligible student~~;~~
 - 4) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the students record; or

Students

~~Confidentiality and Access to Student Records~~

~~VI. Record Keeping Requirements/Documentation of Access To Education Records~~ (continued)

- 5) persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in a health and safety emergency, the district must record:
 - 1) the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
 - 2) the parties to whom the district disclosed the information.

VII. The Release of Records or Personally Identifiable Information

- A. The school system or its designated agent(s) may not permit release of education records or any information from such records which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released without consent of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:
 - 1. The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.

Students

Confidentiality and Access to Student Records

~~VII.—The Release of Records or Personally Identifiable Information (continued)~~

2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions, provided that the outside party (a) performs an institutional service or function for which the district would otherwise use employees,
(b) is under the direct control of the district with respect to the use and maintenance of education records, and is subject to the requirements of FERPA along with Connecticut student data privacy laws with respect to the use and redisclosure of personally identifiable information from education records.
3. The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section X.
4. The disclosure is to authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.
5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

Students

Confidentiality and Access to Student Records

~~VII.—The Release of Records or Personally Identifiable Information (continued)~~

6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's individualized education program (IEP) and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) the district enters into a written agreement with the organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.
8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.

Students

Confidentiality and Access to Student Records

~~VII.~~—The Release of Records or Personally Identifiable Information (continued)

11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Section VI. D, above.
14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
- ~~15.~~—The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the district under 42 15. U.S.C. 14071 and applicable federal guidelines.

~~D.VIII.~~ D.VIII. Directory Information

1. The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

Students

~~Confidentiality and Access to Student Records~~

~~VII.—The Release of Records or Personally Identifiable Information (continued)~~

~~D.—Directory Information~~

2. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
3. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
4. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
5. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled.
6. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

~~E.~~ IX. De-identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

Students

~~Confidentiality and Access to Student Records~~

~~VII.—The Release of Records or Personally Identifiable Information (continued)~~

~~E.—De-identified Records and Information~~

2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
 - a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - c) the record code is not based on a student's social security number or other personal information.

~~F.~~ X. ~~Disciplinary Records:~~

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
 2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.
- G.3. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

Students

Confidentiality and Access to Student Records

~~VII.—The Release of Records or Personally Identifiable Information (continued)~~

~~H.XI.~~ Records of the Department of Children and Families (“DCF”)

1. Documents related to any Department of Children and Families (“DCF”) child abuse and/or neglect investigations that are maintained by the Board are considered education records under the Family Educational Rights and Privacy Act (“FERPA”). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records should be kept in a confidential location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.
2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

~~VIII.XII.~~ Redisclosure of Education Records

- A. The school district may disclose personally identifiable information from an education record only on the conditions that:
 1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of Section A. above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C. above, and at least one of the following conditions is met.

Students

Confidentiality and Access to Student Records

~~VIII.~~ Redisclosure of Education Records (continued)

1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 2. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C. (10)).
 3. Disclosure is made to a parent, and eligible student, or the parent of an eligible student.
 4. The information is considered directory information.
- C. In the event that the Family Policy Compliance Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

~~IX.~~XIII. Amendment of Education Records

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:
1. Request in writing that the school district amend the records;
 2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.
- C. If the school district decides that an amendment of the records. in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

Students

Confidentiality and Access to Student Records (continued)

X.XIV. Hearing Rights and Procedures

A. Rights

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.
 - a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
 - b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.

Students

Confidentiality and Access to Student Records

~~X.~~ Hearing Rights and Procedures

~~B.~~ Procedures (continued)

3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

~~XI.XV.~~ Waiver of Rights

- A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
 1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- ~~C.~~ C. Revocation of a waiver must be in writing.

Students

Confidentiality and Access to Student Records

XII.XVI. Special Confidentiality Procedures for HIV-Related Information

A. **The following definitions shall apply to Section XII of this policy:**

1. Confidential HIV-Related Information

“Confidential HIV-related information” means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual’s partners.

2. Health Care Provider

“Health Care Provider” means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

“Protected individual” means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

“Release of confidential HIV-related information” means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

Students

Confidentiality and Access to Student Records

~~XII. Special Confidentiality Procedures for HIV-Related Information~~

~~A. The following definitions shall apply to Section XII of this policy: (continued)~~

5. School Medical Personnel

“School medical personnel” means an employee of the Board who is a school nurse or the school district medical adviser.

~~B. XVII. Confidentiality of HIV-related Information~~

~~A. Confidentiality:~~

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

~~C. B. Accessibility of Confidential HIV-related Information~~

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 - a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
 - ~~b.~~ b. any person who secures a release of confidential HIV-related information;
 - ~~c.~~ c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
 - ~~d.~~ d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
 - ~~e.~~ e. a medical examiner to assist in determining cause of¹⁴²

death; or

⌘ f. any person allowed access to such information by a court order.

Students

Confidentiality and Access to Student Records

~~XII.—Special Confidentiality Procedures for HIV-Related Information (continued)~~

~~D.—Procedures~~

C. Procedures

- ~~1.~~ 1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.
3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court

order.

Students

Confidentiality and Access to Student Records

~~XII. Special Confidentiality Procedures for HIV-Related Information (continued)~~

~~B. D. Disclosures Pursuant to a Release~~

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XVIII. Retention and Destruction of Student Records

1. No additions, except routine updating, shall be made to a student's records after high school graduation or permanent departure without the parent's or guardian's prior consent for those students who have not reached the age of eighteen years. Adult students may give consent themselves.
2. The guide to disposal of municipal records for Connecticut is located in Connecticut General Statutes Section 7-109. For disposal of education records, see Schedule V of "Records Retention schedules 1982" (Revised 1983) published by the Public Records Administration, Connecticut State Library, Hartford, Connecticut.

~~XIII. XIX. Child Abuse Reporting~~

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse ~~or~~, neglect and sexual assault under the ~~Board's~~Board Policy, 5141.4, Reporting of Suspected Child Abuse ~~and~~, Neglect ~~Reporting Policy~~ [reference policy number]and Sexual Assault.

~~XIV.~~ XX. **Right To File A Complaint**

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

Family Policy Compliance Office
U.S. Department of
Education 400 Maryland
Avenue, S.W. Washington,
DC 20202-4605

Students

~~Confidentiality and Access to Student Records~~

Legal Reference: Connecticut General Statutes
 1-19(b)(11) Access to public records. Exempt records.
 7-109 Destruction of documents.
 10-15b Access of parent or guardians to student's records.
 10-154a Professional communications between teacher or nurse & student.
 10-209 Records not to be public.
 10-221b Boards of education to establish written uniform policy re: treatment of recruiters.
 11-8a Retention, destruction and transfer of documents
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
 17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedures for aggrieved persons. Regulations.
 17a-101k Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.
 19a-581 et. seq. AIDS Testing and Medical Information
 Regulations of Connecticut State Agencies §10-76d-18
 46b-56 (e) Access to Records of Minors.
 Office of the Public Records Administrator, Retention Schedule M8 Education Records (Revised 2/2005)
 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).
 Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008)
 USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331
 PL 107-110 “No Child Left Behind Act of 2001” Sections 5208 and 9528
Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

Policy adopted: March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS
 Windsor Locks, Connecticut

Students

Confidentiality and Access to Student Records

Classification of Student Records

The school district will appoint a Custodian of Records who will ensure that student education records are kept as follows:

A. Category “A” Records

1. Category A includes official administrative records that constitute the minimum personal data necessary for the operation of the educational system.
2. Category A records shall be maintained for at least fifty (50) years after the student leaves the school district or graduates.
3. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative education record if the student graduates from high school, except for notice of an expulsion based upon possession of a firearm or deadly weapon.
4. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. Should the notice be expunged in accordance with this provision, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student’s cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student’s first suspension or expulsion.
5. Category A records shall include, at a minimum, the following:

RECORD		LOCATION
a.	Basic biographical information	Cumulative/Health File
b.	Academic achievement (grades/transcripts)	Cumulative File
c.	Date of high school graduation or equivalent	Cumulative File
d.	Records of immunizations	Cumulative/Health/Pupil Personnel File
e.	Attendance records (days absent/present/tardy)	Cumulative File
f.	*Notice of Expulsion for Firearm or Deadly Weapon (C.G.S. 10-233c(e), 10-233d(f))	Cumulative File

Students

Confidentiality and Access to Student Records

Classification of Student Records (continued)

B. Category “B” Records

1. This includes verified information for the formulation of education programs for all students, but not absolutely necessary over an indefinite period of time.
2. Data in Category B must be accurate, clearly understood, and verified before becoming part of any continuing record. There should be no anonymous entries in a student’s school record.
3. Category B records may be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Notice of a student’s suspension or expulsion shall be expunged from the student’s cumulative educational record if the student graduates from high school, except for notice of an expulsion based upon possession of a firearm or deadly weapon.
5. *In cases where a student is suspended or expelled for the first time, and the Administration or the Board, respectively, has shortened or waived the period of suspension or expulsion in accordance with the Board’s disciplinary policy relating to first time offenses, the Administration or the Board, respectively, may choose to expunge such notice of suspension or expulsion from the student’s cumulative record at the time the student completes the specified program and any other conditions imposed by the Administration/Board, rather than upon graduation. Should the notice be expunged in accordance with this provision, a record of the fact that the student had been suspended or expelled shall be maintained apart from the student’s cumulative record, for the limited purpose of determining whether any subsequent offenses by the student would constitute the student’s first suspension or expulsion.
6. Records containing information pertaining to child abuse/neglect referrals or reports; or containing confidential HIV-related information should be kept separate from the student’s cumulative folder, in confidential files.
7. Confidential HIV-related information contained in the confidential file should only be disclosed pursuant to district policy.
8. Information contained in documents related to any Department of Children and Families (“DCF”) child abuse and/or neglect investigation, or any such investigation conducted by local law enforcement officials, shall be kept confidential. Such records shall only be disclosed in accordance with the Board’s policy regarding Confidentiality and Access to Education Records.

Students

~~Confidentiality and Access to Student Records~~

~~Classification of Student Records (continued)~~

9. Category B records shall include the following (if applicable):

RECORD		LOCATION
a.	Child-Study Team Records/Student Assistance Team Records	Cumulative/Pupil Personnel File
b.	Standardized group test scores (CAPT, CMT, etc.)	Cumulative/Pupil Personnel File
c.	Diagnostic reading/math test results (not special education)	Cumulative File
d.	Educational and/or vocational interest	Cumulative File
e.	Speech/language and hearing evaluations (not special education)	Cumulative/Health File
f.	Comprehensive health records	Cumulative/Health/Pupil Personnel File
g.	Correspondence relating to the student	Cumulative/Health/Pupil Personnel File
h.	Suspensions/expulsions	Cumulative File*
i.	Parent/eligible student's signed release forms	Cumulative/Health/Pupil Personnel File
j.	Truancy Records (including record of parent conferences and referrals)	Cumulative File
k.	Child Abuse/Neglect Forms	CONFIDENTIAL FILE
l.	Reports Containing Confidential HIV-Related Information	CONFIDENTIAL FILE
m.	Awards	Cumulative File
n.	Diagnostic test results (non-special education)	Cumulative File/Pupil Personnel
o.	Extracurricular Activities	Cumulative File
p.	Letters of Recommendation	Cumulative File
q.	Parent's/Eligible Student's signed release forms (permitting disclosure of records)	Cumulative/Health/Pupil Personnel File
r.	Diploma (if not picked up by student)	Cumulative File
s.	Accident Reports	Cumulative File
t.	Basic school entrance health histories	Cumulative/Health File
u.	Cumulative Health Record (CHR-1, original or copy)	Health File (*copy remains with district/original follows student)
v.	Individualized Health Care Plans/Emergency Care Plans	Cumulative/Health/Pupil Personnel File

Students

~~**Confidentiality and Access to Student Records**~~

~~**Classification of Student Records**~~

~~**B. Category "B" Records (continued)**~~

RECORD		LOCATION
w.	Health Assessment Records (HAR-3)	Health File
x.	Incident Reports	Cumulative File
y.	Medication administration records (*6 yrs or until superseded by yearly summary on file	Health File
z.	Parent authorization for medications/treatments	Health File
aa.	Physician's orders for medications/treatments	Health File
bb.	Referral forms for services based on results of mandated screenings	Health/Pupil Personnel File
cc.	Sports histories and physical-examination reports	Health File
dd.	Nursing Records (Health assessment data; Nursing process notes; 3 rd party health records)	Health File

C.B. Category "C" Records - Special Education

1. Category C includes verified information necessary— for the formulation of prescriptive educational plans designed to meet the unique needs of selected students.
2. Category C information should be kept separate from the student's cumulative folder, in the Pupil Personnel File.
3. Category C records must be maintained for at least six (6) years after the student leaves the school district or graduates from high school.
4. Prior to the destruction of Category C information, notification to parents and/or eligible students via media will be made and opportunity provided to copy said records.

Students

Confidentiality and Access to Student Records

~~Classification of Student Records (continued)~~

Category C shall include (where applicable)

RECORD	LOCATION
a. PPT referral form	Pupil Personnel File
b. School counselor case records	Cumulative/Pupil Personnel File
c. School psychologists case records	Cumulative/Pupil Personnel File
d. School social-work case records	Cumulative/Pupil Personnel File
e. School speech/language pathology case records	Cumulative/Pupil Personnel File
f. Section 504 Records	Cumulative/Pupil Personnel File
g. Special Education assessment/evaluation reports	Pupil Personnel File
h. Due process records (including complaints, mediations, and hearings)	Pupil Personnel File
i. Individual Transition Plan	Pupil Personnel File
j. Individualized Education Program (“IEP”) Records	Pupil Personnel File
k. Planning and Placement Team (“PPT”) records (including notices, meetings, consent forms)	Pupil Personnel File
l. Individualized Family Service Plans (“IFSPs”)	Pupil Personnel File

Students**Confidentiality and Access to Student Records Classification of Student Records (continued)****D.C. Category “D” Records**

1. Category D records must be maintained for minimum retention period specified below.

RECORD	MINIMUM RETENTION REQUIRED	LOCATION
a. Sports Contract/Student Contract (including signature sheet for student handbook)	End of school year in which signed	Cumulative File
b. Permission slips/waivers	3 years	Cumulative File
c. Free/reduced meal application and documentation	3 years	Cumulative File
d. Annual Notification to Parents (Student Behavior and Discipline, Bus Conduct, Electronic Communications Systems, and the National School Lunch Program)	1 year	Cumulative File
e. Adult Education Registration Records	3 years or until audited, whichever comes first	Cumulative File
f. After school program registration records	1 year	Cumulative File
g. Pesticide application notification registration form	5 years	Cumulative File
h. School registration records including residency documentation	3 years or until audited, whichever comes later	Cumulative File
i. Student portfolio work (student produced work for grading assessment)	End of year in which student received grade	May be Maintained by Individual Teachers
j. Tardy slips from parents/guardians	End of school year	Cumulative File
k. Physician’s Standing Orders	Permanent; revise as required. Keep old copy separately.	Health File

Students

~~Confidentiality and Access to Student Records~~

~~Classification of Student Records~~

~~D. Category "D" Records (continued)~~

1. Category D records must be maintained for minimum retention period specified below.

RECORD	MINIMUM RETENTION REQUIRED	LOCATION
l. Student's emergency information	Until superseded or student leaves school district	Cumulative/Health File
m. Test Protocols	Discretion of district	Cumulative/Pupil Personnel File
n. Surveillance videotapes made on school bus (*if maintained by district)	2 weeks	N/A
o. Log of access to education records	Maintained for same retention period as required for the record	Cumulative/Health/Pupil Personnel

E. Duration of Student Records

1. Records shall be destroyed in accordance with district policy and the Records Retention Schedule of the Public Records Administrator.
2. Records may be maintained for longer periods of time whenever valid cause for the retention of records is shown to the custodian of records.
3. Notwithstanding the applicable retention schedule, the school district, the school district shall not destroy any education record if a parent or eligible student has an outstanding request to inspect and review the education record.

F. Responsibility ~~For~~**for** Maintenance of Student Records

1. The Director of Pupil Personnel [or Special Education] is the Custodian of Records.
2. In addition, the following personnel are designated as the guardians of records for each of the schools:
 - a. Categories A, B and D: Principal at each school.
 - b. Category C: Case Manager at each school.
 - c. With respect to confidential HIV-related information, if the Principal is ~~e~~ a recipient of an HIV-related disclosure, the Principal shall be the guardian of records. If not, whoever was the recipient of the HIV-related disclosure shall be the guardian of the records. With respect to child abuse and neglect investigation material, the CASE Manager at each school shall be the guardian of the records.

Students

~~Confidentiality and Access to Student Records~~

~~Classification of Student Records~~

~~(continued)~~

~~F. — Responsibility For Maintenance of Student Records (continued)~~

3. The chief custodian of records will annually list for public inspection the names and positions of the custodians of records in each of the schools.
4. Each of the custodians of records shall supply parents, on request, a list of the types and locations of education records collected, maintained, or used within the Windsor Locks Public Schools.
Public Schools.
5. The custodians of records~~—~~ is responsible for ensuring compliance with the confidentiality and access provisions of this Board policy and these administrative regulations.

Regulation approved:

March 28, 2013

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions

[Note: Under the procedures outlined in the policy, the following information will be disclosed on an annual basis to parents of students currently in attendance, or eligible students currently in attendance.]

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, et. seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

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

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

2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy right under FERPA.

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

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

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

~~Model Notification of Rights Under FERPA for Elementary and Secondary Institutions
(continued)~~

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another public school, including other public schools, charter schools, and post-secondary institutions in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment, or transfer. (The District is required by FERPA to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

~~*[Note: In addition, a school district may want to include a directory information public notice, as required by the regulation, 34 CFR §99.37, with its annual notification of rights under FERPA. The following two paragraphs are recommended for inclusion and must be included in the annual notification if the school district wants to be able to disclose "Directory Information" under II.B of the Student Records Policy.]*~~

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions
(continued)

~~**Model Notification of Rights Under FERPA for Elementary and Secondary Institutions**~~
~~**(continued)**~~

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions
(continued)

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose “Directory Information” concerning a student without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such information can also be disclosed to- outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. It includes, but is not limited to, the parent’s name and/or e-mail address, the student’s name, address, telephone number, e-mail address, photographic, computer, and/or video images, date and place of birth, major field(s) or study, grade level, enrollment status (full-time; part-time), participation in school- sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent school(s) attended.

Directory information does not include a student’s social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student’s name, identified or institutional email address in a class in which the student is enrolled.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses –and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the District’s obligations under both state and federal law.

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions
(continued)

TRANSFER OF CONFIDENTIAL STUDENT INFORMATION

Date: _____

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), I hereby authorize the _____ Public Schools to release and/or obtain the following confidential records regarding my child:

Name of Child: _____
Address: _____

Date of Birth: _____
Parent(s)/
Guardian(s): _____
School: _____

Please check all that apply:

	Obtain	Release
All Records	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative File	<input type="checkbox"/>	<input type="checkbox"/>
Pupil Personnel/Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Disciplinary	<input type="checkbox"/>	<input type="checkbox"/>
Health/Medical*	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

To/From: _____
Name

Address: _____
Street Town State/Zip

Code

Telephone: (_____) _____ Fax: (_____) _____

I understand that the information to be disclosed is protected as an "education record" under FERPA, and that such information shall not be redisclosed unless permitted under FERPA. I further understand that the officers, employees, and agents of any party that receives protected information under FERPA may use such information only for purposes for which the disclosure is made.

Signature of Parent/Guardian

Date

| _____
| _____
Print Name of Parent/Guardian

5125R
Appendix B

(continued)

***If this authorization is being used to obtain Protected Health Information from a child's physician or other covered entity under HIPAA, the following section must also be completed:**

I, the undersigned, specifically authorize _____ to disclose my child's
Name of Physician

medical information, as specified above, to my child's school, _____,
Name of School

at the above address for the purposes described below (i.e., health assessment for school entry, special education evaluation, etc.):

By signing below, I agree that a photocopy of this authorization will be valid as the original. This authorization will be valid for a period of one year from the date below. I understand that I may revoke this authorization at any time by notifying the physician's office in writing, but if I do, it will not have any effect on actions taken by the physician prior to receiving such revocation.

I understand that under applicable law, the information disclosed under this authorization may be subject to further disclosure by the recipient and thus, may no longer be protected by federal privacy regulations.

I understand that my child's treatment or continued treatment with any health care provider or enrollment or eligibility for benefits with any health plan may not be conditioned upon whether or not I sign this authorization and that I may refuse to sign it.

Any information received by the school pursuant to this authorization is subject to all applicable state and federal confidentiality laws governing use and disclosure of such information.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

RELEASE OF CONFIDENTIAL HIV-RELATED INFORMATION

I hereby authorize _____ to release
[name of individual who holds the information]
confidential HIV-related information, as defined in Connecticut General Statute §19a-581,
concerning _____ to the following personnel:
[name of protected individual]

1. School Nurse
2. School Administrator(s)
 - a. _____
 - b. _____
3. Student's Teacher(s)
 - a. _____
 - b. _____
4. Paraprofessional(s)
5. Director of Pupil Personnel Services
6. Other(s)
 - a. _____
 - b. _____

This authorization shall be valid for:

1. The student's stay at _____ School
2. The current school year
3. Other _____ (specify period)

I provide this information based on my responsibility to consent for the health care of
_____. I understand that such information shall be
held confidential by the persons authorized here to receive such information, except as otherwise
provided by law.

Name

Relationship to Student

Date

5131.6(a)

Students

5131.6 - Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances)

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, nicotine (including electronic nicotine delivery systems), stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Definitions

Drugs are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

Controlled substances, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Under the influence, for the purposes of this policy shall include and consumption or ingestion of controlled substances by a student.

Electronic Nicotine Delivery System means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed, or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety, and welfare may be jeopardized.

Illegal Activities

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

Notification of Policy

Annually, students will be notified through the student handbook, or through other means, of disciplinary sanctions for violation of this policy.

5131.6(b)

Students

Alcohol Use, Drugs, and Tobacco

Notification of Policy (continued)

Principals shall include statements, appropriate to student maturity, in school handbooks and on District/school websites to the effect that:

1. the unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco is prohibited in school, on school grounds, on school transportation and at school sponsored activities;
2. compliance with the standards of conduct stated in the handbook is mandatory;
3. a violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution: and
4. CIAC controlled activities at the high school and middle school levels sponsored by the District/school are included in this policy and accompanying administrative regulations.
5. CIAC may impose sanctions beyond those applied by the District for the use of performance-enhancing substances, as defined in this policy, by athletes.

Disciplinary Action

Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion, and/or a program recommended by the Student Support Team. Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. Any disciplinary actions imposed will ensure that similar violations will be treated consistently. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student possession, use, abuse, distribution or sale of controlled substances, other illegal drugs, performance-enhancing drugs, alcohol, tobacco/tobacco products, or electronic nicotine delivery systems, the employee shall refer the matter to the Principal or his/her designee. The Principal or designee will notify the student's parent/guardian, recommend a specific assessment, as appropriate, and contact law enforcement personnel as appropriate.

Students

Alcohol Use, Drugs, and Tobacco (continued)

Disciplinary Action

- 2 If an employee obtains physical evidence of a controlled substance, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products, tobacco paraphernalia, or electronic nicotine delivery systems from a student in school, on school grounds, on school provided transportation or at a school sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee. The Principal will notify the student's parent/guardian, recommend a specified assessment as appropriate, notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law.

Drug-Free Awareness Program

The Superintendent shall assure that the school District provides a drug-free awareness program for students including the following topics:

- health and safety-related dangers of drug abuse;
- review of the Board of Education's policy of maintaining drug-free schools;
- notification of the availability of drug counseling and rehabilitation programs; and
- official penalties for drug abuse violations in schools.

Drugs and Alcohol

It is the policy of the Board to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution or sale of any drug, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events or on school-provided transportation. The District provides (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency; and will provide (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in District schools found to be using, selling, distributing, in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds when such student's conduct violates the substance abuse policy and is seriously disruptive of the educational process shall be subject to consequences as stated in the student handbook.

A breath alcohol tester is approved for use at events/activities such as dances and proms at the middle school and high school levels where, in the judgment of the school administrator, there exists reasonable suspicion that a student has consumed an alcoholic beverage and then, only under the following circumstances:

Students

Alcohol Use, Drugs, and Tobacco

Drugs and Alcohol (continued)

- The student denies to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a positive reading on the breath alcohol tester, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.
- The student denies to an administrator that he/she has consumed alcoholic beverages and elects not to utilize the breath alcohol tester to establish his/her innocence. The judgment of the administrator will then be utilized to determine if the student has consumed an alcoholic beverage. In this instance, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.

Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container- of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or _disturb the person's eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows, but not limited to:

Nitrous Oxide — Laughing Gas, Whippets, CO₂ Cartridge
Amyl Nitrite — “Locker Room,” “Rush,” “Poppers,” “Snappers”
Butyl Nitrite — “Bullet,” “Climax”
Chlorohydrocarbons — Aerosol Paint Cans, Cleaning Fluids
Hydrocarbons — Aerosol Propellants, Gasoline, Glue, Butane

Further, no student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No student shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

5131.6(e)

Students

Alcohol Use, Drugs, and Tobacco

Inhalant Abuse (continued)

Any student in the District schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The Board of Education shall incorporate into the curriculum at all levels education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information for parents/guardians will be offered in a manner convenient to parents/guardians.

Performance-Enhancing Drugs (including food supplement)

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use, possession, distribution or sale of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity/program, other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Connecticut State law, District policy and as prescribed by a student's physician, dentist, physician assistant or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose, and the Board of Education shall approve, procedures and regulations to ensure that any student violating this section is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

It is the expectation of the Board that District schools, as members of the Connecticut Interscholastic Athletic Association (CIAC), require all athletes playing in CIAC-controlled sports to be chemical free.

5131.6(f)

Students

Alcohol Use, Drugs, and Tobacco

Tobacco Use by Students

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia, and electronic nicotine delivery systems or vapor products by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel. Such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Tobacco includes, but is not limited to cigarettes, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery systems or vapor product, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar actions are treated consistently.

Medical Marijuana

The conditions which follow are applicable to a district student, eighteen years of age or older, who holds a certificate authorizing the palliative use of marijuana issued by the Connecticut Department of Consumer Protection (DCP) for the medical use of marijuana as set out in P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana."

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana certificate holder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana certificate holder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending District schools.

A student medical marijuana certificate holder shall not:

- Undertake any task under the influence of marijuana that would constitute negligence;
- Possess or engage in the medical use of marijuana
 - On a school bus,
 - On the grounds of any preschool, elementary or secondary school,
 - Smoke marijuana on any form of public transportation or in any public place;

- Operate, navigate, or be in actual physical control of any motor vehicle while under the influence of marijuana, except that a qualifying certified marijuana user for medical purposes shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.
- Use marijuana in any manner not authorized by P.A. 12-55; or
- Offer to give, sell, or dispense medical marijuana to another student or other individual on or off school property, in school-provided vehicles, at school events or when functioning as a representative of the school.

If District officials have reasonable belief that a student may be under the influence, in possession of, or distributing medical marijuana, in a manner not authorized by the medical marijuana statute, law enforcement authorities will be informed.

A student who violates any portion of this policy shall be subject to disciplinary action and applicable criminal prosecution.

(cf. 5114 – Suspension/Expulsion)
 (cf. 5131 – Conduct)
 (cf. 5131.61 – Inhalant Abuse)
 (cf. 5131.62 – Steroid Use)
 (cf. 5131.612 – Surrender of Physical Evidence Obtained from Students)
 (cf. 5131.8 – Out of School Grounds Misconduct)
 (cf. 5131.92 – Corporal Punishment)
 (cf. 5144 – Discipline/Punishment)
 (cf. 5145.12 – Search and Seizure)
 (cf. 5145.121 – Vehicle Searches on School Grounds)
 (cf. 5145.122 – Use of Dogs to Search School Property)
 (cf. 5145.124 – Breathalyzer Testing)
 (cf. 5145.125 – Drug Testing-Extracurricular Activities)
 (cf. 6164.11 – Drugs, Alcohol, Tobacco)

Legal Reference: Connecticut General Statutes
 1-21b Smoking prohibited in certain places
 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
 10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
 10-220b Policy statement on drugs
 10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs

Students

Alcohol Use, Drugs, and Tobacco

Legal Reference: Connecticut General Statutes (continued)
21a-240 Definitions dependency producing drugs.
21a -240(8) Definitions “Controlled Drugs,” dependency producing drugs
21a-240(9) Definitions “controlled substance”
21a-243 Regulation re schedules of controlled substances.
53-198 Smoking in motor buses, railroad cars and school buses
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum
P.A. 12-55 An Act Concerning the Palliative Use of Marijuana
P.A. 14-76 An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention
P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products
Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act
20 U.S.C. Section 7181 et. seq., No Child Left Behind Act
Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
Veronia School District 47J v. Acton, 515 U.S. 646

(1995)*Board of Education of Independent School District No 92 of Pottawatomie County v. Earls* 01-332 U.S. (2002)

Policy adopted: March 28, 2013
Revised: March 24, 2016

WINDSOR LOCKS PUBLIC SCHOOLS
Windsor Locks, Connecticut

5131.6
Appendix
(continued)

Administrative Guidelines RE: Alcohol/Drugs
Situational/Category Guidelines and Procedures

	SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF PARENTS	NOTIFICATION OF POLICE/JUVENILE AUTHORITIES	DISCIPLINE/REHABILITATION
5.	The student possesses drug-related paraphernalia. No evidence of use. <u>related paraphernalia. No evidence of use.</u>	Paraphernalia is confiscated by administration. Staff member writes a report of the incident. <u>administration. Staff member writes a report of the incident.</u>	Interviews will be conducted with the student and others, as appropriate. Confiscation of substance. The investigation may also include a search of the student, his locker and other possessions, including the student's vehicle, conducted with the student and others, as appropriate. Confiscation of substance. The investigation may also include a search of the student, his locker and other possessions, including the student's vehicle. <u>Interviews will be conducted with the student and others, as appropriate. Confiscation of substance. The investigation may also include a search of the student, his locker and other possessions, including the student's vehicle.</u>	Yes, parent conference arranged as soon as possible. <u>Yes, parent is requested to come to the administrator's office immediately.</u>	At the discretion of the administration and subject to applicable legislation. <u>Yes.</u>	Suspension from school for five to ten days. Mandatory participation in a school-sponsored abuse prevention program. Mandatory referral for assessment by a licensed drug and alcohol facility. Failure to participate in an assessment may result in further disciplinary action upon the student's return to school. Possible formal hearing for exclusion from school. <u>Suspension from school for five to ten days. Mandatory participation in a school-sponsored abuse prevention program. Mandatory referral for assessment by a licensed drug and alcohol facility. Failure to participate in an assessment may result in further disciplinary action upon the student's return to school. Possible formal hearing for exclusion from school.</u>
6.	<u>A student possesses, uses, or is under the influence of alcohol/drugs, first offense, cooperative behavior.</u>	<u>Administration is notified immediately. Staff member writes a report of the incident. Superintendent/designee contacted.</u>	<u>Interviews will be conducted with the student and others, as appropriate. Confiscation of substance. The investigation may also include a search of the student, his</u>	<u>Yes, parent is requested to come to the administrator's office immediately.</u>	<u>Yes.</u>	<u>Suspension from school for five to ten days. Mandatory participation in a school-sponsored abuse prevention program. Mandatory referral for assessment by a licensed drug and alcohol facility. Failure to participate in an assessment may result in further disciplinary action upon the student's return to school.</u>

5131.6
Appendix

	<p><u>alcohol/drugs, first offense, cooperative behavior.</u></p>	<p><u>writes a report of the incident. Superintendent/designee contacted.</u></p>	<p>locker and other possessions, including the student's vehicle. student and others, as appropriate. Confiscation of substance. The investigation may also include a search of the student, his locker and other possessions, including the student's vehicle.</p>	<p><u>administrator's office immediately.</u></p>	<p>Possible formal hearing for exclusion from school.</p> <p><u>in a school-sponsored abuse prevention program. Mandatory referral for assessment by a licensed drug and alcohol facility. Failure to participate in an assessment any result in further disciplinary action upon the student's return to school. Possible formal hearing for exclusion from school.</u></p>
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MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN L. PARKHURST, SUPERINTENDENT
 DATE: APRIL 8, 2021
 RE: UPDATE ON GOALS AND PROGRESS

Windsor Locks Public Schools continues to closely monitor student attendance with the goal to reduce our chronic absenteeism district wide to under 10%.

- Figure 1 shows the chronic absenteeism by district and school cumulatively up through February for all learners (*definition of chronic absenteeism is missing 10% or more days of school*)

Figure 1

School	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021
District	20%	16%	17%	18%	21%	20%	19%
WLHS	22.1%	18%	20%	23%	28%	23%	19%
WLMS	18%	12%	13%	14%	17%	18%	18%
South	16.8%	10%	12%	12%	14%	14%	13%
North	17.2%	14%	15%	15%	17%	16%	17%

- District percentage is down slightly
- Significant decrease at Windsor Locks High School
- Slight decrease at South Elementary School

Figure 2 exhibits the number of students completing lessons and the percentage of lessons passed within the *iReady* platform for Reading and Mathematics.

Figure 3 (a-d) exhibits the number of students currently in intervention services; Tier II is three days a week for 30 to 45 minutes. Tier III is five days a week for 30 to 45 minutes.

Figure 2

<i>iReady</i> Learning Platform Usage				
Grade	READING		MATH	
	Number of Students Completing Lessons	Percentage of students using <i>iReady</i> with 70-100% of Lessons Passed (year to date)	Number of Students Completing Lessons	Percentage of students using <i>iReady</i> with 70-100% of Lessons Passed (year to date)
K	81/82	88% -	81/82	91% ↑
1	106/107	91% ↑	106/107	94% ↓
2	123/123	91% -	122/123	98% -
3	111/112	68% ↓	111/112	94% ↑
4	96/96	69% ↑	96/96	92% ↑
5	126/127	58% ↑	126/127	88% ↑
6	99/99	60% ↓	99/99	73% ↑
7	101/101	63% ↑	101/101	50% ↑
8	120/121	63% ↑	120/121	52% ↓

- Number of students completing lessons in reading and math continues to be high across all grade levels.
- In reading, grades 1, 4, 5, 7, and 8 show increases in lessons passed, however Grades K-2 are only ones reaching the goal of lessons passed
- In math, grades Kindergarten and grades 3 - 7 show increases in lessons passed, however Grades 6-8 continue to be below goal of lessons passed
- In math grade 8 shows a decrease in the number of lessons passed.

Figure 3a

Grade	Number of Students Receiving Tier II Support READING							
	November	December	January	February	March	April	May	June
K		0	0	0	0	0		
1		12	12	9	9	9		
2		14	14	11	11	5		
3	6	9	10	8	8	9		
4	7	5	5	5	5	4		
5	9	9	9	9	8	8		
6	6	5	5	12	8	16		
7	12	11	11	8	13	20		
8	12	8	8	8	12	9		

- The number of students receiving Tier II support in reading has decreased significantly in grade 2.
- The number of students receiving Tier II support in reading has increased significantly in grades 6-7 in response to continued need for intervention services.

Figure 3b

Grade	Number of Students Receiving Tier III Support READING							
	November	December	January	February	March	April	May	June
K		0	0	0	0	0		
1		0	0	2	2	10		
2		0	0	3	3	17		
3	7	7	8	11	12	10		
4	12	13	13	13	13	13		
5	13	12	11	8	6	9		
6	2	3	3	2	2	2		
7	1	2	2	2	2	2		
8	2	2	2	1	0	0		

- The number of students receiving Tier III support in reading has increased significantly in grades 1 and 2 in response to continued need for intervention services.

Figure 3c

Grade	Number of Students Receiving Tier II Support MATH							
	November	December	January	February	March	April	May	June
K		0	0	0	0	0		
1		5	5	3	3	6		
2		3	3	2	2	4		
3	5	5	5	5	5	5		
4	7	4	3	3	2	2		
5	11	10	10	11	11	12		
6	18	18	20	15	30	32		
7	5	1	3	2	19	21		
8	5	2	8	6	20	15		

- The number of students receiving Tier II services in math has increased in grades 1-2 and 6-7 in response to continued need for intervention services to support multiple students at this level of intervention.

Figure 3d

Grade	Number of Students Receiving Tier III Support MATH							
	November	December	January	February	March	April	May	June
K		0	0	0	0	0		
1		0	0	3	3	11		
2		0	0	2	2	9		
3	3	3	4	5	7	7		
4	7	10	10	9	11	10		
5	4	6	6	6	6	6		
6	2	1	7	3	3	0		
7	1	6	5	2	0	0		
8	2	11	8	2	0	1		

- The number of students receiving Tier III support in math has increased significantly in grades 1 - 2 in response to continued need for intervention services.

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: APRIL 8, 2021
RE: UNITED PUBLIC SERVICE EMPLOYEES UNION, FOOD
SERVICE EMPLOYEES UNION CONTRACT

A tentative agreement has been reached with the United Public Service Employees Union, Food Service Employees Unit retroactive from July 1, 2020 through June 30, 2023. Having received the contract under separate cover, the Board will vote to ratify the contract this evening.

Possible Board Motion: “**MOVE** that the Board of Education approve the United Public Service Employees Union, Food Service Employees, Local 424 - Unit 26 contract as agreed upon.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN L. PARKHURST, SUPERINTENDENT
DATE: APRIL 8, 2021
RE: DISCUSSION OF SHARED SERVICES

At the March 23, 2021 Board of Finance meeting, a discussion and presentation occurred with Sarah Concannon from McCormick Graduate School of Policy and Global Studies at UMASS Boston regarding shared services between the Town and Board of Education.

The link to that presentation can be found at:

<https://www.dropbox.com/s/snf5c51v1f8lf15/BoF%20Audio%203-23-21.m4a?dl=0>

This evening, at the request of the Board of Finance, the Board of Education will discuss this presentation and thoughts regarding the potential of shared services, with a vote possible.

Discussion on Town/School Consolidation Projects

**Windsor Locks, CT
Board of Finance**

March 23, 2021

About the Collins Center

- ▶ **Created by the Commonwealth of Massachusetts in 2008 within the McCormack Graduate School of Policy and Global Studies at UMass Boston**
- ▶ **Mission-driven, public sector Center offering low-cost consulting services and technical assistance to cities, towns, school districts, and other governmental entities**
- ▶ **Mission Statement:**
The Collins Center is dedicated to improving the efficiency, effectiveness, governance, responsiveness, and accountability of public sector organizations, with a particular focus on local and state governments.

About the Collins Center

- ▶ **We have completed 750+ projects for hundreds of municipalities, school districts, regional governments, state agencies, and other public or non-profit entities**
- ▶ **Municipal projects are the bulk of the Center's work**
- ▶ **We have worked in a very diverse set of municipalities**
- ▶ **Most of our work to date has been in MA, but we have done work in CT, RI, and NH**
- ▶ **Our team includes a group of core, full-time management generalists and a large pool of subject experts retired from public service**

Practice Areas

- ▶ **Financial Management**
- ▶ **Human Resources**
 - ▶ **Training and Professional Development**
- ▶ **Information Technology & Analytics**
- ▶ **Municipal & School Operations**
- ▶ **Regionalization & Municipal-School Collaboration**
- ▶ **Charter & Organizational Structure**
- ▶ **Executive Recruitment**

Municipal – School Consolidation Projects

▶ **General Process**

- ▶ **Identify goals**
 - ▶ **Conduct high-level assessment of feasibility of consolidation of various functions (e.g. facilities, grounds, fleet, finance, HR, IT, procurement)**
 - ▶ **Data collection, document review, staff interviews, site visits**
 - ▶ **Documentation of findings of status quo**
 - ▶ **Review of pros and cons and financial implications of various consolidation options (i.e. scope and depth of consolidation)**
 - ▶ **Development of implementation plan [optional as part of study]**
- ▶ **Timeframe: 6-8+ months**

Municipal – School Consolidation Projects

▶ **Examples of benefits**

- ▶ **Service improvements (e.g. time for preventive maintenance)**
- ▶ **More efficient deployment of capital assets, reduced maintenance and capital replacement costs**
- ▶ **Elimination of staff redundancy**
- ▶ **Ability to reassess financial benefits of insourcing / outsourcing**
- ▶ **New opportunities for staff specialization, professional development, and career advancements with new positions**
- ▶ **Identification and correction of pre-existing “less-than-best” practices (e.g. implementation of modern technological tools for effective management)**

Municipal – School Consolidation Projects

▶ Common challenges

- ▶ Lack of significant cost savings or short- or medium-term cost increases
- ▶ New costs associated with:
 - ▶ Addressing “less-than-best” practices (e.g. procuring new software)
 - ▶ Additional staff training / professional development
 - ▶ Additional mid-management position needs
- ▶ Employee concerns about job security / job changes in a unionized environment
- ▶ Implementation time and effort

Some Recent Examples of Our Work

▶ **Town of West Springfield**

- ▶ **Review of consolidation of Town and school building and grounds maintenance**

▶ **City of Chicopee**

- ▶ **Part 1: Assessment of consolidation of facilities departments of City and Schools**
- ▶ **Part 2: Creation of implementation plan (facilitation of Working Group)**

▶ **Town (later City) of Framingham**

- ▶ **Review of potential for Town-School collaboration in areas of HR (esp. payroll and administrative processes), IT, and Procurement functions**

Contact Information

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Windsor Locks Public Schools

www.wlps.org

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