

**BETHANY BOARD OF EDUCATION
Regular Meeting**

AGENDA

**Wednesday, December 9, 2020
6:30 p.m.**

Via Zoom Webinar

<https://zoom.us/j/94543538023?pwd=T2NNaU5aY1JmUWhYbWF3MHIRMkNsUT09>

Passcode: CKR6M2

Or by phone

1-646-558-8656

Webinar ID: 945 4353 8023

Passcode: 358911

MISSION STATEMENT

We inspire and empower children to thrive in the world of tomorrow.

1. CALL TO ORDER – 6:30 p.m.

- a. Pledge of Allegiance

2. PTO REPORT (Policy 1120 & Bylaw 9325)

3. PUBLIC COMMENT (Policy 1120 & Bylaw 9325)

The Board of Education welcomes public comment. Individuals or groups may address the Board concerning any subject which is within the Board's jurisdiction. Three minutes will be allotted to each speaker and a maximum of fifteen minutes to each subject matter. The speaker is requested to state their name and address.

4. APPROVAL OF MINUTES (Bylaw 9326)

- a. November 4, 2020 Regular Meeting Action Item

5. COMMITTEE REPORTS (Bylaw 9132)

- a. Finance

- i. Report of expenditures and adjustments to the 2020-2021 Operating Budget through November 30, 2020 Action Item

- b. Curriculum

- c. Facilities

- d. Policy

- e. Technology

f. Transportation

g. ACES

6. UNFINISHED BUSINESS (Bylaw 9300)

a. Approved for first reading at the BOE Regular Meeting on November 4, 2020, the following policies are recommended for action, as follows:

i. Revisions

1. Policy 1330 – Use of School Facilities
2. Policy 4112.6/4212.6 – Personnel Records
3. Policy 4115 – Evaluation and Support Program
4. Policy 4121/4221 – Substitutes
5. Policy 4148/4248 – Employee Protection
6. Policy 5132 – Student Dress
7. Policy 5141 – Student Health Services
8. Policy 5145.15 – Directory Information
9. Policy 6114.1 – Fire Emergency and Crisis Response Drills
10. Policy 6141.311 – Limited English Proficiency Program
11. Policy 6162.51 – Survey of Students
12. Bylaw 9273 – Civility Code
13. Bylaw 9311 – Formulation, Adoption, Revision, or Deletion of Policies

ii. Adoptions

1. Policy 4118.237/4218.237 – Face Coverings in School
2. Policy 5132.1 – Face Coverings in School
3. Policy 6114.82 – Emergency Measures
4. Policy 6142.102 – Social and Emotional Learning
5. Policy 6142.103 – Trauma-Informed School

iii. Deletions

1. Policy 4118.112/4218.112 – Sex Discrimination and Sexual Harassment in the Workplace
2. Policy 4118.113/4218.113 – Harassment
3. Policy 5141.3 – Health Assessments
4. Policy 5145.5 – Sex Discrimination and Sexual Harassment
5. Policy 5145.6 – Student Grievance Procedures
6. Policy 6135 – Parent-Teacher Communication

7. NEW BUSINESS (Bylaw 9300)

- a. 2021-2022 School Calendar Action Item
- b. BOE Meeting Dates for Town Clerk..... Action Item

8. ADMINISTRATIVE REPORTS (Policy 2500)

- a. Superintendent
- b. Director of Special Services, Curriculum and Instruction
- a. Principal

9. CHAIRMAN'S REPORT (Bylaw 9121)

10. CORRESPONDENCE (Bylaw 9300)

11. PUBLIC COMMENT (Policy 1120 & Bylaw 9325)

The Board of Education welcomes public comment. Individuals or groups may address the Board concerning any subject which is within the Board's jurisdiction. Three minutes will be allotted to each speaker and a maximum of fifteen minutes to each subject matter. The speaker is requested to state their name and address.

12. MEETING ADJOURNED

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *mm*

Date: December 9, 2020

Re: Meeting Minutes

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the November 4, 2020 Regular Meeting Minutes as presented.

BETHANY BOARD OF EDUCATION
Regular Meeting Minutes
Via Zoom Webinar
November 4, 2020

Present

Doreen Fox
John Paul Garcia
Lisa Gaw arrived at 6:39 pm
EJ Maher
Christopher Pittenger, Chair
Dorothy Seaton
Shawn Uscilla
Namita Wijesekera arrived at 6:39 pm

Administration

Colleen Murray
Kai Byrd
Tom Reed-Swale

Absent

Lynette White

Call to Order

Dr. Pittenger called the meeting to order at 6:36 p.m.

PTO Report

None.

Presentation

Mrs. Byrd, Mr. Bruni, and Mrs. Colby gave a presentation on the new report card.

Public Comment

None.

Minutes

Motion by Seaton, seconded by Gaw to accept the October 14, 2020 Regular Meeting Minutes as presented. *The motion carries 6 yes, 2 abstain (Maher, Uscilla), 1 absent (White).*

Committee Reports

Finance:

Motion by Pittenger, seconded by Wijesekera to adopt the report of expenditures and adjustments to the 2020-2021 Operating Budget through October 31, 2020 as presented. *The motion carries 8 yes, 1 absent (White).*

Mrs. Murray reported on the 2020-2021 budget preparation process and COVID-19 related expenses.

Curriculum:

Mrs. Fox reported that the committee met earlier today and received an update on Curriculum programs, new report card, remote learning, and the Equity Team.

Facilities:

The committee has not met recently.

Policy:

Motion by Fox, seconded by Seaton to accept revisions to Policies 1330, 4112.6/4212.6, 4115, 4121/4221, 4148/4248, 5132, 5141, 5145.15, 6114.1, 6141.311, 6162.51, Bylaws 9273, and 9311 for first reading as presented. *The motion carries 7 yes, 1 abstain (Gaw), 1 absent (White).*

Motion by Fox, seconded by Seaton to accept for adoption Policies 4118.237/4218.237, 5132.1, 6114.82, 6142.102, and 6142.103 for first reading as presented. *The motion carries 7 yes, 1 abstain (Gaw), 1 absent (White).*

Motion by Fox, seconded by Wijesekera to accept deletions to Policies 4118.112/4218.112, 4118.113/4218.113, 5141.3, 5145.5, 5145.6, and 6135 for first reading as presented. *The motion carries 8 yes, 1 absent (White).*

Technology:	The committee has not met recently.
Transportation:	The committee has not met recently.
ACES:	Mr. Maher will be attending a meeting tomorrow and discussed the agenda items to be addressed.
Unfinished Business	None.
New Business	Mrs. Murray presented the 2021-2022 school calendar and a discussion took place.
Superintendent Report	<p>Mrs. Murray reported that on October 31, 2020, PK-6 enrollment was 369 students.</p> <p>Mrs. Murray reported earlier on the 2021-2022 budget development.</p> <p>Mrs. Murray stated there is no update on the Annex project.</p> <p>Mrs. Murray provided an update on the status of snow days. The State Department of Education left it up to each district to determine if snow days will be a remote learning day or a snow day. BOWA has met to discuss the status and there are a lot of factors to consider. She will provide an update in the future.</p> <p>Mrs. Murray and BOWA superintendents met with Quunipiack Valley Health Department and Orange Health Department to discuss Thanksgiving student scheduling options. BOWA has agreed to move to a Hybrid/Remote Model the week of Thanksgiving and a Remote Learning model for the following week. Mrs. Murray will send out communications by Friday in order for staff and families to plan.</p>
Director Report	Mrs. Byrd reported on Curriculum and Special Services. Her report is on file in the BOE Packet.
Principal Report	Mr. Reed-Swale reported on BCS recent and upcoming events. His report is on file in the BOE Packet.
Chairman Report	<p>Dr. Pittenger stated that the Board Forum was well attended and the feedback that was provided will continue to improve and inform processes going forward.</p> <p>Dr. Pittenger informed members of a recent meeting with the Woodbridge BOE regarding shared services. At this time, there are no services that are immediate to address.</p>
Public Comment	None.
Adjournment	The meeting adjourned at 8:09 p.m.

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *CM*

Date: December 9, 2020

Re: Finance Committee Report of Expenditures and Adjustments

It is recommended that under COMMITTEE REPORTS, (a) Finance:

The attached report presents the adopted 2020-2021 Operating Budget with encumbrances through November 30, 2020.

Recommended Motions:

- i. Move that the Board of Education accept the report of expenditures and adjustments to the 2020-2021 Operating Budget through November 30, 2020.

Bethany Board of Education
Operating Budget 2020-2021 Summary - as of November 2020

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ October	Var% October	Var\$ November	Var% November
General Education								
Salaries								
Certified	\$2,094,326	\$2,094,326	\$556,571	\$2,039,909	\$ 54,417	2.60%	\$ 54,417	2.60%
Curriculum (Supplemental)	\$62,300	\$62,300	\$14,540	\$17,620	\$ -	0.00%	\$ 44,680	71.72%
Non-Certified	\$215,300	\$215,300	\$60,887	\$189,077	\$ 20,178	9.37%	\$ 26,222	12.18%
Nurse	\$48,780	\$48,780	\$20,172	\$66,780	\$ (18,000)	-36.90%	\$ (18,000)	-36.90%
Total Salaries	\$2,420,706	\$2,420,706	\$652,169	\$2,313,386	\$ 56,595	2.34%	\$ 107,319	4.43%
Benefits								
	\$590,777	\$590,777	\$209,750	\$590,777	\$ -	0.00%	\$ -	0.00%
Services								
BCS	\$15,600	\$15,600	\$39,140	\$64,800	\$ -	0.00%	\$ (49,200)	-315.38%
Curriculum	\$77,805	\$77,805	\$36,911	\$77,805	\$ -	0.00%	\$ -	0.00%
IT	\$53,650	\$53,650	\$15,283	\$53,650	\$ -	0.00%	\$ -	0.00%
Total Services	\$147,055	\$147,055	\$91,334	\$196,255	\$ -	0.00%	\$ (49,200)	-33.46%
Supplies								
BCS	\$51,905	\$51,905	\$25,513	\$51,905	\$ -	0.00%	\$ -	0.00%
Curriculum	\$2,765	\$2,765	\$1,101	\$2,765	\$ -	0.00%	\$ -	0.00%
IT	\$15,400	\$15,400	\$4,817	\$15,400	\$ -	0.00%	\$ -	0.00%
Total Supplies	\$70,070	\$70,070	\$31,431	\$70,070	\$ -	0.00%	\$ -	0.00%
Other								
BCS	\$1,350	\$1,350	\$115	\$1,350	\$ -	0.00%	\$ -	0.00%
Curriculum	\$1,663	\$1,663	\$334	\$1,663	\$ -	0.00%	\$ -	0.00%
IT	\$34,700	\$34,700	\$3,949	\$34,700	\$ -	0.00%	\$ -	0.00%
Total Other	\$37,713	\$37,713	\$4,398	\$37,713	\$ -	0.00%	\$ -	0.00%
Subtotal	\$3,266,321	\$3,266,321	\$989,084	\$3,208,201	\$ 56,595	1.73%	\$ 58,119	1.78%
Special Education								
Salaries	\$1,208,220	\$1,208,220	\$386,832	\$1,272,378	\$ (48,068)	-3.98%	\$ (64,158)	-5.31%
Benefits	\$428,841	\$428,841	\$106,711	\$321,320	\$ 82,521	19.24%	\$ 107,521	25.07%
Services	\$391,730	\$391,730	\$78,049	\$391,730	\$ -	0.00%	\$ -	0.00%
Supplies	\$14,763	\$14,763	\$9,062	\$14,763	\$ -	0.00%	\$ -	0.00%
Other	\$1,050	\$1,050	\$545	\$1,050	\$ -	0.00%	\$ -	0.00%
Subtotal	\$2,044,603	\$2,044,603	\$581,200	\$2,001,241	\$ 34,453	1.69%	\$ 43,362	2.12%
Operations and Overhead								
Salaries	\$862,081	\$862,081	\$367,954	\$888,768	\$ (26,687)	-3.10%	\$ (26,687)	-3.10%
Benefits	\$212,860	\$212,860	\$91,967	\$212,860	\$ -	0.00%	\$ -	0.00%
Services	\$220,852	\$220,852	\$116,506	\$220,852	\$ -	0.00%	\$ -	0.00%
Supplies	\$39,500	\$39,500	\$15,784	\$39,500	\$ -	0.00%	\$ -	0.00%
Utilities (Electricity)	\$80,000	\$80,000	\$20,022	\$80,000	\$ -	0.00%	\$ -	0.00%
Facilities and Maintenance	\$119,100	\$119,100	\$20,606	\$119,100	\$ -	0.00%	\$ -	0.00%
Student Transportation	\$258,269	\$258,269	\$77,481	\$ 258,269.00	\$ -	0.00%	\$ -	0.00%
Other	\$14,557	\$14,557	\$10,869	\$ 17,057.00	\$ (2,500)	-17.17%	\$ (2,500)	-17.17%
Subtotal	\$1,807,219	\$1,807,219	\$721,189	\$ 1,836,405.83	\$ (29,187)	-1.62%	\$ (29,187)	-1.62%
COVID								
BCS-COVID	\$0	\$0	\$0	\$0	\$ (863)		\$ -	
Curriculum COVID	\$0	\$0	\$594	\$594	\$ (9,097)		\$ (594)	
IT-COVID	\$0	\$0	\$0	\$4,533	\$ (6,646)		\$ (4,533)	
SpEd COVID	\$0	\$0	\$80	\$80	\$ (1,847)		\$ (80)	
BOE-COVID	\$0	\$0	\$9,624	\$9,800	\$ (24,637)		\$ (9,800)	
Sub Total	\$0	\$0	\$10,298	\$15,007	\$ (43,089)		\$ (15,007)	\$0
Total	\$7,118,143	\$7,118,143	\$2,301,771	\$7,060,855	\$ 18,772		\$ 57,288	0.80%

Memorandum



To: Board of Education Members

From: Colleen M. Murray, Superintendent *cm*

Date: December 9, 2020

Re: Unfinished Business

It is recommended that under UNFINISHED BUSINESS:

- a. Approved for first reading at the BOE meeting on November 4, 2020.

Recommended Motions:

- i. (1-13) Move that the Bethany Board of Education approve the revisions to Policies 1330, 4112.6/4212.6, 4115, 4121/4221, 4148/4248, 5132, 5141, 5145.15, 6114.1, 6114.311, 6162.51, Bylaws 9273 and 9311 as presented.
- ii. (1-5) Move that the Bethany Board of Education adopt Policies 4118.237/4218.237, 5132.1, 6114.82, 6142.102, and 6142.103 as presented.
- iii. (1-5) Move that the Bethany Board of Education delete Policies 4118.112/4218.112, 4118.113/4218.113, 5141.3, 5145.5, 5145.6, and 6135 as presented.

**Second Read
Policy Revisions
December 9, 2020**

Use of School Facilities**A. Application Procedures**

In accordance with Connecticut General Statutes § 10-239, the Bethany Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title IX of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or his/her designee, and shall not be used without the express written permission of the administrator.

The principal or his/her designee shall retain copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of School District facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (e.g. PTO and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive to the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

Category	Fee
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g. PTO and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

"Associated costs" shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school District facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school District facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school District property arising out of the use of the facilities.

Legal Reference: Connecticut General Statutes § 10-215f
 Connecticut General Statutes § 10-221q
 Connecticut General Statutes § 10-239
 Connecticut General Statutes Title IX
 20 U.S.C. § 7905
 20 U.S.C § 101 et seq.

Policy adopted: September 9, 1991
Policy revised: December 9, 1998
Policy revised: December 9, 2015
Policy revised: April 11, 2018

Use of School Facilities**A. Application Procedures**

In accordance with Connecticut General Statutes § 10-239, the Bethany Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title IX of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or his/her designee, and shall not be used without the express written permission of the administrator.

The principal or his/her designee shall retain copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of School District facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (e.g. PTO and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages, or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served, or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served, and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations, or materials shall not be permitted on school property.
5. Advertising, decorations, or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive to the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

Category	Fee
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g. PTO and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

"Associated costs" shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school District facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school District facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school District property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school District facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the District at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal Reference: Connecticut General Statutes § 10-215f
 Connecticut General Statutes § 10-221q
 Connecticut General Statutes § 10-239
 Connecticut General Statutes Title IX
 20 U.S.C. § 7905
 20 U.S.C § 101 et seq.

Policy adopted: September 9, 1991
Policy revised: December 9, 1998
Policy revised: December 9, 2015
Policy revised: April 11, 2018
Policy revised: _____

Source: Shipman & BPSD

Personnel Records

Personnel records shall be kept and maintained securely and confidentially in the Central Office for all current and former District employees and shall include information usually expected in good personnel administration and as specified by state and federal laws.

There shall be only one (1) personnel file for each current and former employee, and the school administration shall not maintain employee files separate from the official employee file in the Central Office.

Personnel records will be disclosed in accordance with the Freedom of Information Act.

No material originating after initial employment, which concerns the District employee's performance, shall be placed in a personnel file unless the employee has been notified and has had an opportunity to review the material. The employee may submit a written notation regarding any such material, and the same shall be attached to the file copy of the material in question. The employee shall sign all such material to be placed in his/her file, with the understanding that such signature indicates his/her awareness of the material but not in any instance shall said signature be interpreted to mean agreement with the content of the material.

Any substantial complaint made against a District employee or person for whom the Superintendent or his/her designee is administratively responsible by any parent, student or other person shall promptly be called to the employee's attention. In no case shall any anonymous and/or unsubstantiated complaint be placed in any employee's file.

The employee's personnel records shall be made available for inspection by the employee at the employee's off-duty time in the presence of an administrator or his/her designee. Upon request, the employee will be provided a copy of any document contained in said employee's personnel file.

Each employee is expected to immediately notify the Superintendent or his/her designee when an employee has any changes to his/her personnel information.

Legal Reference: Connecticut General Statutes § 1-213
 Connecticut General Statutes § 1-214
 Connecticut General Statutes § 1-206
 Connecticut General Statutes § 10-151a
 Connecticut General Statutes § 10-151c

Policy adopted: September 9, 1991
Policy revised: October 11, 2000
Policy revised: March 11, 2015
Policy revised: May 11, 2016

PERSONNEL – CERTIFIED/NON-CERTIFIED

Recommended

4112.6

4212.6

Personnel Records

Personnel records shall be kept and maintained securely and confidentially in the Central Office for all current and former Bethany Public School District (District) employees and shall include information usually expected in good personnel administration and as specified by state and federal laws.

There shall be only one (1) personnel file for each current and former employee, and the school administration shall not maintain employee files separate from the official employee file in the Central Office.

~~Personnel records will be disclosed in accordance with the Freedom of Information Act.~~

No material originating after initial employment, which concerns the District employee's performance, shall be placed in a personnel file unless the employee has been notified and has had an opportunity to review the material. The employee may submit a written notation regarding any such material, and the same shall be attached to the file copy of the material in question. ~~The employee shall sign all such material to be placed in his/her file~~ If such material requires a signature by the employee, with the understanding shall be that such signature indicates his/her awareness of the material but not in any instance shall said signature be interpreted to mean agreement with the content of the material.

Any substantial complaint made against a District employee or person for whom the Superintendent or his/her designee is administratively responsible by any parent, student or other person shall promptly be called to the employee's attention. In no case shall any anonymous and/or unsubstantiated complaint be placed in any employee's file.

Requests for access to personnel files, except from an employee to see his or her own file, shall be referred to the Superintendent or his/her designee who shall determine whether disclosure of such records would legally constitute an invasion of employee privacy. If the Superintendent or his/her designee believes disclosure is not an invasion of privacy, requested information shall be disclosed, but professional courtesy suggests the employee should be notified of such disclosure.

If the Superintendent or his/her designee determines disclosure would invade employee privacy, the employee and collective bargaining representatives if any, shall be notified in writing of the request. If the Superintendent or his/her designee does not receive a written objection, from the employee or bargaining representative, within seven (7) business days from receipt of their notification, or if there is no evidence of receipt not later than nine (9) business days from the date the notice was mailed, sent, posted, or otherwise given, requested records shall be disclosed. However, if an objection is received in a timely manner on the form prescribed, the Superintendent or his/her designee shall not disclose requested information unless directed to do so by the Freedom of Information Commission. Notwithstanding an objection filed by an employee's bargaining representative, the employee may subsequently approve disclosure of records by filing a written notice with the Superintendent or his/her designee.

Employee or bargaining representative objections to disclosure of records shall be made in writing to the Superintendent or his/her designee which shall include a signed statement by the employee or bargaining representative, under penalties of false statement, that to the best of respondent's knowledge, information, and belief, there are good grounds to support the objection and that the objection is not interposed for delay.

The records may be disclosed when the Superintendent or his/her designee does not believe such disclosure would legally constitute an invasion of privacy. The records, in such a situation, shall first be disclosed to the requestor, followed within a reasonable time after disclosure, with the sending of a written or electronic copy or brief description of such request to the employee and any applicable collective bargaining representative. Disclosure shall only be considered an invasion of privacy where (1 such records do not pertain to a legitimate matter of public interest and (2 disclosure of such records would be highly offensive to a reasonable person.

Records maintained or kept on file by the State Department of Education or the Bethany Public School District which are records of an employee's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of an employee's personal misconduct shall not require the consent of the employee.

Notwithstanding earlier provisions of this policy, personnel evaluations of certified employees, except the Superintendent, are not public records subject to disclosure - unless the employee consents in writing to the release of such records.

Each employee's own file shall be available for his or her inspection at reasonable times, and, upon request, employees will be provided a copy of the information contained in his or her file.

In accordance with federal law, the District shall notify parents at the beginning of each school year of their right to request information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school. The District will provide such information on request in a timely manner. The District shall also provide notification to the parent/guardian of a child who has been assigned or has been taught for four (4) or more consecutive weeks by a teacher not meeting applicable state certification at the grade level and subject area in which the teacher has been assigned.

Files containing medical information regarding an employee will be kept separate from other personnel files.

~~The employee's personnel records shall be made available for inspection by the employee at the employee's off-duty time in the presence of an administrator or his/her designee. Upon request, the employee will be provided a copy of any document contained in said employee's personnel file.~~

Each employee is expected to immediately notify the Superintendent or his/her designee when an employee has any changes to his/her personnel information.

Legal Reference: Connecticut General Statutes § 1-206
 Connecticut General Statutes § 1-213
 Connecticut General Statutes § 1-214
 Connecticut General Statutes § 1-215
 Connecticut General Statutes § 10-151a
 Connecticut General Statutes § 10-151c
 Perkins v. Freedom of Information Commission, 228 Conn 158
 The American with Disabilities Act
 Section 1112(c)(6)
 Section 1112(e)(1)(B)

Policy adopted: September 9, 1991
Policy revised: October 11, 2000
Policy revised: March 11, 2015
Policy revised: May 11, 2016
Policy revised:

Source: CAFE

Evaluation/Supervision/Support Program

It is universally accepted that good teaching is the most important element in a sound educational program. Student learning is directly affected by teacher competence; therefore, teacher evaluation shall be accomplished using a teacher evaluation plan, which demonstrates a clear link between teacher evaluation, professional development and improved student learning. Any significant changes to educator evaluation and support plan or revisions must be approved by the State Department of Education ("SDE") prior to District implementation.

The submission of the District's evaluation plans for SDE review and approval, including flexibility requests, shall take place no later than the annual deadline set by the SDE.

"Teacher" or "Administrator" for purposes of evaluation shall include each professional employee of the Board, below the rank of Superintendent, who holds a certificate or permit issued by the State Board of Education ("SBE").

Appraisal of teaching performance should serve three (3) purposes:

1. To raise the quality of instruction and educational services to the children of our community resulting in improved student learning.
2. To raise the standards of the teaching profession as a whole.
3. To aid the individual teacher to grow professionally, linking district-wide teacher evaluation and professional development plans.

Evaluation of teacher performance must be a cooperative, continuing process designed to improve student learning and the quality of instruction. The Board of Education directs the Superintendent to adopt and implement a teacher evaluation and support program in accordance with current Guidelines for Teacher Evaluation and Professional Development issued by the SDE. The Superintendent shall annually evaluate or cause to be evaluated all certified employees in accordance with the teacher evaluation and support program, developed through mutual agreement with the Professional Development and Evaluation Committee ("PDEC") for the District. The PDEC shall consist of certified employees, including at least one (1) union representative, and other school personnel the Superintendent deems appropriate.

The evaluation plan shall include, but need not be limited to, strengths, areas needing improvement, strategies for improvement and multiple indicators of student academic growth. Further, claims of failure to follow the established procedures of such teacher evaluation and support program shall be subject to the grievance procedure in the collective bargaining agreement.

The Superintendent and all employees whose administrative and supervisory duties equal at least fifty percent (50%) of their time shall include a minimum of fifteen (15) hours of training in the evaluation of teachers pursuant to Connecticut General Statutes Section 10-151b, as part of the required professional development activity during each five (5) year period for reissuance of their professional educator certificate.

PERSONNEL – CERTIFIED

4115(b)

The Superintendent shall report to the Board at least annually on the status of the evaluations and evaluation plans. In addition, by dates determined by the SDE, the Superintendent shall report to the Commissioner of Education on the implementation of the teacher evaluation and support program, including the frequency of evaluations, aggregate evaluation ratings, the number of teachers and administrators not evaluated, and other requirements as determined by the SDE.

Legal Reference:	Connecticut General Statutes § 10-145b Connecticut General Statutes § 10-151a Connecticut General Statutes § 10-151b Connecticut General Statutes § 10-151c Connecticut General Statutes § 10-220a(b) Circular Letter C-6, Series 2004-2005 Circular Letter C-9, Series 2004-2005 Public Act 11-135 Public Act 12-116 Connecticut Guidelines for Educator Evaluation, adopted by the State Board of Education, June 27, 2012. Connecticut's System for Educator Evaluation and Development (SEED) state model evaluation system. "Flexibility to Guidelines for Educator Evaluation" adopted by Connecticut State Board of Education, February 6, 2014 20 U.S.C. § 1119 34 C.F.R. 200.55
Policy adopted:	September 9, 1991
Policy revised:	October 11, 2000
Policy reviewed:	December 10, 2014
Policy revised:	March 11, 2015
Policy revised:	June 8, 2016

Evaluation/~~Supervision/~~ and Support Program

It is universally accepted that good teaching is the most important element in a sound educational program. Student learning is directly affected by teacher competence; therefore, teacher evaluation shall be accomplished using a teacher evaluation plan, which demonstrates a clear link between teacher evaluation, professional development, and improved student learning. ~~Any significant changes to The~~ educator evaluation and support plan or revisions must be approved annually by the State Department of Education (“SDE”) prior to Bethany Public School District (District) implementation.

The submission of the District’s evaluation plans for SDE review and approval, including flexibility requests, shall take place no later than the annual deadline set by the SDE.

“Teacher” or “Administrator” for purposes of evaluation shall include each professional employee of the Bethany Board of Education (Board), below the rank of Superintendent, who holds a certificate or permit issued by the State Board of Education (“SBE”).

Appraisal of teaching performance should serve three (3) purposes:

1. To raise the quality of instruction and educational services to the children of our community resulting in improved student learning.
2. To raise the standards of the teaching profession as a whole.
3. To aid the individual teacher to grow professionally, linking District-wide teacher evaluation and professional development plans.

Evaluation of teacher performance must be a cooperative, continuing process designed to improve student learning and the quality of instruction. ~~The Board of Education directs the Superintendent to adopt and implement a teacher evaluation and support program in accordance with current Guidelines for Teacher Evaluation and Professional Development issued by the SDE.~~ The Superintendent shall annually evaluate or cause to be evaluated all certified employees in accordance with the teacher evaluation and support program, developed through mutual agreement with the ~~Professional Development and Evaluation Committee (“PDEC”)~~ Steering Committee for the District. The ~~PDEC Steering Committee~~ shall consist of certified employees, including at least one (1) union representative, and other school personnel the Superintendent deems appropriate.

The District program for evaluating the instructional process and all certified personnel is viewed as one means to improve student learning and ensure the quality of instruction. The evaluation plan shall include, but need not be limited to, strengths, areas needing improvement, strategies for improvement, and multiple indicators of student academic growth. Further, claims of failure to follow the established procedures of such teacher evaluation and support program shall be subject to the grievance procedure in the collective bargaining agreement.

The Superintendent and all employees whose administrative and supervisory duties equal at least fifty percent (50%) of their time shall include a minimum of fifteen (15) hours of training in the evaluation of teachers pursuant to Connecticut General Statutes Section 10-151b, as part of the required professional development activity during each five (5) year period for reissuance of their professional educator certificate.

The Superintendent shall annually evaluate or cause to be evaluated each teacher and administrator in accordance with the appropriate evaluation and support program and may conduct additional formative evaluations toward producing an annual summative evaluation.

In the event that a teacher or an administrator does not receive a summative evaluation during the school year, such individual shall receive a rating of "not rated" for that year.

The Superintendent shall report to the Board at least annually on the status of the evaluations ~~and evaluation plans~~. In addition, annually, by dates determined by the SDE, the Superintendent shall report to the Commissioner of Education on the implementation of the teacher evaluation and support program, including the frequency of evaluations, aggregate evaluation ratings, the number of teachers and administrators not evaluated, and other requirements as determined by the SDE.

Evaluation Training

The Superintendent or his/her designee, prior to any evaluation conducted under the teacher evaluation and support program, shall conduct training programs for all evaluators and orientation for all District teachers regarding the District's teacher evaluation and support program. Such training shall provide instruction to evaluators regarding how to conduct proper performance evaluations prior to conducting an evaluation under the teacher evaluation and support program. The orientation for each teacher shall be completed before a teacher receives an evaluation under the teacher evaluation and support program.

Data Management

The Steering Committee will review the user experiences and efficiency of the District's data management system/platform to be used by teachers and administrators to manage the evaluation plans. The review may include items to be entered, data entry issues, limits on the access to teacher and administrator data, and a process for recording authorized individuals' access to information.

Audit

The District, if selected, will participate as required, in an audit of its evaluation program, conducted by the SDE.

All teachers teaching in public schools at the elementary school level (including special education teachers) must be determined to be an "effective educator," as defined in the Every Student Succeeds Act. To be determined an "effective educator," a teacher must meet state certification and licensure criteria.

The reauthorized Individuals with Disabilities Act (IDEA) identifies special education teachers as teachers who must demonstrate competency in the core academic subjects that they teach.

The District evaluates a teacher's subject-matter competency in the core academic content areas, based on the Common Core of Teaching (CCT), using both of the following:

1. foundational skills and competencies; and
2. the discipline-based professional standards.

Legal Reference: Connecticut General Statutes § 10-111

Connecticut General Statutes § 10-145b

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Connecticut General Statutes § 10-151a

Connecticut General Statutes § 10-151b

Connecticut General Statutes § 10-151c

Connecticut General Statutes § 10-220a(b)

Circular Letter C-6, Series 2004-2005

Circular Letter C-9, Series 2004-2005

Public Act 11-135

[Public Act 12-2](#)

Public Act 12-116

[Public Act 13-245](#)

[Public Act 15-5](#)

Connecticut Guidelines for Educator Evaluation, adopted by the State Board of Education, June 27, 2012.

Connecticut's System for Educator Evaluation and Development (SEED) state model evaluation system.

Flexibility to Guidelines for Educator Evaluation adopted by Connecticut State Board of Education, February 6, 2014

~~20 U.S.C. § 1119~~

[Public Law 114-95](#)

34 C.F.R. 200.55

Policy adopted:	September 9, 1991
Policy revised:	October 11, 2000
Policy reviewed:	December 10, 2014
Policy revised:	March 11, 2015
Policy revised:	June 8, 2016
<u>Policy revised:</u>	

[Source: CABE](#)

PERSONNEL – CERTIFIED/NON-CERTIFIED

4121(a)

4221(a)

Substitutes

Teachers

“Substitute Teachers” are defined as holding a Bachelor’s Degree or a Teacher Ascent Program (TAP) elementary certified teacher holding a Bachelor’s Degree.

A substitute teacher shall be a person fully qualified to instruct in the District and who is employed for short periods of time in the absence of the regular teacher. All substitute teachers offered employment by the District are subject to the successful outcome of security and criminal record checks in accordance with Board policies and regulations.

The District shall only hire applicants for substitute teaching positions who comply with the reference and background checks in accordance with District Policy and Administrative Regulations and who comply with the required disclosure requirements and after requesting information from the applicant’s prior employers and State Department of Education. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall hire only substitutes who are on such list.

Approved substitutes shall remain on such list as long as he/she is continuously employed by the District as a substitute teacher, provided the District does not have any knowledge of a reason that such person should be removed from the list.

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the school principal or his/her designee.

Rates of compensation for substitute teachers will be set by the Board of Education.

It will be the responsibility of the school principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular faculty member. The substitute teacher will be selected from a list of approved substitutes furnished by the Superintendent’s office.

Only fully certified replacement substitute teachers will be assigned to classes whose regular teachers are on long-term leaves of absence of forty (40) days or more. The school principal or his/her designee will attempt to maintain as much continuity as possible by engaging only one substitute for the full period of absence of one (1) teacher and by calling back a substitute to serve in a classroom in which he/she has already performed successfully.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the District. However, substitute personnel hired to fill the position of an employee absent on an extended leave will be entitled to the privileges and benefits afforded regular professional employee, with the exception that the term of employment ordinarily will cease at the scheduled termination of the regular teacher’s leave. Substitute service will be granted in accordance with the Connecticut Teacher’s Retirement Board policies and regulations.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary or benefits within the limits as prescribed by law.

PERSONNEL – CERTIFIED/NON-CERTIFIED

4121(b)
4221(b)

Paraprofessionals

“Substitute Paraprofessionals” are defined as minimally holding a High School Diploma.

A substitute paraprofessional shall be a person who is employed for short periods of time in the absence of a regular paraprofessional. All substitute paraprofessionals offered employment by the District are subject to the successful outcome of security and criminal record checks in accordance with Board policies and regulations.

Rates of compensation for substitute teachers will be set by the Board of Education.

It will be the responsibility of the school principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular staff member. The substitute paraprofessional will be selected from a list of approved substitutes furnished by the Superintendent’s office.

Substitute paraprofessionals will not participate in the health and welfare plans or other fringe benefits of the District.

Legal Reference: Connecticut General Statutes § 10-183v
 Connecticut General Statutes § 10-145a
 Connecticut General Statutes § 10-221d
 Connecticut General Statutes § 10-222c, as amended by Public Act 16-67
 Public Act 09-1
 Public Act 09-6
 Public Act 16-67

Policy adopted: September 9, 1991
Policy revised: February 12, 2014
Policy revised: May 13, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016

PERSONNEL – CERTIFIED/NON-CERTIFIED

Recommended

4121(a)

4221(a)

Substitutes

Teachers

Substitute Teachers are defined as holding a Bachelor's Degree ~~or a Teacher Ascent Program (TAP)~~ elementary certified teacher holding a Bachelor's Degree.

Substitute Paraprofessionals are defined as minimally holding a High School Diploma.

A substitute teacher shall be a person fully qualified to instruct in the Bethany Public School District (District) and who is employed for ~~short~~ periods of time in the absence of the regular teacher. ~~All substitute teachers offered employment by the District are subject to the successful outcome of security and criminal record checks in accordance with Board policies and regulations.~~

The District ~~shall only hire applicants for substitute teaching positions who comply with the reference and background checks in accordance with District Policy and Administrative Regulations and who comply with the required disclosure requirements and after requesting information from the applicant's prior employers and State Department of Education. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall hire only substitutes who are on such list~~ will hire all qualified substitutes through a private contractor and/or as a District employee.

~~Approved substitutes shall remain on such list as long as he/she is continuously employed by the District as a substitute teacher, provided the District does not have any knowledge of a reason that such person should be removed from the list.~~

~~Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the school principal or his/her designee.~~

Rates of compensation for substitute teachers and paraprofessionals will be set by the ~~Board of Education~~ Superintendent.

~~It will be the responsibility of the school principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular faculty member. The substitute teacher will be selected from a list of approved substitutes furnished by the Superintendent's office.~~

~~Only fully certified replacement substitute teachers will be assigned to classes whose regular teachers are on long-term leaves of absence of forty (40) days or more. The school principal or his/her designee will attempt to maintain as much continuity as possible by engaging only one substitute for the full period of absence of one (1) teacher and by calling back a substitute to serve in a classroom in which he/she has already performed successfully.~~

~~Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the District. However, substitute personnel hired to fill the position of an employee absent on an extended leave will be entitled to the privileges and benefits afforded regular professional employee, with the exception that the term of employment ordinarily will cease at the scheduled termination of the regular teacher's leave. Substitute service will be granted in accordance with the Connecticut Teacher's Retirement Board policies and regulations.~~

~~Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary or benefits within the limits as prescribed by law.~~

Paraprofessionals

~~"Substitute Paraprofessionals" are defined as minimally holding a High School Diploma.~~

~~A substitute paraprofessional shall be a person who is employed for short periods of time in the absence of a regular paraprofessional. All substitute paraprofessionals offered employment by the District are subject to the successful outcome of security and criminal record checks in accordance with Board policies and regulations.~~

~~Rates of compensation for substitute teachers will be set by the Board of Education.~~

~~It will be the responsibility of the school principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular staff member. The substitute paraprofessional will be selected from a list of approved substitutes furnished by the Superintendent's office.~~

~~Substitute paraprofessionals will not participate in the health and welfare plans or other fringe benefits of the District.~~

Legal Reference: Connecticut General Statutes § 10-183v
 Connecticut General Statutes § 10-145a
 Connecticut General Statutes § 10-221d
 Connecticut General Statutes § 10-222c, ~~as amended by Public Act 16-67~~
 Public Act 09-1
 Public Act 09-6
 Public Act 16-67

Policy adopted: September 9, 1991
Policy revised: February 12, 2014
Policy revised: May 13, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised:

Source: BPSD/CABE

Employee Protection

An employee may use reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or in the control of a student.

Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate superior, and to local law enforcement agencies. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act as liaison in appropriate ways between the employee, the police and the courts.

No school administrator shall interfere with the right of a teacher or other school employee to file a complaint with the local police authority in cases of threats of physical violence or actual physical violence against such teacher or employee.

As required by law, the Board of Education will file a report annually with the State Board of Education indicating the number of threats and physical assaults made by students upon teachers, administrators and other school personnel, and the number of physical assaults involving dangerous weapons made by students upon other students.

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee, within the limits as set forth by law.

The Board of Education shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement and/or workers' compensation payments) incurred as the result of any injury sustained in the course of his/her employment except that compensation shall not be paid when the personal injury has been caused by the willful and serious misconduct of the injured employee or by his/her intoxication.

State law grants immunity from liability for emergency medical assistance to a person in need of it when the assistance is given by a teacher or other school personnel on the school grounds, in a school building, or at a school function, provided that the teacher or other staff member has completed a course in first aid offered by the American Red Cross, the American Heart Association, the State Department of Health Services, or any municipal health department, as certified by that agency, has such immunity that extends to civil damages for any personal injuries which result from acts or omissions by the person giving the emergency care or first aid, which might constitute ordinary negligence. Such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

PERSONNEL - CERTIFIED/NON-CERTIFIED

4148(b)
4248(b)

Legal Reference: Connecticut General Statutes § 10-233b
 Connecticut General Statutes § 10-233b
 Connecticut General Statutes § 10-233c
 Connecticut General Statutes § 10-233g
 Connecticut General Statutes § 10-235
 Connecticut General Statutes § 10-236
 Connecticut General Statutes § 10-236a
 Connecticut General Statutes § 52-557b
 Connecticut General Statutes § 53a-18
 Connecticut General Statutes § 53a-19

Policy adopted: September 9, 1991
Policy revised: April 8, 2015
Policy revised: June 8, 2016

PERSONNEL – CERTIFIED/NON-CERTIFIED

Recommended

4148(a)

4248(a)

Employee Protection

An employee may use reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or in the control of a student or to restrain a minor or remove a minor to another area to maintain order.

Employees shall immediately report cases of assault suffered by them in connection with their employment to ~~their Principal or other immediate superior~~ administration, and to local law enforcement agencies. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved and shall act as liaison ~~in appropriate ways~~ between the employee, the police, and the courts.

No school administrator shall interfere with the right of a teacher or other school employee to file a complaint with the local police authority in cases of threats of physical violence or actual physical violence against such teacher or employee.

As required by law, the ~~Board of Education~~ Superintendent will file a report annually with the State Board of Education indicating the number of threats and physical assaults made by students upon teachers, administrators, and other school personnel, and the number of physical assaults involving dangerous weapons made by students upon other students.

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Bethany Board of Education (Board) to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee, within the limits as set forth by law.

The Board ~~of Education~~ shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement and/or workers' compensation payments) incurred as the result of any injury sustained in the course of his/her employment ~~except that compensation shall not be paid when the personal injury has been caused by the willful and serious misconduct of the injured employee or by his/her intoxication.~~

State law grants immunity from liability for emergency medical assistance to a person in need of it when the assistance is given by a teacher or other school personnel on the school grounds, in a school building, or at a school function, provided that the teacher or other staff member has completed a course in first aid offered by the American Red Cross, the American Heart Association, the State Department of Health Services, or any municipal health department, as certified by that agency, has such immunity that extends to civil damages for any personal injuries which result from acts or omissions by the person giving the emergency care or first aid, which might constitute ordinary negligence. Such immunity does not apply to acts or omissions constituting gross, willful, or wanton negligence.

PERSONNEL – CERTIFIED/NON-CERTIFIED

4148(b)
4248(b)

Legal Reference: Connecticut General Statutes § 10-233b
~~Connecticut General Statutes § 10-233b~~
Connecticut General Statutes § 10-233c
Connecticut General Statutes § 10-233g
Connecticut General Statutes § 10-235
Connecticut General Statutes § 10-236
Connecticut General Statutes § 10-236a
Connecticut General Statutes § 52-557b
Connecticut General Statutes § 53a-18
Connecticut General Statutes § 53a-19

Policy adopted: September 9, 1991
Policy revised: April 8, 2015
Policy revised: June 8, 2016
Policy revised:

Source: CABE

Student Dress

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from being worn during the academic school day:

- a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outerwear shall not be worn or carried in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandanas, masks, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.
- c. Footwear which mars floors or is a safety hazard.
- d. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- e. Oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- f. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- g. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- h. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."
- i. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- j. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.
- k. See-through clothing, tank tops or sleeveless shirts.
- l. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.
- m. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.
- n. Items a. and b. above, must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by the Principal.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Policy adopted: September 9, 1991
Policy revised: May 13, 2015
Policy revised: April 13, 2016

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

Student Dress

The Bethany Board of Education (Board) encourages students to dress in clothing appropriate to the school situation. The primary responsibility for a student's attire resides with the student and their parent/guardian. The Bethany Public School District is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student and that dress code enforcement does not increase marginalization or suppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance or body type/size.

Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student,
2. is disruptive to school operations and the education process in general,
3. is contrary to law.

No restrictions on freedom of dress and adornment will be imposed which:

1. reflect discrimination as to civil rights,
2. enforce particular codes of morality or religious tenets,
3. attempt to dictate or adjudicate style or taste,
4. do not fall within the direct or implied powers of the Board.

Any restriction on the way a student dresses must be necessary to support the District's over-all educational goals.

The Board directs the Superintendent to promulgate Administrative Regulations in furtherance of this policy.

~~In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from being worn during the academic school day:~~

- ~~a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outerwear shall not be worn or carried in the classroom during regular school hours.~~
- ~~b. Head coverings of any kind, including but not limited to scarves, bandanas, masks, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.~~
- ~~c. Footwear which mars floors or is a safety hazard.~~
- ~~d. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.~~
- ~~e. Oversized metal belt buckles and all metal belts or combination of metal and leather belts.~~

- ~~f. Spiked or studded bracelets, oversized or multi finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.~~
- ~~g. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.~~
- ~~h. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."~~
- ~~i. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.~~
- ~~j. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.~~
- ~~k. See through clothing, tank tops or sleeveless shirts.~~
- ~~l. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.~~
- ~~m. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.~~
- ~~n. Items a. and b. above, must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by the Principal.~~

~~Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.~~

Policy adopted: September 9, 1991
Policy revised: May 13, 2015
Policy revised: April 13, 2016
[Policy revised:](#)

[Source: CAFE](#)

STUDENTS

5141(a)

School District Medical Advisor

The Bethany Board of Education (Board) directs the Superintendent to appoint a Bethany Public School District (District) medical advisor and appropriate medical support service personnel including nurses that are recommended by the Superintendent.

The District medical advisor, in cooperation with the Board and the local Health Department for the District, shall:

1. plan and administer the school's health program,
2. advise on the provision of school health services,
3. provide consultation on the school health environment, and
4. perform any other duties as agreed between the advisor and the appointing Board.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. appraising the health status of student school personnel,
2. counseling students, parents, and others concerning the findings of health examination,
3. encouraging correction of defects,
4. helping prevent and control disease,
5. providing emergency care for student injury and sudden illness,
6. maintaining school health records.

Legal Reference: Connecticut General Statutes § 10-203
 Connecticut General Statutes § 10-204
 Connecticut General Statutes § 10-204a
 Connecticut General Statutes § 10-204c
 Connecticut General Statutes § 10-205
 Connecticut General Statutes § 10-206
 Connecticut General Statutes § 10-206a
 Connecticut General Statutes § 10-207
 Connecticut General Statutes § 10-208
 Connecticut General Statutes § 10-208a
 Connecticut General Statutes § 10-209
 Connecticut General Statutes § 10-210
 Connecticut General Statutes § 10-212
 Connecticut General Statutes § 10-212a

STUDENTS

5141(b)

Legal Reference: Connecticut General Statutes § 10-213
 Connecticut General Statutes § 10-214
 Connecticut General Statutes § 10-214a
 Connecticut General Statutes § 10-214b
 Connecticut General Statutes § 10-217a
 20 U.S.C. 1232g
 42 U.S.C. 1320d-1320d-9, Public Law 104-191
 Public Act 18-168 §§ 7-9, 539 & 540

Policy adopted: August 12, 2020

Student Health Services

School District Medical Advisor

The Bethany Board of Education (Board) directs the Superintendent to appoint a Bethany Public School District (District) medical advisor and appropriate medical support service personnel including nurses that are recommended by the Superintendent.

The District Medical Advisor, in cooperation with the Board and the local Health Department for the District, shall:

1. plan and administer the school's health program,
2. advise on the provision of school health services,
3. provide consultation on the school health environment, and
4. perform any other duties as agreed between the advisor and the appointing Board.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. appraising the health status of student school personnel,
2. counseling students, parents, and others concerning the findings of health examination,
3. encouraging correction of defects,
4. helping prevent and control disease,
5. providing emergency care for student injury and sudden illness,
6. maintaining school health records.

Health Records

There shall be a health record for each student enrolled in the District which will be maintained in the school nurse's office. For the purposes of confidentiality, records will be treated in the same manner as the student's cumulative academic record.

Student health records are covered by the Family Educational Rights and Privacy Act (FERPA) and are exempt from the Health Insurance Portability Act (HIPAA) privacy rule. However, it is recognized that obtaining medical information from health care providers will require schools to have proper authorization and to inform parents/guardians that such information once released by health care providers is no longer protected under HIPAA but is covered under FERPA.

Regular Health Assessments

The Bethany Board of Education (Board) requires each student enrolled in the Bethany Public School District (District) to undergo health assessments as mandated by state law. The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent him/her from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for him/her. Such health assessments must be conducted by one (1) of the following qualified providers for health assessments: 1) a legally qualified practitioner of medicine, 2) an advanced practice registered nurse or registered nurse, who is licensed under state statute, 3) a physician assistant, who is licensed under state statute, 4) the school medical advisor or 5) a legally qualified practitioner of medicine, an

advanced practice registered nurse or a physician assistant stationed at any military base. The Board will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or he/she may provide for such assessment him/herself. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations may be denied continued attendance in the District.

Prior to enrollment in kindergarten, each child shall have a health assessment by one of the following medical personnel of the parents/guardians choosing to ascertain whether the student has any physical disability or other health problem tending to prevent him or her from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the student or to secure for the student a suitable program of education:

1. a legally qualified physician,
2. an advanced practice registered nurse,
3. a registered nurse,
4. a physician's assistant,
5. a district medical advisor,
6. a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base.

Such health assessment shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure.
2. Updating of immunizations required under Connecticut General Statutes § 10-204 and as periodically amended.
3. Vision, hearing, postural, and gross dental screenings.
4. Any other information including a health history as the physician believes to be necessary and appropriate.

Health assessments shall also be required in grade 6 by a legally qualified physician of each student's parents/guardians own choosing, or by the District Medical Advisor to ascertain whether a student has any physical disability or other health problems. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure.
2. Updating of immunizations required under Connecticut General Statutes § 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a, and 10-204a-4.
3. Vision, hearing, postural, and gross dental screenings.
4. Any other information including a health history as the physician believes to be necessary and appropriate.

A child will not be allowed, as the case may be, to begin or continue in school unless health assessments are performed as required. Students transferring into the District must provide evidence of required

Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

Health assessments will be provided by the District Medical Advisor without charge to all students whose parents/guardians meet the eligibility requirement of free and reduced-price meals under the National School Lunch Program.

The Board shall annually designate a representative to receive reports of health assessments and immunizations from health care providers.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school. Upon written authorization from the student's parent/guardian, original cumulative health records shall be sent to the chief administrative officer of the District to which such student moves and a true copy of the student's cumulative health records maintained with the student's academic records. The Superintendent, or his/her designee, shall notify parents/guardians of any health-related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment are provided, including advice on obtaining such required testing or treatment.

Students who violate Board requirements for health assessments and immunizations will be excluded from school after appropriate parental/guardian notice and warning.

Vision Screening

All students in grades K, 1, 3, 4 & 5 will be screened using a Snellen chart, or equivalent screening, by the school nurse. Additional vision screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any defect of vision, with a brief statement describing such defect.

As necessary, special educational provisions shall be made for students with disabilities.

Hearing Screening

All students will be screened for possible hearing impairments in grades K, 1, 3, 4 & 5. Additional audiometric screenings will be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any defect of hearing, with a brief statement describing such defect.

As necessary, special educational provisions shall be made for students with disabilities.

Postural Screening

School nurses will screen all female students in grade 5 for scoliosis or other postural problems. Additional postural screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any postural defect of problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with disabilities.

Oral Health Assessments

Parents/guardians are encouraged to have oral health assessments for their child(ren) prior to public school enrollment. Such assessment may be conducted by a dentist, dental hygienist, physician, physician assistant, or an advanced practice registered nurse, if he or she is trained in conducting such assessments as part of a Department of Public Health approved training program. When conducted by a dentist the oral assessment must include a dental examination. If another such provider conducts the assessment, it must include a visual screening and risk assessment.

A child's public school enrollment continued attendance shall not be denied for his/her failure to receive the oral health assessment.

Immunizations/Vaccinations

No student will be allowed to enroll in district schools without adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus influenza type B
9. Hepatitis B
10. Varicella (Chickenpox)
11. Hepatitis A
12. Pneumococcal disease
13. Influenza
14. Meningococcal disease
15. Any other vaccine required by Connecticut General Statutes §19a-7f

All students in grades K-6 are required to have received two (2) doses of measles, mumps, and rubella vaccine or serologic proof of immunity. Students entering kindergarten shall show proof of having received two (2) doses of varicella vaccine, laboratory confirmation of immunity, or present a written statement signed by a physician, physician assistant, or advanced practice registered nurse indicating the individual has had varicella based on family or medical history.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a statement from their parents/guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians; such statement to

be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a justice of the peace, or a Connecticut attorney, or

4. in the case of measles, mumps, or rubella, present a certificate from a physician, physician assistant, or advanced practice registered nurse, or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of Hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of diphtheria, tetanus and pertussis have a medical exemption confirmed in writing by a physician, physician assistant, or advanced practice registered nurse (per C.G.S. 19a-7f).

The school nurse will report to the District Medical Advisor and local directors of health of any occurrence of State of Connecticut defined reportable communicable diseases.

Student Medical Care at School

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities.

If a child's injury requires immediate care, the parent/guardian will be contacted by the school nurse, the Principal, or his/her designee, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents/guardians cannot be reached, the student will be transported to the nearest hospital.

Legal Reference: Connecticut General Statutes § 10-203
 Connecticut General Statutes § 10-204
 Connecticut General Statutes § 10-204a
 Connecticut General Statutes § 10-204c
 Connecticut General Statutes § 10-205
 Connecticut General Statutes § 10-206
 Connecticut General Statutes § 10-206a
 Connecticut General Statutes § 10-207
 Connecticut General Statutes § 10-208
 Connecticut General Statutes § 10-208a
 Connecticut General Statutes § 10-209
 Connecticut General Statutes § 10-210
 Connecticut General Statutes § 10-212
 Connecticut General Statutes § 10-212a
 Connecticut General Statutes § 10-213
 Connecticut General Statutes § 10-214
 Connecticut General Statutes § 10-214a
 Connecticut General Statutes § 10-214b
 Connecticut General Statutes § 10-217a
 20 U.S.C. 1232g

42 U.S.C. 1320d-1320d-9, Public Law 104-191
Public Act 18-168 §§ 7-9, 539 & 540

Policy adopted: August 12, 2020

Policy revised:

Source: CAFE

Directory Information

The District may disclose any of the items listed as "Directory Information" without prior written consent, unless notified in writing to the contrary.

Directory information means one or more of the following items: student's name, address, telephone numbers, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, including honor roll publication, and the most recent previous public or private school attended by the student, parent's name and/or e-mail address.

A student's Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers, user ID, or other electronic personal identifiers used by a student to access or communicate in electronic systems may be disclosed only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Public Notice

The District will give annual public notice to parents/guardians of students in attendance and students eighteen (18) years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information and the requirement that the District must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents/guardians or eligible students request the District withhold this information and provide prior written consent to release such information. Such notice will be given prior to the release of directory information.

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

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the Principal by the parent/guardian, student of eighteen years of age or emancipated student with fifteen days of the annual public notice.

STUDENTS

5145.15(b)

Legal Reference: Connecticut General Statutes § 10-210(11)
Connecticut General Statutes § 10-221b
Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g et seq. (as amended)
Public Law 106-398, 2000 H.R. 4205
Public Law 114-95 § 8025

Policy adopted: May 13, 2015
Policy revised: November 9, 2016

STUDENTS

Recommended

5145.15(a)

Directory Information

~~The District may disclose any of the items listed as "Directory Information" without prior written consent unless notified in writing to the contrary.~~ Directory information or class lists of student names and/or addresses and telephone lists shall not be distributed without the consent of the parent/guardian of the student.

Directory information means one or more of the following items: student's name, address, telephone numbers, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer, and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, including honor roll publication, and the most recent previous public or private school attended by the student, parent's name and/or e-mail address.

A student's Social Security Number or student ID number is prohibited from designation as directory information. However, student ID numbers, user ID, or other electronic personal identifiers used by a student to access or communicate in electronic systems may be disclosed only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticates the user's identity such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Bethany Board of Education (Board) by filing a written request with the Superintendent ~~of Schools~~.

Public Notice

The Bethany Public School District (District) will give annual public notice to parents/guardians of students in attendance ~~and students eighteen (18) years of age~~ or emancipated. The notice shall identify the types of information considered to be directory information, the District's option to release such information and the requirement that the District must, by law, ~~release secondary students' names, addresses, and telephone numbers to military recruiters and/or institutions of higher education,~~ unless parents/guardians or eligible students request the District withhold this information and provide prior written consent to release such information. Such notice will be given prior to the release of directory information.

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

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the Principal by the parent/guardian, ~~student of eighteen years of age~~ or emancipated student with fifteen (15) days of the annual public notice.

STUDENTS

5145.15(b)

Legal Reference: Connecticut General Statutes § ~~10~~-210(11)
Connecticut General Statutes § 10-221b
Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g et seq. (as amended)
Public Law 106-398, 2000 H.R. 4205
[Section 8528](#)
[34 C.F.R. § 99.3](#)
[34 C.F.R. § 99.31\(11\)](#)
[34 C.F.R. § 99.37](#)
~~Public Law 114-95 § 8025~~

Policy adopted: May 13, 2015
Policy revised: November 9, 2016
[Policy revised:](#)

[Source: CAFE](#)

Fire Emergency and Crisis Response Drills

A fire drill shall be held at least once a month in the school. The initial fire drill must be held not later than thirty (30) days after the first day of each school year. A crisis response drill shall be substituted for one (1) of the required monthly school fire drills every three (3) months. The Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students, information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of the school in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lockdown, evacuation and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

The Principal or his/her designee shall keep a record of all fire and crisis response drills held in the school, stating the date the drill was held and the time required for the response protocols utilized in the drill. They shall furnish such reports to the Superintendent or his/her designee as may from time to time be required.

Local law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes. The Board of Education shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

Legal References: Connecticut General Statutes § 10-222m
 Connecticut General Statutes § 10-222n
 Connecticut General Statutes § 10-231

Policy adopted: October 11, 2000
Policy revised: June 10, 2015
Policy revised: April 11, 2018

Fire Emergency and Crisis Response Drills

A fire drill shall be held at least once a month in the school. The initial fire drill must be held not later than thirty (30) days after the first day of each school year. A crisis response drill shall be substituted for one (1) of the required monthly school fire drills every three (3) months. The Principal shall prepare a definite fire emergency plan, and furnish to all teachers and students, information as to route and manner of exit. Fire drills shall be planned in such a way as to accomplish the evacuation of the school in the shortest possible time and in the most efficient and orderly fashion.

The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills. Such drills shall incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses. The activation and utilization of the Incident Command System shall also be a part of the crisis response drills.

The Principal or his/her designee shall keep a record of all fire and crisis response drills held in the school, stating the date the drill was held and the time required for the response protocols utilized in the drill. They shall furnish such reports to the Superintendent or his/her designee as may from time to time be required.

Local law enforcement and other local public safety officials shall evaluate, score, and provide feedback on fire drills and crisis response drills conducted pursuant to Connecticut General Statutes. The Board of Education shall annually submit reports to the Department of Emergency Services and Public Protection regarding such fire drills and crisis response drills.

Implementation during Epidemic/Pandemic

It may be necessary for the school to continue to perform crisis response drills during an epidemic/pandemic crisis while managing social distancing during evacuation and at designated assembly locations. Students and staff will be instructed that during an actual emergency, evacuation, and safety are the first priorities and social distancing should be enforced only once students are outside any threatened structure or are in a safe location. Modification of requirements and procedures for crisis response drills will be in accordance with guidance provided by the Connecticut State Department of Education.

Legal References: Connecticut General Statutes § 10-222m
 Connecticut General Statutes § 10-222n
 Connecticut General Statutes § 10-231

Policy adopted: October 11, 2000
Policy revised: June 10, 2015
Policy revised: April 11, 2018
Policy revised:

Source: CABE

Limited English Proficiency Program

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services.

The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a Second Language (ESL) instruction.

The Superintendent or his/her designee shall implement and supervise an LEP program that ensures appropriate LEP instruction and complies with federal and state laws and regulations.

The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the LEP program, including:

1. Program goals.
2. Student enrollment procedures.
3. Assessment procedures for program entrance, measurement of progress, and program exit.
4. Classroom accommodations.
5. Grading policies.
6. List of resources, including support agencies and interpreters.

The District shall establish procedures for identifying students whose language is not English. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.

Students whose dominant language is not English should be enrolled in the District upon proof of residency and proof of required immunizations and health examination. Students shall have access to and be encouraged to participate in all academic and extracurricular activities of the district.

Students participating in LEP programs shall be required, with accommodations, to meet established academic standards adopted by the Board.

The LEP program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.

The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.

INSTRUCTION

6141.311(b)

At the beginning of each school year, the District shall notify parents of students qualifying for LEP programs regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Communications with parents shall be in the language understood by the parents, whenever possible.

The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

The state mastery test scores of certain English Learner (EL) students shall not be included in the school or District performance indices if such EL students have been enrolled in Connecticut or another state for less than twenty-four (24) school months.

LEP students, including those also identified as requiring special education, who are in their first year of enrollment in a U.S. school and have been in attendance for one (1) school year or less may be permitted to be exempt from one (1) administration of the reading/language arts portion of the statewide assessment tests. These students must take the Language Assessment Scales (LAS-Links). No such exemption is permitted, based on federal guidelines, from the mathematics and science assessments of the statewide assessments. Accommodations, as provided in classroom instruction may be used.

LEP students eligible for special education due to significant cognitive impairment must be tested on the CMT Skills Checklist, regardless of the one (1) school year exemption option.

Legal Reference:

- Connecticut General Statutes § 10-17
- Connecticut General Statutes § 10-17a
- Connecticut General Statutes § 10-17d
- Connecticut General Statutes § 10-17e
- Connecticut General Statutes § 10-17f
- Connecticut General Statutes § 10-17g
- Connecticut General Statutes § 10-76e
- Connecticut General Statutes § 10-146f
- Public Act 99-211
- State Board of Education Regulations 10-17h.1 to 10 17h.15
- Title VI, Civil Rights Act of 1964
- Equal Education Opportunities Act as an amendment to the Education Amendments of 1974
- Bilingual Education Act. 20 U.S.C. §§ 7401 et seq., as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act. Title III, Sections 3001-3304 of HR1, No Child Left Behind Act of 2001, P.L. 107-110

Policy adopted: June 8, 2016
Policy revised: November 9, 2016

BETHANY PUBLIC SCHOOL DISTRICT
Bethany, Connecticut

INSTRUCTION

Recommended

6141.311(a)

Limited English Proficiency Program

~~In accordance with the Board's philosophy~~ The Bethany Board of Education (Board) recognizes the need to provide a quality equal educational program to opportunities for all students, in the Bethany Public School District (District) shall provide an appropriate planned instructional program for identified students whose dominant language is not English. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the District's educational programs, the District shall take appropriate action to rectify the English language deficiency in order to provide the student with equal access to its programs. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students in a language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed, and provided appropriate services. No child will be admitted to or excluded from any program based solely on surname or LM status.

~~The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or~~ believes that high quality, comprehensive and effective English as a Second Language (ESL) instruction and bilingual education programs are essential to acquire English language proficiency for students who are English Learners (EL).

~~The Superintendent or his/her designee shall implement and supervise an LEP program that ensures appropriate LEP instruction and complies with federal and state laws and regulations. is directed to develop and implement procedures, consistent with the requirements of the Every Student Succeeds Act (ESSA) and the Connecticut State Department of Education (CSDE) ESSA plan which:~~

~~The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the LEP program, including:~~

- ~~1. Program goals.~~
 - ~~2. Student enrollment procedures.~~
 - ~~3. Assessment procedures for program entrance, measurement of progress, and program exit.~~
 - ~~4. Classroom accommodations.~~
 - ~~5. Grading policies.~~
 - ~~6. List of resources, including support agencies and interpreters.~~
- Determine if a student is a potential EL student through adherence to the Home Language Survey Guidance and completion of the Home Language Survey (HLS).
 - Administers the state-mandated English Language Proficiency (ELP) Screener when the review of the HLS results indicates the student may have a primary or home language other than English.
 - Informs parents/guardians, in writing, if the results from the ELP assessment indicate the student is an EL.
 - Implements English learner services for all identified students.
 - Annually assess the English proficiency of all English learners students during the testing window using the state-mandated English language proficiency assessment. (Students can only exit EL status if they meet all EL exit criteria.)

- Monitor the progress of students receiving English as a Second Language (ESOL) or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
- Provide parents with notice of and information regarding the instructional program as required by law and encourage parental appraisal of their child's program.

~~The District shall establish procedures for identifying students whose language is not English. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.~~

~~Students whose dominant language is not English should be enrolled in the District upon proof of residency and proof of required immunizations and health examination. Students shall have access to and be encouraged to participate in all academic and extracurricular activities of the district.~~

~~Students participating in LEP programs shall be required, with accommodations, to meet established academic standards adopted by the Board.~~

~~The LEP program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading, and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.~~

~~The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.~~

~~At the beginning of each school year, the District shall notify parents of students qualifying for LEP programs regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their student's progress. Communications with parents shall be in the language understood by the parents, whenever possible.~~

~~The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.~~

~~The state mastery test scores of certain English Learner (EL) students shall not be included in the school or District performance indices if such EL students have been enrolled in Connecticut or another state for less than twenty four (24) school months.~~

Definitions

Language Minority (LM) refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's background and not on proficiency.

English Learner (EL) refers to an LM student whose proficiency in reading, writing, listening, or speaking English is below that of grade and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

English for Speakers of Other Languages (ESOL) refers to an instructional approach that can include structured ESOL immersion, content-based ESOL, and pull-out ESOL instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their child will be provided with written, verbal, or signed communication in a language they can understand.

The goal of the ESOL program is to assist students to achieve fluency, including listening, comprehension, speaking, reading, and writing, in English.

Parents/guardians of students of limited English speaking ability shall be notified by mail that their child is eligible for enrollment in an ESOL or English language services education program. The written notice shall include the information that the parents may choose to enroll their child into the program.

Communications with parents/guardians of students in these programs shall be in writing, in both English and their primary speaking language.

LEP students, including those also identified as requiring special education, who are in their first year of enrollment in a U.S. school and have been in attendance for one (1) school year or less may be permitted to be exempt from one (1) administration of the reading/language arts portion of the statewide assessment tests. These students must take the Language Assessment Scales (LAS-Links). No such exemption is permitted, based on federal guidelines, from the mathematics and science assessments of the statewide assessments. Accommodations, as provided in classroom instruction may be used.

LEP students eligible for special education due to significant cognitive impairment must be tested on the CMT Skills Checklist, regardless of the one (1) school year exemption option.

Legal Reference:

- Connecticut General Statutes § 10-17
- Connecticut General Statutes § 10-17a
- Connecticut General Statutes § 10-17d
- Connecticut General Statutes § 10-17e
- Connecticut General Statutes § 10-17f
- Connecticut General Statutes § 10-17g
- Connecticut General Statutes § 10-76e
- Connecticut General Statutes § 10-146f
- Public Act 99-211
- State Board of Education Regulations 10-17h.1 to 10 17h.15
- Title VI, Civil Rights Act of 1964
- Equal Education Opportunities Act as an amendment to the Education Amendments of 1974
- Bilingual Education Act. 20 U.S.C. §§ 7401 et seq., as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act.
- 34 CFR, Part 200 Regulations appearing in Federal Register, September 13, 2006.
- ~~Title III, Sections 3001-3304 of HR1, No Child Left Behind Act of 2001, P.L. 107-110~~
- Public Law 114-95, §§ 3001-3121
- 20 USC 6812, 6823

Policy adopted: June 8, 2016
Policy revised: November 9, 2016
Policy revised:

Source: CABE

Surveys, Screenings, and Parental Access to Instructional Materials

Surveys can be valuable resources for the school and the community in determining student needs for educational services.

Administrators, teachers, other school staff, and the Bethany Board of Education (Board) may administer surveys or screenings for purposes of assessing and/or improving character development, health, and academic performance. When a survey or screening is conducted, every effort will be made to ask questions in a neutral manner. Student responses and data collected from surveys or screenings will not be used in any manner that would personally identify students; however, the collected data may be shared with appropriate educational entities as permitted by state and federal law.

Parents/guardians shall be notified annually, at the beginning of each school year, of this policy and administrative regulations and when enrolling students for the first time in the school. The parent/guardian has the right to opt-out of participation, in writing.

Parents/guardians shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

The Board directs the Superintendent to establish Administrative Regulations in furtherance of this policy.

Legal References: 20 U.S.C. § 1232g
 20 U.S.C. § 1232h, as amended
 34 C.F.R. Part 99

Policy approved: October 8, 2003
Policy revised: June 10, 2015
Policy revised: December 12, 2018
Policy revised: January 8, 2020

Surveys, Screenings, and Parental Access to Instructional Materials of Students

Surveys can be valuable resources for the school and the community in determining student needs for educational services.

Administrators, teachers, other school staff, and the Bethany Board of Education (Board) may administer ~~use~~ surveys to inform the educational process ~~or screenings for purposes of assessing and/or improving character development, health, and academic performance. When a survey or screening is conducted, every effort will be made to ask questions in a neutral manner. Student responses and data collected from surveys or screenings will not be used in any manner that would personally identify students; however, the collected data may be shared with appropriate educational entities as permitted by state and federal law.~~ Administrative approval is required for surveys. When a survey is conducted, every effort will be made to ask questions in a neutral manner. Student responses and data collected from surveys will not be released in any manner that would personally identify students; however, the collected data may be shared with appropriate educational entities as permitted by state and federal law.

~~Parents/guardians shall be notified annually, at the beginning of each school year, of this policy and administrative regulations and when enrolling students for the first time in the school. The parent/guardian has the right to opt-out of participation, in writing.~~

Surveys used in any experimental program or research project will be subject to the requirements of Board policy. Parents/guardians shall have the right to inspect all instructional materials that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the Superintendent must approve all that include reference to any of the factors listed below. In addition, no student may, without parental/guardian consent, take part in a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parents/guardians,
2. mental or psychological problems of the student or the student's family,
3. sex behavior or attitudes,
4. illegal, anti-social, self-incriminating, and demeaning behavior,
5. critical appraisals of other individuals with whom respondents have close family relationships,
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), or
8. religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the Superintendent as to content and purpose. The results of such approved surveys must be shared with the Board.

Parents/guardians shall have the right to inspect, upon request, ~~any instructional material used as part of the educational curriculum~~ a survey created by a third party before the survey is administered or distributed by the school to a student. Such requests shall be made in writing with a response to be at

least two (2) weeks in advance of any survey to be given.

~~The Board directs the Superintendent to establish Administrative Regulations in furtherance of this policy.~~

For surveys not funded in any part by the federal government, parents/guardians need not give written consent, but must instead be given prior notice of the survey with the opportunity to opt their child out of participation if the survey elicits information concerning any of the eight (8) protected areas listed above.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy, and when enrolling students for the first time in the school. This notification must explain that parent/guardians have the right to opt the student out of participation, in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - a. Book clubs, magazines, and programs providing access to low-cost literary products,
 - b. Curriculum and instructional materials used in schools,
 - c. Tests and assessments,
 - d. Student recognition programs, and
 - e. The sale by students of products or services to raise funds for school-related activities,
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above, or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

The term "personal information" means individually identifiable information including a student's or parent's/guardian's name, address, telephone number, or social security number.

Legal References: 20 U.S.C. § 1232g
 20 U.S.C. § 1232h, as amended
 Public Law 114-95
 34 C.F.R. Part ~~99~~ 98

Policy approved: October 8, 2003
Policy revised: June 10, 2015
Policy revised: December 12, 2018
Policy revised: January 8, 2020
Policy revised:

Source: CABE

Code of Conduct for Board Members

It is the policy of the Bethany Board of Education (Board) that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such action as deemed appropriate by the Board.

Procedures for Censure

Prior to any vote to censure a Board member for cause:

1. The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action.
2. If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider censure or other such action as deemed appropriate by the Board (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
3. A vote to censure a Board member or other such action against a Board member as deemed appropriate by the Board shall only take place at a regular meeting or a special meeting called for that purpose.
4. Such censure may be enacted for cause by a two-thirds majority vote of the entire Board.

Legal References: Connecticut General Statutes § 10-220

Bylaw adopted: February 10, 2016
Bylaw revised: April 8, 2020

Civility Code of Conduct for Board Members

~~It is the policy~~ As a member of the Bethany Board of Education (Board) ~~that a member of the Board~~ I will strive to improve student achievement in public education, and to that end, I will:

- ~~1. adhere to all Board policies, rules and regulations;~~
 - ~~2. conduct himself or herself in a fair and impartial manner;~~
 - ~~3. refrain from interfering with the implementation of a Board policy decision by the administration;~~
 - ~~4. refrain from interfering with the duties of any school district official; and~~
 - ~~5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.~~
- Attend all Board meetings insofar as possible, review relevant information, and become informed concerning the issues to be considered at those meetings.
 - Recognize my responsibility as an agent of the State to seek the improvement of education throughout the State.
 - Focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
 - Ensure that all sides have a fair opportunity to present their respective positions.
 - Recognize that a Board member has no authority as an individual and that decisions can only be made by a majority vote at a Board meeting.
 - Ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person when advocating for a belief or position.
 - Arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting.
 - Respect the opinions of others, and abide by each decision of the Board as a whole, regardless of my personal vote.
 - Listen respectfully to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
 - Strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
 - Recognize the importance of an effective governance team.
 - Respect the rights of the minority while working toward the will of the majority, and recognize the importance of achieving consensus as an important tool in community-building.
 - Work with other Board members to establish effective Board policies and to delegate authority for the administration of the school to the Superintendent.
 - Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff by appropriate supervisors.
 - Conduct all business openly and transparently, consistent with the intent and spirit of the open meeting law requirements.

- Respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in executive session.
- Model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all Board members and engaging in respectful dialogue with fellow Board members on matters being considered by the Board.
- Present personal criticism of District operations or of any employee directly to the Superintendent.
- Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from actions that could compromise my ability to act if the issue rises to the Board level.
- Take no private action that will compromise the Board and administration.
- Refrain from using the Board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
- Be informed about the duties of Board members and current educational issues through professional development, such as programs sponsored by my state and national school board associations.
- Remember always that my first and greatest concern must be the educational welfare of the students attending the Bethany Community School.

Meeting Protocol

To ensure that the Board's meetings are conducted with maximum effectiveness and efficiency, members will:

- come to meetings adequately prepared;
- identify issues of concern before the meeting, whenever possible;
- review proposed motions and amendments, whenever possible, at least forty-eight (48) hours before meeting;
- speak only when recognized;
- not interrupt each other during debate;
- not engage in disruptive and disrespectful side conversations;
- minimize unnecessary repetition;
- not monopolize the discussion;
- address the merits of the issue being discussed without appealing to the biases, prejudices, and emotions of the audience;
- support the chair of the meeting's efforts to facilitate an orderly meeting;
- communicate openly and actively in discussion and dialog to avoid surprises;
- value equal participation of all members;
- practice respectful body language;
- listen actively when other members speak; and
- not surprise or embarrass each other or members of the staff.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such action as deemed appropriate by the Board.

Procedures for Censure

Prior to any vote to censure a Board member for cause:

1. The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action.
2. If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider censure or other such action as deemed appropriate by the Board (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
3. A vote to censure a Board member or other such action against a Board member as deemed appropriate by the Board shall only take place at a regular meeting or a special meeting called for that purpose.
4. Such censure may be enacted for cause by a two-thirds majority vote of the entire Board.

Legal References: Connecticut General Statutes § 10-220

Bylaw adopted: February 10, 2016

Bylaw revised: April 8, 2020

Bylaw revised:

Source: CABA

Formulation, Adoption, Amendment or Deletion of Policies

The development of sound educational policies is one of the primary duties of the Board of Education. Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent of Schools and his/her staff. Policy development and revision should follow these principles:

1. Policies shall be given high priorities by the Board and by the Superintendent of Schools.
2. Many people at different levels shall be given opportunities to participate in the development and review of policies.
3. Procedures for development and revision of policies shall be clear and well understood; participants shall know their roles and authority; lines of communication shall be observed.
4. Use of policies as guides to action shall be stressed at all organizational levels, and policy violations shall not be overlooked or condoned.
5. Policy effectiveness shall be monitored regularly by the Board of Education, the Superintendent of Schools, and by other staff members.
6. Board members and administrators shall guard against intrinsic problems of policies (rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.).

The Board of Education shall concern itself only with broad questions of the appropriate application of its policies and not with administrative details. The Board shall rely on the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. The suggestion for a policy statement may also be submitted to the Chair of the Board's Policy Committee by any member of the Board or any member of the Bethany school community. Such policies shall be narrow enough to give the Superintendent clear guidance in the management of the school system, but broad enough to allow discretionary action where needed. Application of Board policies to the management of the School District is an administrative function to be performed by the Superintendent.

Procedure for Adoption, Amendment or Deletion of Board Policies

1. The policy committee shall present recommendations for revision, adoption or deletion of a policy statement at a regular Board meeting. No action shall be taken at this presentation meeting.
2. The Board shall act on proposed policies at regular meetings of the Board at which time amendments to the policy proposals may be made and the policies approved if the changes are not a departure from the essence of the policy proposal. If the proposed changes are major, a policy should be brought back for a second review at the next regular meeting with recommendation from the Board's policy committee. Proposed policy changes approved by majority vote of the Board shall take immediate effect.
3. For proposed policy statements, new or revised, because of changes or additions to Connecticut General Statutes or State Board of Education Regulations, approval may be given at the initial presentation.

BYLAWS OF THE BOARD

9311(b)

Formal adoption, amendment or deletion of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

Legal Reference: Connecticut General Statutes § 10-221

Bylaw adopted: September 9, 1991
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: February 10, 2016
Bylaw reviewed: January 8, 2019

Formulation, Adoption, ~~Amendment~~ Revision, or Deletion of Policies**Introduction**

Bethany Board of Education (Board) policies translate beliefs and desires of elected officials into action through the Superintendent and the school staff. Except for specific meeting decisions, policies are a Boards' best means of shaping Bethany Public School District (District) education through specifying in Board policy "what will be done." The Superintendent's administrative regulations provide the administrative "how it will be done" to accompany Board of Education policies.

Policies also make it clear, at least by implication, that the Superintendent is expected to follow the direction of the entire Board as it is expressed through its policies. On a daily basis, Board policies, except for bylaws, are primarily for the guidance of the Superintendent and his/her staff. It is, however, the Board's responsibility to ensure the Superintendent uses policies in making decisions; it is, similarly, the Superintendent's responsibility to insist that both policies and their amplifying regulations are followed by everyone in the District.

Organization and Contents of Policy Manuals

Policy manuals contain three (3) basic types of entries — Board of Education policies, Superintendent regulations, and Board of Education bylaws:

1. Policies are guides for discretionary action by the Superintendent and his/her staff; not all policies require administrative regulations.
2. Regulations are the Superintendent's amplification of Board policies into specific staff actions; not all administrative regulations require policies.
3. Bylaws are rules governing the Board's internal operations.

Development of Board Policies

The development of sound educational policies is one of the primary duties of the Board ~~of Education~~ . Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent ~~of Schools~~ and his/her staff. Policy development and revision should follow these principles:

1. Policies and regulations shall be given high priorities by the Board and by the Superintendent ~~of Schools~~.
2. Many people at different levels shall be given opportunities to participate in the development and review of policies.
3. Procedures for development and revision of policies and regulations shall be clear and well understood; participants shall know their roles and authority; lines of communication shall be observed.
4. Use of policies and regulations as guides to action shall be stressed at all organizational levels, and policy or regulatory violations shall not be overlooked or condoned.
5. Policy and regulatory effectiveness shall be monitored regularly by the Board ~~of Education~~, the Superintendent ~~of Schools~~, and by other staff members.
6. Board members and administrators shall guard against intrinsic problems of policies and regulations (rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.).

The Board of Education shall concern itself only with broad questions of the appropriate application of its policies and not with administrative details. ~~The Board shall rely on the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. The suggestion for a policy statement may also be submitted to the Chair of the Board's Policy Committee by any member of the Board or any member of the Bethany school community. Such policies shall be narrow enough to give the Superintendent clear guidance in the management of the school system, but broad enough to allow discretionary action where needed. Application of Board policies to the management of the School District is an administrative function to be performed by the Superintendent.~~

Anyone may propose a new policy or policy changes — members of the community, the staff, students, Superintendent, or Board members. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for presentation to the Board. Although the Board encourages and welcomes community, staff, and student involvement, only the Board may establish policy.

The Superintendent is encouraged to submit written recommendations for new policies and revision of existing policies as necessary for the effective operation of the public schools.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. New and changed policies shall be made available to all members of the Board, administrators, staff, students, and general public.

Procedure for Adoption, ~~Amendment~~ Revision, or Deletion of Board Policies

1. The policy committee shall present recommendations for revision, adoption, or deletion of a policy statement at a regular Board meeting. No action shall be taken at this presentation meeting.
2. The Board shall act on proposed policies at regular meetings of the Board at which time ~~amendments~~ revisions to the policy proposals may be made and the policies approved if the changes are not a departure from the essence of the policy proposal. If the proposed changes are major, a policy should be brought back for a second review at the next regular meeting with recommendation from the Board's policy committee. Proposed policy changes approved by majority vote of the Board shall take immediate effect.
3. For proposed policy statements, new or revised, because of changes or additions to Federal Law, Connecticut General Statutes, or State Board of Education Regulations, approval may be given at the initial presentation.

Formal adoption, ~~amendment~~ revision, or deletion of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

Legal Reference: Connecticut General Statutes § 10-221

Bylaw adopted: September 9, 1991
Bylaw reviewed: February 11, 2004
Bylaw revised: March 10, 2004
Bylaw revised: February 10, 2016
Bylaw reviewed: January 8, 2019
Bylaw revised:

Source: CABE

**Second Read
Policy Adoptions
December 9, 2020**

Face Coverings in School

The Bethany Board of Education (Board) recognizes the importance of protecting the health and safety of students, staff, and the community during a pandemic/epidemic when instructed by public health officials. As such, and in accordance with requirements and guidelines issued by the Connecticut State Department of Education or public health officials, the Board requires that all individuals entering the school building, a Bethany Public School District (District) facility, or a District transportation vehicle wear an appropriate face covering. An appropriate face covering shall consist of a cloth mask or disposable procedure-style mask that completely covers the individual's nose and mouth. An appropriate face covering shall not include neck gaiters, bandanas, or exhalation valve masks. Any individual who presents for entrance into the school building, District facility, or District transportation vehicle who is not wearing an appropriate face covering shall be provided an appropriate face covering by the District.

Compliance with this policy shall be mandatory for all individuals while in the school building, District facility, and/or District transportation vehicle unless an applicable exception applies. Any individual who refuses to wear an appropriate face covering at all times while in the school building, District facility, or District transportation vehicle shall be denied admission and/or required to leave the premises, unless an applicable exception applies. In addition, failure to comply with this policy may lead to disciplinary action for students and staff, and exclusion from school property for members of the community, in accordance with applicable laws, rules, regulations, Board policies, and/or administrative regulations.

All individuals participating in or attending any school-sponsored activities must wear an appropriate face covering, whether or not those activities occur in the school building, District facility, or District transportation vehicle unless an applicable exception applies or the Superintendent, in consultation with the local health department, determines that face coverings are not required for intramural athletes participating in certain intramural athletic activities.

The Board authorizes the Superintendent to promulgate administrative regulations in furtherance of this policy.

Legal References: Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together,
Connecticut State Department of Education, as amended

Policy adopted:

Source: Shipman

Adoption**Face Coverings in School**

The Bethany Board of Education (Board) recognizes the importance of protecting the health and safety of students, staff, and the community during a pandemic/epidemic when instructed by public health officials. As such, and in accordance with requirements and guidelines issued by the Connecticut State Department of Education or public health officials, the Board requires that all individuals entering the school building, a Bethany Public School District (District) facility, or a District transportation vehicle wear an appropriate face covering. An appropriate face covering shall consist of a cloth mask or disposable procedure-style mask that completely covers the individual's nose and mouth. An appropriate face covering shall not include neck gaiters, bandanas, or exhalation valve masks. Any individual who presents for entrance into the school building, District facility, or District transportation vehicle who is not wearing an appropriate face covering shall be provided an appropriate face covering by the District.

Compliance with this policy shall be mandatory for all individuals while in the school building, District facility, and/or District transportation vehicle unless an applicable exception applies. Any individual who refuses to wear an appropriate face covering at all times while in the school building, District facility, or District transportation vehicle shall be denied admission and/or required to leave the premises, unless an applicable exception applies. In addition, failure to comply with this policy may lead to disciplinary action for students and staff, and exclusion from school property for members of the community, in accordance with applicable laws, rules, regulations, Board policies, and/or administrative regulations.

All individuals participating in or attending any school-sponsored activities must wear an appropriate face covering, whether or not those activities occur in the school building, District facility, or District transportation vehicle unless an applicable exception applies or the Superintendent, in consultation with the local health department, determines that face coverings are not required for intramural athletes participating in certain intramural athletic activities.

The Board authorizes the Superintendent to promulgate administrative regulations in furtherance of this policy.

Legal References: Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together,
Connecticut State Department of Education, as amended

Policy adopted:

Source: Shipman

Adoption**Emergency Measures**

The Bethany Board of Education directs the Superintendent to promulgate administrative regulations outlining protocols during the term of a declared public health emergency to ensure the safe and healthy delivery of education services to students on school property and a safe workplace when staff are present on school property. The supervising teacher, principal, Superintendent, or designated personnel are authorized to implement the protocols in coordination with state and local health officials and the Connecticut State Department of Education.

Legal Reference: Connecticut General Statutes § 10-154a

Connecticut General Statutes § 10-207

Connecticut General Statutes § 10-209

Connecticut General Statutes § 10-210

Connecticut General Statutes § 10-221

Connecticut General Statutes § 9a-221

Connecticut General Statutes § 52-557b

20 U.S.C. 1232g, 45 C.F.R. 99

Adapt, Advance, Achieve: Connecticut's Plan to Reopen and Grow Together

Policy adopted:

Source: CABE

Adoption**Social and Emotional Learning**

The Bethany Board of Education (Board) believes that children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. Therefore, the Board will incorporate social and emotional learning and development into the Bethany Public School District's educational program.

The Board directs the Superintendent to promulgate administrative regulations in furtherance of this policy.

Legal Reference: Connecticut General Statutes § 10-15b

Connecticut General Statutes § 10-221

Connecticut General Statutes § 10-222d

Public Act 19-166

Policy adopted:

Source: CABE

Adoption**Trauma-Informed School**

The Bethany Board of Education believes that when students are healthy, safe, supported, engaged, and challenged, they are then able to learn to the best of their ability. Becoming trauma-informed is one key aspect of creating such a learning environment.

The Board directs the Superintendent to promulgate administrative regulations in furtherance of this policy.

Legal Reference: Connecticut General Statutes § 10-15b

_____ Connecticut General Statutes § 10-221

_____ Connecticut General Statutes § 10-222d

_____ Public Act 19-166

Policy adopted:

Source: CAGE

**Second Read
Policy Deletions
December 9, 2020**

PERSONNEL – CERTIFIED/NON-CERTIFIED

Deletion-Replaced by Policy 4000.1 Title IX

4118.112(a)

4218.112(a)

Sex Discrimination and Sexual Harassment in the Workplace

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

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Title IX Coordinator, the Superintendent or his/her designee so that appropriate corrective action may be taken at once.

Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law. Violations of this policy will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

Legal References:

United States Constitution, Amendment XIV

Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000-e-2(a)

Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment, (N-915.050), March 19, 1990.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 C.F.R. § 106, et seq.

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

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

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

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

Public Act 19-16

Public Act 19-93

Constitution of the State of Connecticut, Article I, Section 20

Connecticut General Statutes §46a-60

Connecticut Agencies Regulations §46a-54-200 through §46a-54-207

PERSONNEL – CERTIFIED/NON-CERTIFIED

4118.112(b)

4218.112(b)

Policy adopted:	September 9, 1991
Policy revised:	January 12, 1994
Policy revised:	May 10, 2006
Policy revised:	March 11, 2015
Policy revised:	November 9, 2016
Policy revised:	April 8, 2020

Title IX

The Bethany Board of Education (Board) policy is to maintain a working environment free from any form of sex discrimination or sexual harassment. The Board agrees to comply with Title IX of the Education Amendments of 1972 and the Regulations as amended in the Final Rule.

The Board, as required, shall respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment. Title IX applies to persons in the Bethany Public School District (District) because its education programs or activities receive Federal financial assistance. This policy applies to all of the District's programs or activities, whether such programs or activities occur on or off-campus.

The Board requires the Superintendent to promulgate Administrative Regulations in accordance with Federal Law in furtherance of this policy.

Legal Reference: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035).
Title IX of the Education Amendments of 1972, 20 USCS §1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR §106, et seq.
Title IX Final Rule, 34 CFR § 106.45, et seq., May 6, 2020
34 CFR § 106.8(b), OCR Guidelines for Title IX.
Federal Register, Volume 62, #49, 29 CFR § 1606.8 (a) 62, Federal Register, 12033, and 66 Federal Register 5512
The Clery Act, 20 U.S.C. § 1092(f)
The Violence Against Women Act, 34 U.S.C. § 12291(a)
Mentor Savings Bank, FSB v. Vinson, 477 US.57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)
Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)
Connecticut General Statutes § 46a-60
Connecticut Agencies Regulations § 46a-54-200 through §46a-54-207
Constitution of the State of Connecticut, Article I, § 20.
Public Act 19-16

Policy adopted: August 12, 2020

Harassment

The Bethany Board of Education (Board) strives to provide a safe, positive working climate for its employees. Therefore, harassment, in any form, will not be tolerated in the Bethany Public School District (District). This policy applies to all students, staff members, Board members, parents, vendors, contracted individuals, volunteers, other employees and other visitors who are on District grounds or on property within the jurisdiction of the District; on buses operated by or for the District; while attending or engaged in District activities; and while away from District grounds if the misconduct directly affects the good order, efficient management, and welfare of the District.

Employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated. It is contrary to academic values, debilitates its victims, compromises the offenders, and undermines the District's fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of intolerance may destroy the very atmosphere in which freedom of expression is otherwise tolerated and cherished.

For purposes of this policy, **harassment** consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation (including gender identity/expression), or age when such conduct/harassment:

1. is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abuse education environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's employment opportunities;
4. is made either explicitly or implicitly a term or condition of an individual's education or employment or participation in District programs or activities; and
5. exposure to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual.

Harassment, as set forth above, may include, but is not limited to:

- verbal, physical, or written intimidation or abuse;
- repeated remarks of a demeaning or condescending nature;
- repeated demeaning jokes, stories, or activities directed at the individual.

PERSONNEL – CERTIFIED/NON-CERTIFIED

4118.113(b)

4218.113(b)

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's continued employment or participation in District programs or activities;
2. submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; and
3. such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employees' ability to work or creates an intimidating, hostile or offensive working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Should harassment be alleged, it is the policy of this Board that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the alleged harassment, and that the problem/concern shall be appropriately addressed.

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or his/her designee as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure annually to students, parents, employees, independent contractors, vendors and the public. The publication shall include the position, office address and telephone number of the District's Compliance Officer.

The District shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment will not be tolerated by the District.

PERSONNEL – CERTIFIED/NON-CERTIFIED

4118.113(c)

4218.113(c)

Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination
Title IX of the Education Amendments of 1972, 20 USCS §1681, et seq.
34 CFR §106.8(b), OCR Guidelines for Title IX
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR §1606.8 [a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)]
Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)
Gebbsen v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)
Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999)
Connecticut General Statutes §46a-60
Connecticut General Statutes §10-15c
Connecticut General Statutes §10-153
Connecticut General Statutes §17a-101

Policy adopted: September 9, 1991
Policy revised: October 14, 1992
Policy revised: November 12, 2003
Policy revised: March 11, 2015
Policy revised: March 13, 2019

Title IX

The Bethany Board of Education (Board) policy is to maintain a working environment free from any form of sex discrimination or sexual harassment. The Board agrees to comply with Title IX of the Education Amendments of 1972 and the Regulations as amended in the Final Rule.

The Board, as required, shall respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment. Title IX applies to persons in the Bethany Public School District (District) because its education programs or activities receive Federal financial assistance. This policy applies to all of the District's programs or activities, whether such programs or activities occur on or off-campus.

The Board requires the Superintendent to promulgate Administrative Regulations in accordance with Federal Law in furtherance of this policy.

Legal Reference: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035).
Title IX of the Education Amendments of 1972, 20 USC § 1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.
Title IX Final Rule, 34 CFR § 106.45, et seq., May 6, 2020
34 CFR § 106.8(b), OCR Guidelines for Title IX.
Federal Register, Volume 62, #49, 29 CFR § 1606.8 (a) 62, Federal Register, 12033, and 66 Federal Register 5512
The Clery Act, 20 U.S.C. § 1092(f)
The Violence Against Women Act, 34 U.S.C. § 12291(a)
Mentor Savings Bank, FSB v. Vinson, 477 US.57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)
Gebser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)
Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)
Connecticut General Statutes § 46a-60
Connecticut Agencies Regulations § 46a-54-200 through §46a-54-207
Constitution of the State of Connecticut, Article I, § 20.
Public Act 19-16

Policy adopted: August 12, 2020

Non-discrimination and Equal Education Opportunity

The Board of Education (Board) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action, and termination) on the basis of race, color, religion, age, sex, marital or civil union status, sexual orientation, national origin, alienage, ancestry, veterans' status, past or present history of mental disability, intellectual disability, learning disability, or physical disability including but not limited to blindness, pregnancy, genetic information, or gender identity or expression, or other disability, except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital or civil union status, sexual orientation, national origin, alienage, ancestry, veterans' status, past or present history of mental disability, intellectual disability, learning disability, or physical disability including but not limited to blindness, pregnancy, genetic information, or gender identity or expression, or other disability, or any other basis prohibited by state or federal law, is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, non-academic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics as defined by state and federal laws and regulations.

For the purposes of this policy, "veteran" means any person honorably discharged from or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard, and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Any employee wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the administrative regulation accompanying this policy and are available online at www.bethany-ed.org or upon request from the District office.

PERSONNEL – CERTIFIED/CLASSIFIED

4118.11(b)
4218.11(b)

Anyone who has question or concerns about the Board's policies regarding discrimination on the basis of gender/sex or on the basis of disability may contact the Title IX Coordinator and Section 504/ADA Coordinator:

Director of Special Services, Curriculum and Instruction
Bethany Public School District
44 Peck Road
Bethany, CT 06524
(203) 393-3350

Legal References: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Title II of the Genetic Information Non-discrimination Act of 2008, Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n
Connecticut General Statutes § 10-153
Connecticut General Statutes § 46a-58
Connecticut General Statutes § 46a-60
Connecticut General Statutes § 46a-81a
Connecticut General Statutes § 46a-81c

Policy adopted: September 9, 1991
Policy revised: October 14, 1992
Policy revised: May 10, 2006
Policy revised: March 11, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: March 14, 2018
Policy revised: January 8, 2020

Health Assessments

The Board of Education (Board) requires each student enrolled in the Bethany Public School District to have health assessments as mandated by state law.

The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent him/her from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for him/her.

The Board directs the Superintendent to establish Administrative Regulations in accordance with state law in furtherance of this policy.

Legal References: Connecticut General Statutes § 10-206
 Connecticut General Statutes § 10-206a
 Connecticut General Statutes § 10-208
 Connecticut General Statutes § 10-214
 Public Act 18-185
 State of Connecticut Department of Education, Bureau of Health/Nutrition,
 Family Services and Adult Education, (Revised January 2012),
 https://portal.ct.gov/-/media/SDE/School-Nursing/Publications/CHR_guidelines.pdf
 Elementary and Secondary Education Act of 1965, as amended by the Every
 Student Succeeds Act, Public Law 114-95 at 20 U.S.C. § 1232h(c)(2)(C)(iii)

Policy adopted: May 6, 1996
Policy revised: October 11, 2000
Policy revised: May 13, 2015
Policy revised: October 5, 2016
Policy revised: December 12, 2018

Student Health Services

School District Medical Advisor

The Bethany Board of Education (Board) directs the Superintendent to appoint a Bethany Public School District (District) medical advisor and appropriate medical support service personnel including nurses that are recommended by the Superintendent.

The District Medical Advisor, in cooperation with the Board and the local Health Department for the District, shall:

1. plan and administer the school's health program,
2. advise on the provision of school health services,
3. provide consultation on the school health environment, and
4. perform any other duties as agreed between the advisor and the appointing Board.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. appraising the health status of student school personnel,
2. counseling students, parents, and others concerning the findings of health examination,
3. encouraging correction of defects,
4. helping prevent and control disease,
5. providing emergency care for student injury and sudden illness,
6. maintaining school health records.

Health Records

There shall be a health record for each student enrolled in the District which will be maintained in the school nurse's office. For the purposes of confidentiality, records will be treated in the same manner as the student's cumulative academic record.

Student health records are covered by the Family Educational Rights and Privacy Act (FERPA) and are exempt from the Health Insurance Portability Act (HIPAA) privacy rule. However, it is recognized that obtaining medical information from health care providers will require schools to have proper authorization and to inform parents/guardians that such information once released by health care providers is no longer protected under HIPAA but is covered under FERPA.

Regular Health Assessments

The Bethany Board of Education (Board) requires each student enrolled in the Bethany Public School District (District) to undergo health assessments as mandated by state law. The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent him/her from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for him/her. Such health assessments must be conducted by one (1) of the following qualified providers for health assessments: 1) a legally qualified practitioner of medicine, 2) an advanced practice registered nurse or registered nurse, who is licensed under state statute, 3) a physician assistant, who is licensed under state statute, 4) the school medical advisor or 5) a legally qualified practitioner of medicine, an

advanced practice registered nurse or a physician assistant stationed at any military base. The Board will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or he/she may provide for such assessment him/herself. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations may be denied continued attendance in the District.

Prior to enrollment in kindergarten, each child shall have a health assessment by one of the following medical personnel of the parents/guardians choosing to ascertain whether the student has any physical disability or other health problem tending to prevent him or her from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the student or to secure for the student a suitable program of education:

1. a legally qualified physician,
2. an advanced practice registered nurse,
3. a registered nurse,
4. a physician's assistant,
5. a district medical advisor,
6. a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base.

Such health assessment shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure.
2. Updating of immunizations required under Connecticut General Statutes § 10-204 and as periodically amended.
3. Vision, hearing, postural, and gross dental screenings.
4. Any other information including a health history as the physician believes to be necessary and appropriate.

Health assessments shall also be required in grade 6 by a legally qualified physician of each student's parents/guardians own choosing, or by the District Medical Advisor to ascertain whether a student has any physical disability or other health problems. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure.
2. Updating of immunizations required under Connecticut General Statutes § 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a, and 10-204a-4.
3. Vision, hearing, postural, and gross dental screenings.
4. Any other information including a health history as the physician believes to be necessary and appropriate.

A child will not be allowed, as the case may be, to begin or continue in school unless health assessments are performed as required. Students transferring into the District must provide evidence of required

Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

Health assessments will be provided by the District Medical Advisor without charge to all students whose parents/guardians meet the eligibility requirement of free and reduced-price meals under the National School Lunch Program.

The Board shall annually designate a representative to receive reports of health assessments and immunizations from health care providers.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school. Upon written authorization from the student's parent/guardian, original cumulative health records shall be sent to the chief administrative officer of the District to which such student moves and a true copy of the student's cumulative health records maintained with the student's academic records. The Superintendent, or his/her designee, shall notify parents/guardians of any health-related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment are provided, including advice on obtaining such required testing or treatment.

Students who violate Board requirements for health assessments and immunizations will be excluded from school after appropriate parental/guardian notice and warning.

Vision Screening

All students in grades K, 1, 3, 4 & 5 will be screened using a Snellen chart, or equivalent screening, by the school nurse. Additional vision screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any defect of vision, with a brief statement describing such defect.

As necessary, special educational provisions shall be made for students with disabilities.

Hearing Screening

All students will be screened for possible hearing impairments in grades K, 1, 3, 4 & 5. Additional audiometric screenings will be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any defect of hearing, with a brief statement describing such defect.

As necessary, special educational provisions shall be made for students with disabilities.

Postural Screening

School nurses will screen all female students in grade 5 for scoliosis or other postural problems. Additional postural screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent/guardian of each student found to have any postural defect of problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with disabilities.

Oral Health Assessments

Parents/guardians are encouraged to have oral health assessments for their child(ren) prior to public school enrollment. Such assessment may be conducted by a dentist, dental hygienist, physician, physician assistant, or an advanced practice registered nurse, if he or she is trained in conducting such assessments as part of a Department of Public Health approved training program. When conducted by a dentist the oral assessment must include a dental examination. If another such provider conducts the assessment, it must include a visual screening and risk assessment.

A child's public school enrollment continued attendance shall not be denied for his/her failure to receive the oral health assessment.

Immunizations/Vaccinations

No student will be allowed to enroll in district schools without adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus influenza type B
9. Hepatitis B
10. Varicella (Chickenpox)
11. Hepatitis A
12. Pneumococcal disease
13. Influenza
14. Meningococcal disease
15. Any other vaccine required by Connecticut General Statutes §19a-7f

All students in grades K-6 are required to have received two (2) doses of measles, mumps, and rubella vaccine or serologic proof of immunity. Students entering kindergarten shall show proof of having received two (2) doses of varicella vaccine, laboratory confirmation of immunity, or present a written statement signed by a physician, physician assistant, or advanced practice registered nurse indicating the individual has had varicella based on family or medical history.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a statement from their parents/guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians; such statement to

be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a justice of the peace, or a Connecticut attorney, or

4. in the case of measles, mumps, or rubella, present a certificate from a physician, physician assistant, or advanced practice registered nurse, or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of Hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of diphtheria, tetanus and pertussis have a medical exemption confirmed in writing by a physician, physician assistant, or advanced practice registered nurse (per C.G.S. 19a-7f).

The school nurse will report to the District Medical Advisor and local directors of health of any occurrence of State of Connecticut defined reportable communicable diseases.

Student Medical Care at School

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities.

If a child's injury requires immediate care, the parent/guardian will be contacted by the school nurse, the Principal, or his/her designee, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents/guardians cannot be reached, the student will be transported to the nearest hospital.

Legal Reference: Connecticut General Statutes § 10-203
 Connecticut General Statutes § 10-204
 Connecticut General Statutes § 10-204a
 Connecticut General Statutes § 10-204c
 Connecticut General Statutes § 10-205
 Connecticut General Statutes § 10-206
 Connecticut General Statutes § 10-206a
 Connecticut General Statutes § 10-207
 Connecticut General Statutes § 10-208
 Connecticut General Statutes § 10-208a
 Connecticut General Statutes § 10-209
 Connecticut General Statutes § 10-210
 Connecticut General Statutes § 10-212
 Connecticut General Statutes § 10-212a
 Connecticut General Statutes § 10-213
 Connecticut General Statutes § 10-214
 Connecticut General Statutes § 10-214a
 Connecticut General Statutes § 10-214b
 Connecticut General Statutes § 10-217a
 20 U.S.C. 1232g

42 U.S.C. 1320d-1320d-9, Public Law 104-191

Public Act 18-168 §§ 7-9, 539 & 540

Policy adopted:

August 12, 2020

Policy revised:

Source: CABE

STUDENTS

5145.5(a)

Deletion – See 5145.44

Sex Discrimination and Sexual Harassment

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

The Superintendent of Schools shall develop Administrative Regulations implementing this policy.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The District will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The District will maintain confidentiality to the extent appropriate. The District will not tolerate any reprisals or retaliation that occurs as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The District will periodically provide staff development for District administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the school's policy.

Legal References: United States Constitution, Amendment XIV
 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
 Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.
 Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
 Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
 Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001)
 Office for Civil Rights, U.S. Department of Education Dear Colleague Letter: Sexual Violence (April 4, 2011)
 Constitution of the State of Connecticut, Article I, § 20

Policy adopted: September 9, 1991
Policy revised: November 12, 2003
Policy revised: May 13, 2015
Policy revised: November 9, 2016

Title IX

The Bethany Board of Education (Board) policy is to maintain a learning environment free from any form of sex discrimination or sexual harassment. The Board agrees to comply with Title IX of the Education Amendments of 1972 and the Regulations as amended in the Final Rule.

The Board, as required, shall respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment. Title IX applies to persons in the Bethany Public School District (District) because its education programs or activities receive Federal financial assistance. This policy applies to all of the District's programs or activities, whether such programs or activities occur on or off-campus.

The Board requires the Superintendent to promulgate Administrative Regulations in accordance with Federal Law in furtherance of this policy.

Legal Reference: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035).
Title IX of the Education Amendments of 1972, 20 USCS §1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR §106, et seq.
Title IX Final Rule, 34 CFR § 106.45, et seq., May 6, 2020
34 CFR § 106.8(b), OCR Guidelines for Title IX.
Federal Register, Volume 62, #49, 29 CFR § 1606.8 (a) 62, Federal Register, 12033, and 66 Federal Register 5512
The Clery Act, 20 U.S.C. § 1092(f)
The Violence Against Women Act, 34 U.S.C. § 12291(a)
Mentor Savings Bank, FSB v. Vinson, 477 US.57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)
Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)
Connecticut General Statutes § 46a-60
Connecticut Agencies Regulations § 46a-54-200 through §46a-54-207
Constitution of the State of Connecticut, Article I, § 20.
Public Act 19-16

Policy adopted: August 12, 2020

Student Grievance Procedures**Designation of Responsible Employee**

The Board of Education shall designate an individual as the responsible employee to coordinate school District compliance with Title IX and its administrative regulations.

The designee, the District's Compliance Officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of District educational programs and activities with regard to compliance with Title IX and its administrative regulations.

The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the District of the name, office address and telephone number of the designee. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

Grievance Procedure

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the District. Grievance procedures are set forth in the administrative regulations.

Dissemination of Policy

The Superintendent shall notify applicants for admission, students, parents/guardians of students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Legal References: Title IX of the Education Amendments of 1972, 20 USCS § 1681, et seq.
Title IX of the Education Amendments of 1972, 34 C.F.R. § 106

Policy adopted: June 8, 2016

Title IX

The Bethany Board of Education (Board) policy is to maintain a learning environment free from any form of sex discrimination or sexual harassment. The Board agrees to comply with Title IX of the Education Amendments of 1972 and the Regulations as amended in the Final Rule.

The Board, as required, shall respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment. Title IX applies to persons in the Bethany Public School District (District) because its education programs or activities receive Federal financial assistance. This policy applies to all of the District's programs or activities, whether such programs or activities occur on or off-campus.

The Board requires the Superintendent to promulgate Administrative Regulations in accordance with Federal Law in furtherance of this policy.

Legal Reference: United States Constitution, Article XIV
Civil Rights Act of 1964, Title VII, 42 U.S.C. S2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035).
Title IX of the Education Amendments of 1972, 20 USCS §1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR §106, et seq.
Title IX Final Rule, 34 CFR § 106.45, et seq., May 6, 2020
34 CFR § 106.8(b), OCR Guidelines for Title IX.
Federal Register, Volume 62, #49, 29 CFR § 1606.8 (a) 62, Federal Register, 12033, and 66 Federal Register 5512
The Clery Act, 20 U.S.C. § 1092(f)
The Violence Against Women Act, 34 U.S.C. § 12291(a)
Mentor Savings Bank, FSB v. Vinson, 477 US.57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)
Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)
Connecticut General Statutes § 46a-60
Connecticut Agencies Regulations § 46a-54-200 through §46a-54-207
Constitution of the State of Connecticut, Article I, § 20.
Public Act 19-16

Policy adopted: August 12, 2020

Parent-Teacher Communication

The Board of Education believes that parents should be knowledgeable about the education that the District provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board of Education to encourage parent-teacher communication. The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement, in the Performance and Profile Report (PPR) he/she submits annually to the Board of Education and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities. These policies and procedures may include but are not limited to, monthly newsletters, required regular contact with all parents, drop-in hours for parents, and the use of technology to allow parents to check on their children's assignments and students to get assistance, if needed. The District will conduct two flexible parent-teacher conferences each school year.

Legal references: Connecticut General Statutes §10-220c
 Connecticut General Statutes §10-221f

Policy adopted: June 10, 2015
Policy revised: November 9, 2016

Reporting to Parents

The Board of Education encourages regular and effective two-way communication between parent/guardian and teacher through frequent and varied reporting methods. Parent/Teacher conferences, letters, informal notes, emails, and telephone calls to parents/guardians should be used regularly, among other means, to inform parents/guardians of student successes and student needs and to inform teachers of parent/guardian concerns about, suggestions for, and perceptions of their child which may help the teacher in his/her work with the particular child.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held two (2) times in a school year. Parent/Teacher conference dates will be determined annually and placed on the school calendar. Parent/Teacher conferences may be held anytime during the school year, as needed, upon mutual agreement with the child's teacher. Conferences may be conducted via telephone or virtually via video conference in the event school buildings are closed to students or individuals are provided limited access to school buildings as a result of a health emergency.

Report Card

Reports on student progress will be issued in accordance with a schedule approved by the Superintendent after consultation with school administration. Reporting dates will be determined annually. Parents/Guardians will be advised no later than March 15 of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.

Report cards shall reflect the educational growth of the student in relation to their ability, attitudes, interests, conduct or citizenship, and achievement and in relation to standards for his/her age and grade.

Household

If the parents are separated or divorced, both parents will have equal rights to be informed of their child's school progress unless there is an order from the court to the contrary. Noncustodial parents shall receive written reports and conference notifications with a written request to school administration.

Legal References: Connecticut General Statutes § 10-15b
 Connecticut General Statutes § 46b-56

Policy adopted: September 9, 1991
Policy revised: May 13, 2015
Policy revised: June 13, 2018
Policy revised: August 12, 2020

Memorandum



To: Board of Education Members

From: Colleen M. Murray, Superintendent



Date: December 9, 2020

Re: New Business

It is recommended that under NEW BUSINESS:

Recommended Motion:

- a. Move that the Board of Education approve the proposed Bethany Public School District Calendar for 2021-2022 school year as presented.

BETHANY PUBLIC SCHOOL DISTRICT CALENDAR 2021-2022

August 2021 (2/2)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24/PD	25/PD	26/PD	27
30	31			

August
 11—BOE Meeting
 24—26—PD-Teachers Only
 30—First Day of School
 Early Dismissal
 31—Early Dismissal

January
 12—BOE Meeting
 14—Student Early Dismissal
 15—½PD-Teachers Only
 17—Dr. MLK, Jr. Day

January 2022 (20/97)

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2021 (19/21)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

September
 1—BOE Meeting
 6—Labor Day
 7—Rosh Hashanah
 15—Yom Kippur
 21—Open House

February
 9—BOE Meeting
 18—Student Early Dismissal
 18—½PD-Teachers Only
 21—President's Day
 22—Winter Recess

February 2022 (18/115)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

October 2021 (20/41)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11/PD	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October
 11—No School for Students
 11—PD Teachers Only
 13—BOE Meeting
 20-21—Parent/Teacher Conferences- Early Dismissal

March
 2—Trimester 2 Ends
 9—BOE Meeting
 17—Report Cards
 18—No School for Students
 18—PD Teachers Only
 23-24—Parent/Teacher Conferences- Early Dismissal

March 2022 (22/137)

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2021 (19/60)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

November
 2—Election Day, No Students
 2—PD Teachers Only
 10—BOE Meeting
 23—Trimester 1 Ends
 24—Early Dismissal
 25 to 26—Thanksgiving Recess

April
 6—BOE Meeting
 8—Student Early Dismissal
 8—½PD-Teachers Only
 11 to 14—Spring Recess
 15—Good Friday

April 2022 (16/153)

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2021 (17/77)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

December
 8—BOE Meeting
 10—Report Cards
 23—Early Dismissal
 24 to 31—Holiday Recess

May
 11—BOE Meeting
 27—Student Early Dismissal
 27—½PD-Teachers only
 30—Memorial Day

May 2022 (21/174)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022 (8/182)

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

June
 1—Trimester 3 Ends
 8—BOE Meeting
 10—Last Day for Students- Early Dismissal (tentative)
 Report Cards

Make-up Days: June 13th to June 30th

If emergency closings go beyond June 30th, then any additional days will be deducted from the Spring Recess.

Calendar based on 188 Teacher Days and 182 Instructional Days (38 weeks).

- ★ First Day for Students
- ⬡ Board of Education Meetings
- No School-Holiday/Vacation
- PD Professional Development-Teachers Only
- Student Early Dismissal
- ⬡ Parent/Teacher Conferences-Early Dismissal
- △ Open House
- ★ Last Day of School (tentative)
- ⬡ Trimester Ends
- Report Cards

Memorandum



To: Board of Education Members

From: Colleen M. Murray, Superintendent *CM*

Date: December 9, 2020

Re: New Business

It is recommended that under NEW BUSINESS:

In accordance with Section 1-21 of the Connecticut General Statutes, a schedule of regular Bethany Board of Education meetings must be filed with the Bethany Town Clerk for a 13-month period beginning January 2021 through January 2022.

The recommended dates are:

January 13, 2021
February 17, 2021
March 10, 2021
April 7, 2021
May 12, 2021
June 9, 2021
July 14, 2021
August 11, 2021
September 1, 2021
October 13, 2021
November 10, 2021
December 8, 2021
January 12, 2022

Recommended Motion:

- b. Move that the Board of Education approve the above schedule of regular Board of Education meeting dates for January 2021 through January 2022 pursuant to Connecticut General Statutes, Section 1-21.

Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *CM*

Date: December 9, 2020

Re: Superintendent Report

Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Kindergarten Projections
- COVID-19 Update
- 2021-2022 Budget Development
- Annex Project
- Snow Days

BETHANY COMMUNITY SCHOOL ENROLLMENT SUMMARY

Grade	AUG 31, 2020*	SEP 30, 2020*	OCT 31, 2020*	NOV 30, 2020*
PK	16	16	16	16
K	54	53	53	53
1	62	61	61	61
2	53	53	53	53
3	55	55	55	56
4	39	40	40	40
5	48	48	48	48
6	43	43	43	43
TOTAL	370	369	369	370

* One Staff Member & Five Open Choice students included.
Two OOD students are not included above.

Memorandum



To: Board of Education Members

From: Kai Byrd

Date: December 9, 2020

Re: Director of Special Services, Curriculum and Instruction Report

Under ADMINISTRATIVE REPORTS:

- **Curriculum**

- Professional Development
- Report Card
- Connecticut Foundations of Reading Survey
- Benchmark Data

- **Special Education**

- Personnel Update
- Enrollment Update

Memorandum



To: Board of Education Members

From: Tom Reed-Swale

Date: December 9, 2020

Re: Principal's Report

Under ADMINISTRATIVE REPORTS:

- Social-Emotional Learning Updates
 - Monthly Themes
 - December – Generosity
 - January – Perseverance & Commitment
- Equity Work
- Remote Learning
 - Planned Hybrid and Remote Days
- American Education Week – November 16th – 20th