

Series 0000 – Mission-Goals-Objectives

5. Equal Opportunity Plan/Nondiscrimination

The Suffield Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, alienage, ancestry, physical or mental disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), pregnancy, genetic information, age, marital status or veterans' status. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies by the administration.

In keeping with this philosophy, the following shall be objectives of this school district:

To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations and to encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.

In keeping with requirements of federal and state law, the District demands that there will be no discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

- (cf. 4111 – Recruitment & Selection)
- (cf. 4111.1/4211.1 – Affirmative Action)
- (cf. 4118.11 – Nondiscrimination)
- (cf. 4118.111 – Grievance Procedure – Title IX)
- (cf. 4118.113/4218.113 – Harassment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 5145.6 – Student Grievance Procedure)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.
 29 CFR 1604.11 EEOC Guidelines on Sex Discrimination
 Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
 34 CFR Section 106.8(b), OCR Guidelines for Title IX.
 Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol. 62,
 #49, 29 CFR
 Sec. 1606.8 (a) 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)
Gebbs v. Lago Vista Indiana School District, No. 99-1966, (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 Discrimination employment practices prohibited
10-15c Discrimination in public schools prohibited. School attendance by
 five year olds. (Amended by P.A. 97-247 to include “sexual orientation”)
10-153 Discrimination on account of marital status.
17a-101 Protection of children from abuse.
 The Americans with Disabilities Act as amended by the ADA
 Amendments Act of 2008.

Policy adopted: May 5, 1998
 Policy revised: July 14, 2009, January 3, 2017
 August 17, 2020

SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut

Series 1000 - Community Relations

2. Participation by the Public

B. School Community Associations

(1) School Volunteers

The Suffield Board of Education recognizes that volunteers make many valuable contributions to our schools. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration. The Board encourages a volunteer program in the District and in its schools with suitable regulations and safeguards.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Suffield Public Schools ("District") staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information. Volunteers may be parents, senior citizens or other persons interested in assisting in the school. A volunteer must be under the supervision of a Suffield Public Schools employee and may assist with tasks including chaperoning field trips, clerical support, mentoring, coaching and other appropriate assignments.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person who is required to register as a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders may volunteer in the Suffield Public Schools under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school-based teams

10-220 Duties of boards of education.

10-235 Indemnifications of teachers, Board of Education members, employees and certain volunteers and students in damage suits; expenses of litigation

54-250 et seq. Registration of sexual offenders. ~~54-254 Registrations of person who had committed a felony for sexual purpose~~

~~P.A. 97-290 An Act Enhancing Educational Choices and Opportunities~~

Policy adopted: April 2, 2013

Policy revised:

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 1000 – Community Relations

7. Otherwise Lawful Possession of Firearms on School Property

I. Definitions:

- A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).
- B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).
- C. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).
- D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- E. **School-Sponsored Activity** means "any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity, if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

(cf. 5116 Suspension/Expulsion/Exclusion/Removal)

<u>Legal References:</u>	<u>Connecticut General Statutes:</u>
	<u>§ 10-233a</u>
	<u>§ 10-244a</u>
	<u>§ 29-28(e)</u>
	<u>§ 53a-3</u>
	<u>§ 53a-217b</u>

All individuals, excluding law enforcement officials, are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real

~~property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in subsection (h) of section 10-233a.~~

Policy adopted: June 20, 2006

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 4000 – Personnel – Certified & Non-Certified

1. Certified Personnel

A. Permanent Personnel

(5) Evaluation/Supervision

(b) Evaluation, Termination, and Non-Renewal of Athletic Coaches

It is the policy of the Suffield Board of Education (the “Board”) that an athletic coach employed by the Board shall:

- 1) Adhere to all Board policies, rules and regulations;
- 2) Shall conduct himself or herself in a professional manner;
- 3) Serve as a role model for students; and
- 4) Demonstrate competence and proficiency in his or her role as an athletic coach of a particular sport.

For purposes of this policy, the term “athletic coach” means any person holding (and required to hold) a coaching permit issued by the Connecticut State Department of Education who is hired by the Suffield Board of Education to act as a coach for a sport season. This term “coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches if they serve as a coach to another team (*e.g.*, JV)), and the term shall not include other assistant coaches and volunteer coaches.

For purposes of this policy, the term “athletic director” means an individual responsible for administering the athletic program of a school or school district under the jurisdiction of the Board, and who is responsible for the supervision of athletic coaches.

The Superintendent may adopt administrative regulations in accordance with this policy.

I. Evaluations

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the athletic director the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

II. Employment of an Athletic Coach

- A. Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (*e.g.*, basketball, golf) may be non-renewed or terminated at any time, ~~except as follows:~~ subject to the provisions set forth below which apply to athletic coaches who have served in the same coaching position for three or more consecutive school years.

~~B. A. The Superintendent may terminate the employment of any athletic coach at any time. If the Superintendent non-renews or terminates the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive school years, the Superintendent shall inform such coach of the decision within ninety (90) calendar days of the end of the athletic season covered by the contract. In such cases, the athletic coach will have an opportunity to appeal the decision of the Superintendent in accordance with the procedures set forth below in Section III.~~

C. Notwithstanding any rights an athletic coach may have to a hearing, nothing prohibits a Superintendent from terminating the employment contract of any athletic coach at any time, including an athletic coach who has served in the same coaching position for three or more consecutive school years:

- 1) ~~For~~ for reasons of moral misconduct, insubordination, failure to comply with the Board's policies, rules and regulations; or
- 2) ~~Because~~ because the sport has been canceled by the Board.

D. If a decision to terminate a coach's employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

~~B. If the athletic coach has served in the same coaching position for three or more consecutive school years, the hearing procedures set forth below shall apply. The Superintendent may non-renew the employment of any such athletic coach by providing written notification of that action within ninety (90) calendar days of the end of the season.~~

III. Hearing Procedures:

An athletic coach who has served in the same coaching position for three or more consecutive years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board ~~of Education~~ in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent's written notification of non-renewal or termination. Such appeal shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.
- B. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- C. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to

present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.

- D. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
- E. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References: Conn. Gen. Stat. § 10-222e

Policy adopted: November 20, 2012

Policy revised:

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 4000 – Personnel – Certified & Non-Certified

1. Certified Personnel

A. Permanent Personnel

(8) Rights, Responsibilities and Duties

(a) Civil and Legal Rights

(i) Nondiscrimination

The Suffield Board of Education 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, sex, sexual orientation, gender identity or expression, age, marital status, national origin, alienage, ancestry, genetic information, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disorder, physical disability, or learning disability), pregnancy or veterans' status, 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 status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, 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, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

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 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, "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, “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 Board’s Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy #4118.11 ~~[Insert Policy # for Personnel/Non-Discrimination Policy]~~ and are available online at <https://www.suffield.org/district/board-of-education/policies> ~~[Insert website address for Board policies]~~ or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, disability, or pregnancy, such complaints will be handled under other appropriate policies (e.g., Policy #4118.112 ~~[Insert Policy #]~~, ~~Sex Discrimination/Harassment in the Workplace~~; Policy # ~~[Insert Policy #]~~, Section 504/ADA).

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination, may contact:

Diana Kelley, Director of Special Services

350 Mountain Road, Suffield, CT 06078

860-668-3803

dkelley@suffield.org

{Insert name/title, address, telephone number of person(s)}

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator:

Diana Kelley, Director of Special Services

350 Mountain Road, Suffield, CT 06078

860-668-3803

dkelley@suffield.org

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of disability may contact the Board's Section 504/ADA Coordinator:

Diana Kelley, Director of Special Services

350 Mountain Road, Suffield, CT 06078

860-668-3803

dkelley@suffield.org

{Insert name/title, address, telephone number}

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 USCS § 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 Nondiscrimination Act of 2008,
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
Connecticut General Statutes § 1-1n, "Gender Identity or
Expression" defined
Connecticut General Statutes § 10-153, Discrimination on the basis
of sex, gender indemnity or expression or marital status prohibited
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General
Statutes § 46a-60
Connecticut General Statutes § 46a-81a, Sexual orientation
discrimination: Definitions
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Connecticut Fair Employment Practices Act
Connecticut General Statutes § 46a-60
Connecticut General Statutes § 10-153.

~~Discrimination on basis of marital status~~
~~Connecticut General Statutes § 46a-81a.~~
~~Discrimination on basis of sexual orientation~~

Policy adopted: November 18, 2008
Policy revised: August 17, 2020

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 4000 – Personnel – Certified & Non-Certified

1. Certified Personnel

A. Permanent Personnel

(8) Rights and Responsibilities

(a) Civil & Legal Rights

(i) Non-Discrimination

(a) Sex Discrimination and Sexual Harassment

It is the policy of the Suffield Board of Education (the “Board”) for the Suffield Public Schools that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee’s sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee’s sex that has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee’s work performance, or adversely affecting the employee’s employment opportunities is prohibited.

The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) not to discriminate in such a manner. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of all parties. Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this Policy shall be subject to other sanctions, which may include exclusion from Board property and/or activities. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

For conduct to violate this Policy, the conduct must have occurred in an education program or activity of the Board; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title I, Title VII, and Connecticut law X (the “Administrative Regulations”).

Sex discrimination occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her

compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination also occurs when a person, because of the person's sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e., quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Title VII and Connecticut law means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner.

Violations of this Policy by employees 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. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Suffield Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations). Such training will include information on the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is the Director of Special Services. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Ms. Diana Kelley
350 Mountain Road, Suffield, CT 06078
dkelley@suffield.org
860-668-3802

Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-514-3400).

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-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 CFR § 106, et seq.
 Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
 Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut

Conn. Gen. Stat. § 46a-60 - Discriminatory employment practices prohibited.

Conn. Gen. Stat. § 46a-81c - **Sexual orientation discrimination:
Employment**

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender identity or expression or marital status prohibited

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Policy adopted:
Policy revised:

June 17, 2003
December 7, 2020

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 5000 – Students

1. Elementary and Secondary

D. Welfare

(5) Civil & Legal Rights and Responsibilities

(h) Sex Discrimination and Sexual Harassment (Students)

It is the policy of the Suffield Board of Education (the “Board”) for the Suffield Public Schools that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) not to discriminate in such a manner. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate ~~this Policy~~ Title IX, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of another Board policy. Although such a complaint does not fall within the jurisdiction of Title IX, it does not preclude action under another provision of the recipient’s code of conduct if a sexual harassment complaint is connected to a school-related activity or event that occurred outside the United States of America.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX (the “Administrative Regulations”).

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

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct (*i.e., quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board’s education programs or activities; or

(3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Connecticut law means conduct in a school setting 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.

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Students are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Suffield Public Schools administration (the “Administration”) shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations), which training shall include but need not be limited to, on the definitions of sex discrimination and sexual harassment, the scope of the Board’s education program and activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board’s website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX and Connecticut law, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to staff, students and parents and legal guardians and make the Policy and the Administrative Regulations available on the Board’s website to promote an environment free of sex discrimination and sexual harassment.

The Board’s Title IX Coordinator is the Director of Special Services. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Ms. Diana Kelley
350 Mountain Road, Suffield, CT 06078
dkelley@suffield.org
860-668-3803

Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Legal References: 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)
[Conn. Gen. Stat. § 10-15c – Discrimination in public schools prohibited](#)

Policy adopted: December 5, 2006
Policy revised: May 16, 2016, December 7, 2020

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Series 9000 - Bylaws of the Board

3. Methods of Operation

B. Meetings

(6) Minutes

The Board's Recording Secretary, in consultation with the Board Secretary, shall keep minutes of all regular and special meetings of the Board, which shall be a complete and permanent record of Board meeting action, including resolutions and motions in full. Subcommittee chairs shall keep minutes of all subcommittee meetings. Minutes should always reflect Board action and a summary of related discussion. Minutes shall not include a verbatim account of the meeting. Minutes shall be filed with the Town Clerk and be available on the District's website within seven days after each meeting.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Board member votes and abstentions will be recorded. All motions and resolutions shall be numbered for each fiscal year beginning July 1.

Maintaining the Minutes

The minutes of regular and special meetings of the Board of Education shall include the following items:

- A. The date, place, and type of meeting.
- B. Board members-present and members absent, by name.
- C. Notation of Superintendent and other District officials participating.
- D. Call to order, start time, and name and title of presiding officer.
- E. Arrival of tardy members by name and time.
- F. Departure of members ~~by name~~ before adjournment by name and time, ~~or if absent when any agenda items are acted upon~~
- G. Any actions approving minutes of previous meetings or corrections to minutes of previous meetings.
- H. Names, addresses and description of comments for those speaking during public comment.
- ~~H.I.~~ Names of Board members and a description of comments for those speaking during Board comment.
- ~~I.J.~~ A record of any reports to or from Board members, the Superintendent and staff.
- K. All motions, ~~and~~ resolutions and their disposition, listing the names of those voting in favor, in opposition, or abstaining, as noted in the previous section of this Bylaw. all votes, abstentions and absentees
- ~~J.L.~~ Minutes of discussion and action items shall summarize discussion Board member comments without specifically mentioning Board member names or specific comments, except in circumstances where it is beneficial to attribute specific comments with names, such as discussions involving controversial topics. When names are utilized, it shall be done in an equitable manner to ensure fair and equal representation of all Board members over time.

~~K. A summary of reports from Suffield High School student representatives, any recognition as well as any items requested for~~

~~M. Record of items of future business to be considered at future regular or special meetings.~~

~~N. The link to the video recording of any regular meetings of the full Board that are recorded, as well as timestamps for each section of the minutes and discussion/action items.~~

~~L.~~

Legal Reference: Connecticut General Statutes
10-218 Election of officers
10-224 Duties of the secretary
1-21 Meetings of government agencies

Bylaw adopted by the Board: December 2, 1997
Bylaw revised: November 20, 2012
October 5, 2020

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut