

**BETHANY BOARD OF EDUCATION**  
**Regular Meeting**

**AGENDA**

**Wednesday, April 7, 2021**  
**6:30 p.m.**

**Via Zoom Webinar**

<https://zoom.us/j/99566285453?pwd=NzICSDdoRFQxVHlnUW84VjIHZ2ZRdz09>

Passcode: SN3N9n

**Or Telephone**

1-312-626-6799, Webinar ID: 995 6628 5453, Passcode: 778496

**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. STUDENT RECOGNITION (Policy 1120 & Bylaw 9325)
  - a. SCASA Award Recipients
3. PTO REPORT (Policy 1120 & Bylaw 9325)
4. 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.
5. APPROVAL OF MINUTES (Bylaw 9326)
  - a. March 10, 2021 Regular Meeting ..... Action Item
6. COMMITTEE REPORTS (Bylaw 9132)
  - a. Finance
    - i. Report of expenditures and adjustments to the 2020-2021 Operating Budget through March 31, 2021 ..... Action Item
  - b. Curriculum
  - c. Facilities
  - d. Policy
  - e. Technology
  - f. Transportation
  - g. ACES

7. UNFINISHED BUSINESS (Bylaw 9300)

a. Approved for first reading at the BOE Regular Meeting on March 10, 2021, the following policies are presented for second reading, as follows:

i. Revisions ..... Action Item

1. Policy 3250 – Materials/Services Fees, Charges
2. Policy 3260 – Disposal of Obsolete or Surplus Equipment, Materials, and Supplies
3. Policy 3440 – Inventories
4. Policy 3542.31 – Free or Reduced Price Lunches (National School Lunch Program)
5. Policy 4118.14/4218.14 – Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1990
6. Policy 5120 – Non-Resident Attendance
7. Policy 6115 – Ceremonies and Observances
8. Policy 6141.312 – Migrant Students
9. Policy 6141.32 – Technology and Instruction
10. Policy 6146.2 – Statewide Proficiency/Mastery Examinations
11. Policy 6161 – Equipment, Books, and Materials: Provision/Selection
12. Policy 6171.2 – Preschool Special Education

ii. Adoptions..... Action Item

1. Policy 3541.23 – Transportation Contractor
2. Policy 4113.6/4213.6 – Remote Work

iii. Deletions..... Action Item

1. Policy 3240 – Tuition Fees
2. Policy 3516 – Safety
3. Policy 3541.4 – Transportation Equipment

8. NEW BUSINESS (Bylaw 9300)

- a. Healthy Food Option ..... Action Item
- b. Food & Beverage Exemptions ..... Action Item
- c. Non-renewal, non-tenured ..... Action Item

9. ADMINISTRATIVE REPORTS (Policy 2500)

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

10. CHAIRMAN'S REPORT (Bylaw 9121)

11. CORRESPONDENCE (Bylaw 9300)

12. 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.

13. MEETING ADJOURNED

# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *mm*

Date: April 7, 2021

Re: Meeting Minutes

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It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the March 10, 2021 Regular Meeting Minutes as presented.

**BETHANY BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Via Zoom Webinar**  
**March 10, 2021**

**Present**

Doreen Fox  
John Paul Garcia  
Christopher Pittenger, Chair  
Dorothy Seaton, Vice-Chair  
Lynette White, Secretary  
Namita Wijesekera

**Administration**

Colleen Murray  
Kai Byrd  
Tom Reed-Swale

**Absent**

Lisa Gaw  
EJ Maher  
Shawn Uscilla

**Call to Order**

Dr. Pittenger called the meeting to order at 6:35 p.m.

**PTO Report**

A PTO report was given by Amy Lestinsky. Mrs. Lestinsky reported on recent and upcoming PTO events.

**Public Comment**

None.

**Minutes**

**Motion** by Seaton, seconded by Garcia to accept the February 17, 2021 Regular Meeting Minutes as presented. *The motion carries 5 yes, 1 abstain (White), 3 absent (Gaw, Maher, Uscilla).*

**Committee Reports**

**Finance:**

**Motion** by Pittenger, seconded by Fox to adopt the report of expenditures and adjustments to the 2020-2021 Operating Budget through February 28, 2021 as presented. *The motion carries 6 yes, 3 absent (Gaw, Maher, Uscilla).*

Mrs. Seaton further reported on the 2021-2022 Budget and gave an update on the Audit. Mrs. Murray provided information on the Elementary and Secondary Schools Emergency Relief Funds II Grant and the Annex 2 project. The BOE supported Mrs. Murray's recommendation to use operating budget surplus to continue work on the Annex 2 project.

**Curriculum:**

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

**Facilities:**

The committee is scheduled to meet on March 15<sup>th</sup>.

**Policy:**

The committee has not met recently.

**Technology:**

The committee is scheduled to meet on May 12<sup>th</sup>.

**Transportation:**

The committee has not met recently.

**ACES:**

None.

**Unfinished Business**

None.

**New Business**

**Motion** by White, seconded by Garcia to consider revisions to Policies 3250, 3260, 3440, 3542.31, 4118.14/4218.14, 5120, 6115, 6141.312, 6141.32, 6146.2, 6161, and 6171.2 for first reading as presented. *The motion carries 6 yes, 3 absent (Gaw, Maher, Uscilla).*

**Motion** by White, seconded by Wijesekera to consider the adoption of Policies 3541.23 and 4113.6/4213.6 for first reading as presented. *The motion carries 6 yes, 3 absent (Gaw, Maher, Uscilla).*

**Motion** by White, seconded by Seaton to consider the deletion of Policies 3240, 3516, and 3541.4 for first reading as presented. *The motion carries 6 yes, 3 absent (Gaw, Maher, Uscilla).*

**Superintendent Report**

Mrs. Murray reported that on March 31, 2021, PK-6 enrollment was 370 students.

Mrs. Murray reported 40 kindergartners have pre-registered for the 2021-2022 school year. The District is waiting to hear from approximately 10 more possible registrations.

Mrs. Murray provided an update on staff vaccinations. As of tonight, 100% of the BCS staff that wanted vaccines have been vaccinated. She was able to help many of the child care providers in Town to get vaccinated as well.

Mrs. Murray provided an update on the review of the Strategic Plan goals and the work the Steering Committee is completing to meet the goals. Members of the Steering Committee will be presenting a snapshot of their research and development process at the April BOE meeting.

**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's recent and upcoming events. His report is on file in the BOE Packet.

**Chairman Report**

Dr. Pittenger stated that the Board of Finance has not provided any feedback on the 1.73% budget proposal and has not set a date for the Town meeting yet.

Dr. Pittenger announced the BOE Spring Open Forum will take place on Wednesday, April 21, 2021.

**Communications**

None.

**Public Comment**

None.

## **Executive Session**

**Motion** by Pittenger, seconded by Seaton that the Board of Education enters into Executive Session to discuss the Superintendent's Goad mid-year review and that Superintendent Colleen Murray is invited to attend. *The motion carries 6 yes, 3 absent (Gaw, Maher, Uscilla).*

### **Attendance**

#### **Present**

Doreen Fox  
John Paul Garcia  
Christopher Pittenger  
Dorothy Seaton  
Lynette White  
Namita Wijesekera

#### **Administration**

Colleen Murray

#### **Absent**

Lisa Gaw  
EJ Maher  
Shawn Uscilla

## **Reconvene**

Moved from Executive Session and the regular meeting reconvened at 8:49 p.m.

## **Adjournment**

The meeting adjourned at 8:50 p.m.

Susan L. Carpenter  
Recording Secretary

# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent

Date: March 10, 2021

Re: Finance Committee Report of Expenditures and Adjustments

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

The attached report presents the adopted 2020-2021 Operating Budget with encumbrances through March 31, 2021.

Recommended Motions:

- i. Move that the Board of Education accept the report of expenditures and adjustments to the 2020-2021 Operating Budget through March 31, 2021.



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

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ February	Var% February	Var\$ March	Var% March
<b>General Education</b>								
<b>Salaries</b>								
Certified	\$2,094,326	\$2,094,326	\$1,190,597	\$2,002,931	\$ 57,417	2.74%	\$ 91,395	4.36%
Curriculum (Supplemental)	\$62,300	\$62,300	\$14,540	\$14,540	\$ 44,680	71.72%	\$ 47,760	76.66%
Non-Certified	\$215,300	\$215,300	\$114,609	\$161,171	\$ 20,687	9.61%	\$ 54,128	25.14%
Nurse	\$48,780	\$48,780	\$39,344	\$55,782	\$ (17,030)	-34.91%	\$ (7,002)	-14.35%
<b>Total Salaries</b>	<b>\$2,420,706</b>	<b>\$2,420,706</b>	<b>\$1,359,091</b>	<b>\$2,234,424</b>	<b>\$ 105,754</b>	<b>4.37%</b>	<b>\$ 186,282</b>	<b>7.70%</b>
<b>Benefits</b>								
	<b>\$590,777</b>	<b>\$590,777</b>	<b>\$402,142</b>	<b>\$501,833</b>	<b>\$ 65,811</b>	<b>11.14%</b>	<b>\$ 88,944</b>	<b>15.06%</b>
<b>Services</b>								
BCS	\$15,600	\$15,600	\$79,121	\$111,023	\$ (49,200)	-315.38%	\$ (95,423)	-611.69%
Curriculum	\$77,805	\$77,805	\$51,504	\$77,805	\$ -	0.00%	\$ -	0.00%
IT	\$53,650	\$53,650	\$40,044	\$49,491	\$ -	0.00%	\$ 4,159	7.75%
<b>Total Services</b>	<b>\$147,055</b>	<b>\$147,055</b>	<b>\$170,669</b>	<b>\$238,319</b>	<b>\$ (49,200)</b>	<b>-33.46%</b>	<b>\$ (91,264)</b>	<b>-62.06%</b>
<b>Supplies</b>								
BCS	\$51,905	\$51,905	\$34,775	\$54,671	\$ -	0.00%	\$ (2,766)	-5.33%
Curriculum	\$2,765	\$2,765	\$1,101	\$3,600	\$ -	0.00%	\$ (835)	-30.20%
IT	\$15,400	\$15,400	\$9,170	\$14,168	\$ -	0.00%	\$ 1,232	8.00%
<b>Total Supplies</b>	<b>\$70,070</b>	<b>\$70,070</b>	<b>\$45,046</b>	<b>\$72,439</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ (2,369)</b>	<b>-3.38%</b>
<b>Other</b>								
BCS	\$1,350	\$1,350	\$507	\$20,017	\$ -	0.00%	\$ (18,667)	-1382.74%
Curriculum	\$1,663	\$1,663	\$334	\$828	\$ -	0.00%	\$ 835	50.21%
IT	\$34,700	\$34,700	\$9,784	\$41,100	\$ -	0.00%	\$ (6,400)	-18.44%
<b>Total Other</b>	<b>\$37,713</b>	<b>\$37,713</b>	<b>\$10,625</b>	<b>\$61,945</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ (24,232)</b>	<b>-64.25%</b>
<b>Subtotal</b>	<b>\$3,266,321</b>	<b>\$3,266,321</b>	<b>\$1,987,573</b>	<b>\$3,108,960</b>	<b>\$ 122,365</b>	<b>3.75%</b>	<b>\$ 157,361</b>	<b>4.82%</b>
<b>Special Education</b>								
Salaries	\$1,208,220	\$1,208,220	\$788,765	\$1,214,113	\$ (53,924)	-4.46%	\$ (5,893)	-0.49%
Benefits	\$428,841	\$428,841	\$215,404	\$258,830	\$ 165,964	38.70%	\$ 170,011	39.64%
Services	\$391,730	\$391,730	\$215,103	\$388,685	\$ -	0.00%	\$ 3,045	0.78%
Supplies	\$14,763	\$14,763	\$10,640	\$18,084	\$ -	0.00%	\$ (3,321)	-22.49%
Other	\$1,050	\$1,050	\$690	\$915	\$ -	0.00%	\$ 135	12.86%
<b>Subtotal</b>	<b>\$2,044,603</b>	<b>\$2,044,603</b>	<b>\$1,230,602</b>	<b>\$1,880,627</b>	<b>\$ 112,040</b>	<b>5.48%</b>	<b>\$ 163,977</b>	<b>8.02%</b>
<b>Operations and Overhead</b>								
Salaries	\$862,081	\$862,081	\$627,687	\$879,424	\$ (26,687)	-3.10%	\$ (17,343)	-2.01%
Benefits	\$212,860	\$212,860	\$154,271	\$178,922	\$ 23,000	10.80%	\$ 33,938	15.94%
Services	\$220,852	\$220,852	\$171,516	\$203,139	\$ -	0.00%	\$ 17,713	8.02%
Supplies	\$39,500	\$39,500	\$31,642	\$36,150	\$ -	0.00%	\$ 3,350	8.48%
Utilities (Electricity)	\$80,000	\$80,000	\$51,213	\$85,000	\$ -	0.00%	\$ (5,000)	-6.25%
Facilities and Maintenance	\$119,100	\$119,100	\$137,873	\$254,351	\$ -	0.00%	\$ (135,251)	-113.56%
Student Transportation	\$258,269	\$258,269	\$180,789	\$ 258,269.00	\$ -	0.00%	\$ -	0.00%
Other	\$14,557	\$14,557	\$14,046	\$ 24,500.00	\$ (2,500)	-17.17%	\$ (9,943)	-68.30%
<b>Subtotal</b>	<b>\$1,807,219</b>	<b>\$1,807,219</b>	<b>\$1,369,038</b>	<b>\$ 1,919,754.57</b>	<b>\$ (6,187)</b>	<b>-0.34%</b>	<b>\$ (112,536)</b>	<b>-6.23%</b>
<b>COVID</b>								
BCS-COVID	\$0	\$0	\$0	\$0	\$ -		\$ -	
Curriculum COVID	\$0	\$0	\$0	\$0	\$ -		\$ -	
IT-COVID	\$0	\$0	\$5,880	\$5,880	\$ (5,880)		\$ (5,880)	
SpEd COVID	\$0	\$0	\$80	\$80	\$ (80)		\$ (80)	
BOE-COVID	\$0	\$0	\$7,304	\$7,304	\$ (7,304)		\$ (7,304)	
<b>Sub Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,263</b>	<b>\$13,263</b>	<b>\$ (13,263)</b>	<b>\$0</b>	<b>\$ (13,263)</b>	<b>\$0</b>
<b>Total</b>	<b>\$7,118,143</b>	<b>\$7,118,143</b>	<b>\$4,600,475</b>	<b>\$6,922,604</b>	<b>\$ 214,954</b>	<b>\$0</b>	<b>\$ 195,539</b>	<b>2.75%</b>

# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent

Date: April 7, 2021

Re: New Business

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It is recommended that under NEW BUSINESS:

Recommended Motions:

- a.(i)1.-12. Move that the Bethany Board of Education approve the revisions to Policies 3250, 3260, 3440, 3542.31, 4118.14/4218.14, 5120, 6115, 6141.312, 6141.32, 6146.2, 6161, and 6171.2 as presented .....  
..... Action Item
- a.(ii)1.-2. Move that the Bethany Board of Education approve the adoption of Policies 3541.23 and 4113.6/4213.6 as presented.....Action Item
- a.(iii)1.-3. Move the Board of Education approve the deletion of Policies 3240, 3516, and 3541.4.....Action Item

**Second Read  
Policy Revisions  
April 7, 2021**

**Materials/Services Fees, Charges**

In accordance with Connecticut General Statutes' requirement to provide a free public school education, the Bethany Board of Education will provide at no cost to students instructional equipment, books and materials as it deems necessary, to maintain the desired instructional program, subject to reasonable rules concerning their care and use. No fees, deposits or other charges not specifically outlined in an approved parent/student handbook shall be levied.

**Copies of Records**

Any person who applies in writing will receive a plain or certified copy of any public record. The maximum fee per page allowable under the Connecticut Freedom of Information Act will be charged.

Legal References:      Connecticut General Statutes § 1-15  
                                 Connecticut General Statutes § 10-221  
                                 Connecticut General Statutes § 10-228  
                                 Connecticut General Statutes § 10-228a  
                                 Connecticut General Statutes § 10-229

Policy adopted:        September 9, 1991  
Policy revised:        February 8, 2012  
Policy revised:        April 13, 2016

**Revisions****Materials/Services Fees, Charges**

In accordance with Connecticut General Statutes' requirement to provide a free public school education, the Bethany Board of Education will provide at no cost to students instructional equipment, books, and materials as it deems necessary, needed to maintain the desired instructional program, subject to reasonable rules concerning their care and use. No fees, deposits or other charges not specifically outlined in an approved parent/student handbook shall be levied.

Students shall be charged for damaged or lost textbooks, library/media materials, and other educational equipment or materials. Fines and assessments shall be levied, collected, and disbursed subject to Board Policy and Administrative Regulations. The school is authorized to withhold report cards until payment for a return of the textbook, library/media, or other educational equipment or material is made.

**Copies of Records**

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Legal References:      Connecticut General Statutes § 1-15  
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                                 Connecticut General Statutes § 10-229

Policy adopted:      September 9, 1991  
Policy revised:      February 8, 2012  
Policy revised:      April 13, 2016  
Policy revised:

Source: CABE

**Disposal of Obsolete or Surplus Equipment/Materials**

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal or his/her designee. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school, the Superintendent or his/her designee shall notify the First Selectman of the Town of the equipment or materials approved for disposal, and shall request a written response within fifteen (15) days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent to be in the best interests of the district. Such equipment or materials shall not be donated to an employee of the district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

When books are sold either to used book vendors or shredders, this money must be returned to the general fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received there from can be retained in the PTO account.

If the equipment and materials cannot be donated or sold, the Superintendent or his/her designee may dispose of such items.

Legal References:      Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-241

Policy adopted:      September 9, 1991

Policy revised:      February 8, 2012

Policy revised:      April 13, 2016



**Disposal of Obsolete or Surplus Equipment~~/~~ Materials, and Supplies**

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the ~~principal~~ Superintendent or his/her designee. ~~The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent or his/her designee. For items or groups of items, having a current value of \$2,000 or more, obsolete or surplus materials, equipment, and supplies shall be removed from the Bethany Public School District's (District) inventory and disposed of only with the approval of the Superintendent. Items with values less than \$2,000, with no useful life or monetary value may be disposed of only with the approval of the Superintendent and without further reference to this policy.~~

~~Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent or his/her designee.~~

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school, the Superintendent or his/her designee shall notify the First Selectman of the Town of the equipment or materials approved for disposal, and shall request a written response within fifteen (15) days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not ~~retained within the school or~~ transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent to be in the best interests of the ~~district~~ District. Such equipment or materials shall not be donated to an employee of the ~~district~~ District and shall only be sold to an employee of the ~~school district~~ District if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

When books are sold either to used book vendors or shredders, this money must be returned to the general fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

~~If the equipment and materials cannot be donated or sold, the Superintendent or his/her designee may dispose of such items.~~

Legal References:      Connecticut General Statutes § 10-220  
                                 Connecticut General Statutes § 10-241

Policy adopted:        September 9, 1991  
Policy revised:        February 8, 2012  
Policy revised:        April 13, 2016  
Policy revised:

Source: BPSD/CABE

**Inventories****Equipment**

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds two hundred dollars (\$200) shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

**Supplies**

An inventory of supplies which are stored shall be maintained for the instructional, cafeteria, maintenance, and operations personnel. A physical inventory shall be taken annually.

**Instructional Equipment**

An annual inventory of instructional equipment for each classroom (e.g., globes, maps, stands, small shop tools, etc.) shall be maintained.

**Property/Equipment/Supplies**

All property, equipment and supplies that are purchased with Individuals with Disabilities Education Act (IDEA) funds must:

- Be labeled to include; Bethany Public School District, grant funding source and year.
- Be clearly marked to indicate that all property, equipment, supplies are for assistive technology, instructional or educational use and shall be inventoried in Accordance with Federal Guidelines.
- Be identified on Purchase Orders that indicate the source of funds.
- Be labeled and inventoried as required if item has an acquisition cost equal to or greater than five thousand dollars (\$5,000) per unit and a useful life of more than one year. Items with a value less than five thousand dollars (\$5,000) per unit and a useful life of more than one (1) year will be labeled with grant funding source and budget code.

The inventory system shall be under the supervision of the Superintendent or his/her designee.

Legal Reference:        Connecticut General Statutes § 10-47  
                                 Connecticut General Statutes § 10-220

Policy adopted:        September 9, 1991  
Policy reviewed:       May 9, 2012  
Policy revised:        April 13, 2016



**Revisions****Inventories****Equipment**

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds ~~two hundred dollars (\$200)~~ one thousand dollars (\$1,000) shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

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- Be clearly marked to indicate that all property, equipment, supplies are for assistive technology, instructional or educational use and shall be inventoried in ~~Accordance~~ accordance with Federal Guidelines.
- Be identified on Purchase Orders that indicate the source of funds.
- Be labeled and inventoried as required if item has an acquisition cost equal to or greater than five thousand dollars (\$5,000) per unit and a useful life of more than one (1) year. Items with a value less than five thousand dollars (\$5,000) per unit and a useful life of more than one (1) year will be labeled with grant funding source and budget code.

The inventory system shall be under the supervision of the Superintendent or his/her designee.

Legal Reference:        Connecticut General Statutes § 10-47  
                                 Connecticut General Statutes § 10-220

Policy adopted:        September 9, 1991  
Police reviewed:       May 9, 2012  
Policy revised:        April 13, 2016  
Policy revised:

Source: CABE

**Free or Reduced Price Lunches (National School Lunch Program)**

Participation in the National School Lunch Program (NSLP) is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Bethany Board of Education (Board) for purposes of participating in the NSLP.

Free or reduced-price meals will be served to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program.

The Bethany Public School District (District) shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.

The District shall not physically segregate or discriminate against any child because of his/her inability to pay for a meal. The names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner; and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

The District shall ensure that, in the operation of the free and reduced-price meals program, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, gender identity or expression, national origin, marital status, pregnancy or disability, or any other basis prohibited by law, in its implementation of such a program.

The District's NSLP shall operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

Legal References:      Connecticut General Statutes § 10-215  
                                 Connecticut General Statutes § 10-216  
                                 Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal  
                                 Employment Opportunity Act.  
                                 United States Department of Agriculture 7 C.F.R. 15  
                                 42 U.S.C. §. 1758, 7 CFR Part 145, Sec. 245.5, 245.6, 245.7, 210.9, 210.20  
                                 U.S.D.A., Eligibility Guidance for School Meals Manual  
                                 U.S.D.A., FNS Instruction 765-7 Rev. 2  
                                 Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203, 205  
                                 7 C.F.R. Part 15b (2001)

Policy adopted:      April 13, 2016  
Policy revised:      April 8, 2020

**Mandatory Revisions****Free or Reduced Price Lunches (National School Lunch Program)**

Participation in the National School Lunch Program (NSLP) is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Bethany Board of Education (Board) for purposes of participating in the NSLP.

Free or reduced-price meals will be served to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program. An application for free or reduced-price meals will be sent home to every family at the beginning of each school year and upon enrollment. The application will be made available on the Bethany Public School District's website.

The ~~Bethany Public School~~ District (~~District~~) shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.

The District shall not physically segregate or discriminate against any child because of his/her inability to pay for a meal. The names of children eligible to receive free or reduced-price meals shall not be published, posted, or announced in any manner; and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

The District shall ensure that, in the operation of the free and reduced-price meals program, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, gender identity or expression, national origin, marital status, pregnancy or disability, or any other basis prohibited by law, in its implementation of such a program.

The District's NSLP shall operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

Legal References:      Connecticut General Statutes § 10-215  
                                 Connecticut General Statutes § 10-216  
                                 Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.  
                                 United States Department of Agriculture 7 C.F.R. 15  
                                 42 U.S.C. §. 1758, 7 CFR Part 145, Sec. 245.5, 245.6, 245.7, 210.9, 210.20  
                                 U.S.D.A., Eligibility Guidance for School Meals Manual  
                                 U.S.D.A., FNS Instruction 765-7 Rev. 2  
                                 Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203, 205  
                                 7 C.F.R. Part 15b (2001)

Policy adopted:      April 13, 2016  
Policy revised:      April 8, 2020  
Policy revised:

Source: Shipman

## **PERSONNEL – CERTIFIED/NON-CERTIFIED**

**4118.14(a)**

**4218.14(a)**

### **Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act**

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against a individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (collectively, "Section 504/ADA"), an individual must:

1. have a physical or mental impairment that substantially limits one (1) or more major life activities;
2. have a record of such impairment; or
3. be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Bethany Public School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/legal guardians and members of the public who participate in school sponsored programs. In this regard, the District prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact:

Superintendent of Schools  
Bethany Public School District  
44 Peck Road  
Bethany, CT 06524  
(203) 393-1170

Disabled employees who can no longer perform essential job functions are encouraged to advise their supervisors or administrators of the nature of their disability and which functions cannot be performed. The Board will consider any reasonable suggestions of accommodation that would enable performance of those functions so long as the accommodation will not impose an undue hardship on the operation of the District.

A person is not qualified to perform his/her duties if his/her medical condition or disability poses a threat to the health or safety of themselves and other individuals in the workplace.

**PERSONNEL – CERTIFIED/NON-CERTIFIED**

**4118.14(b)**

**4218.14(b)**

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the District by utilizing the grievance/complaint procedures outlined in the administrative regulations and/or may file a complaint with the:

Office for Civil Rights  
Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
(617) 289-0111  
OCR.Boston@ed.gov

Employees may also file a complaint regarding employment discrimination on the basis of disability with the:

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  
450 Columbus Boulevard  
Hartford, CT 06103-1835  
(800) 477-5737

Anyone who wishes to file a grievance/complaint with the District or who has questions or concerns about this policy, should contact the Superintendent of Schools, the Section 504/ADA Coordinator for the Bethany Public School District at (203) 393-1170.

Legal Reference: 29 U.S.C. §§ 705, 794  
42 U.S.C. § 12101 et seq.  
28 C.F.R. Part 35  
34 C.F.R. Part 104

Policy adopted: April 6, 1992  
Policy revised: March 12, 2014  
Policy revised: May 11, 2016  
Policy revised: January 11, 2017

**BETHANY PUBLIC SCHOOL DISTRICT**  
**Bethany, Connecticut**

## PERSONNEL – CERTIFIED/NON-CERTIFIED

### Revisions

4118.14(a)

4218.14(a)

### Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against a individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (collectively, "Section 504/ADA"), an individual must:

1. have a physical or mental impairment that substantially limits one (1) or more major life activities;
2. have a record of such impairment; or
3. be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Bethany ~~Public School District~~ Board of Education (Board) recognizes a responsibility to avoid discrimination in ~~policeis~~ policies and practices regarding its personnel, students, parents/~~legal~~ guardians and members of the public who participate in school sponsored programs. In this regard, the ~~District Board~~ prohibits discrimination against any person with a disability in any of the services, programs or activities of the ~~school system~~ Bethany Public School District (District).

Employees who are interested in requesting or discussing reasonable accomodations for a disability should contact:

Superintendent of Schools  
Director of Special Services  
Bethany Public School District  
44 Peck Road  
Bethany, CT 06524  
(203) 393-~~1170~~ 3350

~~Disabled employees who can no longer perform essential job functions are encouraged to advise their supervisors or administrators of the nature of their disability and which functions cannot be performed. The Board will consider any reasonable suggestions of accommodation that would enable performance of those functions so long as the accommodation will not impose an undue hardship on the operation of the District.~~

~~A person is not qualified to perform his/her duties if his/her medical condition or disability poses a threat to the health or safety of themselves and other individuals in the workplace.~~



## PERSONNEL – CERTIFIED/NON-CERTIFIED

4118.14(b)

4218.14(b)

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the District by utilizing the grievance/complaint procedures outlined in the administrative regulations ~~and/or~~ may file a complaint with the:

U.S. Department of Education  
Office for Civil Rights  
Boston Office  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
(617) 289-0111  
OCR.Boston@ed.gov

Employees may also file a complaint regarding employment discrimination on the basis of disability with the:

Equal Employment Opportunity Commission  
Boston Area Office  
John F. Kennedy Federal Building  
~~475 Government Center~~  
15 New Sudbury Street  
Room 475  
Boston, MA 02203-0506  
(800) 669-4000

Employees may also file a complaint with the:

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

Anyone who wishes to file a grievance/complaint with the District or who has questions or concerns about this policy, should contact the Superintendent of Schools, the Section 504/ADA Coordinator for the ~~Bethany Public School~~ District at (203) 393-~~1170~~ 3350.

Legal Reference:       29 U.S.C. §§ 705, 794  
                              42 U.S.C. § 12101 et seq.  
                              28 C.F.R. Part 35  
                              34 C.F.R. Part 104

Policy adopted:       April 6, 1992  
Policy revised:       March 12, 2014  
Policy revised:       May 11, 2016  
Policy revised:       January 11, 2017  
Policy revised:

Source: CABE

BETHANY PUBLIC SCHOOL DISTRICT  
Bethany, Connecticut

**Non-Resident Attendance****Children of Non-Resident Staff**

The Bethany Board of Education considers as its primary responsibility the provision of a high-quality education to students from Bethany. The Board recognizes the past benefits of extending attendance options to the children of Board of Education staff who are not residents of Bethany. The Board is also mindful of its obligations to the citizens of Bethany and therefore establishes guidelines and fees for the enrollment of children of Board of Education staff.

Children of Bethany Public School District employees who are not residents of Bethany may be allowed to attend school in the district on a space available basis in accordance with Board Policy 6151, Class Size with a reasonable tuition charge based upon the following conditions and agreement:

- a. For children of full-time staff members who are granted enrollment, the annual base tuition rate will be 25% of the current net per pupil cost.
- b. This policy does not obligate the Board to provide special education programs or services or create unique programs for students. If a non-resident student is enrolled or continued in the Bethany Public School District, and such child is eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the Bethany Public School District shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee shall be charged based upon the actual costs associated with providing the special or additional services.
- c. Student transportation shall be the responsibility of the parents.
- d. The student must exhibit proper behavior and effort.
- e. The staff member (parent/guardian) must agree to a one hundred percent (100%) of tuition reduction of salary as described in section a.

A letter of application for enrollment must be submitted with the student's school records to the Superintendent who, with whatever consultation is necessary, will completely review the student's records and make a recommendation to the Board of Education to approve or deny initial admission.

Application must be made annually by the staff member (parent/guardian) on behalf of the child and, therefore, would require the annual review and approval by the Superintendent.

Students will not be accepted if an expulsion process is pending against them.

Since enrollment and attendance in the Bethany Public School District is a privilege granted by the Board of Education, the Board reserves the right to revoke its permission for any non resident child of a staff member to attend school in the district at any time.

Policy reviewed:	May 14, 2003
Policy adopted:	June 11, 2003
Policy revised:	October 13, 2004
Policy revised:	June 9, 2010
Policy reviewed:	August 27, 2014
Policy revised:	October 8, 2014
Policy revised:	December 13, 2017



**Non-Resident Attendance****Children of Non-Resident Staff**

The Bethany Board of Education (Board) considers as its primary responsibility the provision of a high-quality education to students from Bethany. The Board recognizes the past benefits of extending attendance options to the children of ~~Board of Education~~ Bethany Public School District (District) staff who are not residents of Bethany. The Board is also mindful of its obligations to the citizens of Bethany and therefore establishes guidelines and fees for the enrollment of children of ~~Board of Education~~ District staff.

Children of ~~Bethany Public School~~ District employees who are not residents of Bethany may be allowed to attend school in the ~~district~~ District on a space available basis in accordance with Board Policy 6151, Class Size with a reasonable tuition charge based upon the following conditions and agreement:

- a. For children of ~~full-time~~ all District staff members who are granted enrollment, the annual base tuition rate will be 25% of the current net ~~per-pupil-cost~~ Per Pupil Cost.
- b. This policy does not obligate the Board to provide special education programs or services or create unique programs for students. If a non-resident student is enrolled or continued in the ~~Bethany Public School~~ District, and such child is eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the ~~Bethany Public School~~ District shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee shall be charged based upon the actual costs associated with providing the special or additional services.
- c. Student transportation shall be the responsibility of the parents.
- d. The student must exhibit proper behavior and effort.
- e. The District staff member (parent/guardian) must agree to a one hundred percent (100%) ~~of~~ tuition reduction of salary as described in section a.

A letter of application for enrollment must be submitted with the student's school records to the Superintendent who, with whatever consultation is necessary, will completely review the student's records and make a recommendation to the Board ~~of Education~~ to approve or deny initial admission.

Application must be made annually by the District staff member (parent/guardian) on behalf of the child and, therefore, would require the annual review and approval by the Superintendent.

Students will not be accepted if an expulsion process is pending against them.

Since enrollment and attendance in the ~~Bethany Public School~~ District is a privilege granted by the Board ~~of Education~~, the Board reserves the right to revoke its permission for any non-resident child of a District staff member to attend school in the ~~district~~ District at any time.

Policy reviewed: May 14, 2003  
Policy adopted: June 11, 2003  
Policy revised: October 13, 2004  
Policy revised: June 9, 2010  
Policy reviewed: August 27, 2014

Policy revised:

October 8, 2014

Policy revised:

December 13, 2017

[Policy revised:](#)

Source: BPSD

**School Ceremonies and Observances**

The Board directs that the school administration provide students and staff with appropriate direction and guidance regarding school ceremonies and observances.

**United States Flag**

The American Flag shall be raised above Bethany Community School during all school sessions, weather permitting. The Flag shall be raised before the opening of school and taken down at its close every day.

The American Flag shall be displayed in each classroom each day school is in session.

**The Pledge of Allegiance**

In accordance with state law, the Board of Education shall ensure that a period of time is set aside each school day to allow those students who wish to do so the opportunity to recite the Pledge of Allegiance. This policy shall not be construed to require any person to recite the Pledge of Allegiance, should he/she choose not to do so.

**Silent Meditation**

The Board directs that the school administration shall provide for students and staff the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Legal References:      Connecticut General Statutes § 10-16a  
                                 Connecticut General Statutes § 10-230  
                                 No Child Left Behind Act of 2001

Policy adopted:        November 13, 2002  
Policy revised:        June 10, 2015  
Policy revised:        March 15, 2017

**Revisions****School Ceremonies and Observances**

The Bethany Board of Education (Board) directs that the school administration provide students and staff with appropriate direction and guidance regarding **school** ceremonies and observances.

**Holiday Celebrations and Observances**

The school administration is responsible for monitoring compliance with this policy. Pertinent information will be included in the student-parent and staff handbooks.

**Recognition of Religious Holidays**

The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect for diversity. Learning opportunities should extend beyond Judeo-Christian beliefs; reflecting the diversity of global cultures.

1. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. All religions must be afforded equal dignity, but none advanced nor disparaged.
3. Decorations which are part of custom, that have no direct religious meaning (Christmas tree, Menorah) may be displayed. Tree decoration should not promote religion nor require student participation.
4. Programs should focus on seasonal rather than religious themes' inclusive of concerts, enrichment programs, and Parent-Teacher Organization sales.
5. Performances that recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.
6. Parents/guardians may exclude their children from programs involving the recognition of religious holidays or if a celebration is in conflict with family beliefs. A written request for exclusion should be sent to the school administration.

**United States Flag**

The American Flag shall be raised above Bethany Community School during all school sessions, weather permitting. The Flag shall be raised before the opening of school and taken down at its close every day.

The American Flag shall be displayed in each classroom each day school is in session.

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                                 Connecticut General Statutes § 10-230  
                                 No Child Left Behind Act of 2001

Policy adopted:          November 13, 2002  
Policy revised:          June 10, 2015  
Policy revised:          March 15, 2017  
[Policy revised:](#)

Source: CABE

**Migrant Students**

The Superintendent will develop and implement a program to address the needs of migrant children in the District. This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

**Migrant Education Program for Parents/Guardians Involvement**

Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

**Migratory Child/Student Definition**

- A. A "migratory child" means a child who:
  1. is a migratory agricultural worker or a migratory fisher; or
  2. in the preceding thirty-six (36) months, in order to accompany a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher
    - i. has moved from one school district to another;
    - ii. is the child of a migratory fisher, resides in a school district of more than 15,000 square miles and migrates a distance of twenty (20) miles or more to a temporary residence.
- B. "Move" or "Moved" means a change from one (1) residence to another residence that occurs due to economic necessity.
- C. "Migratory Agricultural Worker" means a person who has moved from one (1) school district to another in order to obtain temporary employment or seasonal employment in agricultural work, including dairy work.
- D. "Migratory Fisher" means a person who, in the preceding thirty-six (36) months has moved from one (1) district or another in order to obtain temporary employment or seasonal employment in fishing work.

## **INSTRUCTION**

**6141.312(b)**

Legal References:     No Child Left Behind Act of 2001, § 1301 et seq.  
                              20 U.S.C. § 6391  
                              34 C.F.R. §§ 200.40-200.45  
                              34 C.F.R. Part 2000  
                              Federal Register, July 29, 2008, Final Rule

Policy adopted:       June 10, 2015  
Policy revised:       January 11, 2017



## Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the Bethany Public School District (District). This program will include a means to:

1. Identify migrant students and assess their educational and related health, nutrition, and social needs.
2. Provide, to the extent feasible, a full range of services ~~to migrant students~~ to these students including applicable ~~Title I~~ programs, special education, gifted/talented education, vocational education, language programs, counseling programs, and elective classes.
3. Provide ~~migrant~~ these children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to ~~migrant~~ these children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

In providing services, priority shall be given to migratory children who have made a qualifying move within the previous one (1) year period and who are failing, or most at risk of failing, to meet the challenging State academic standards or who have dropped out of school.

## Migrant Education Program for Parents/Guardians Involvement

Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

## Migratory Child/Student Definition

- A. A "migratory child" means a child who:
  1. is a migratory agricultural worker or a migratory fisher; or
  2. in the preceding thirty-six (36) months, in order to accompany a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher
    - i. has moved from one school district to another;
    - ii. is the child of a migratory fisher, resides in a school district of more than 15,000 square miles, and migrates a distance of twenty (20) miles or more to a temporary residence.
- B. "~~Move~~ or "~~Moved~~ Qualifying move means a ~~change~~ move from one (1) residence to another residence that occurs due to economic necessity and from one (1) school district to another school district.
- C. "Migratory Agricultural Worker" means a person who has moved from one (1) school district to another in order to obtain temporary employment or seasonal employment in agricultural work, including dairy work.
- D. "Migratory Fisher" means a person who, in the preceding thirty-six (36) months has moved from one (1) district or another in order to obtain temporary employment or seasonal employment in fishing work.



# INSTRUCTION

6141.312(b)

Legal References: ~~No Child Left Behind Act of 2001, § 1301 et seq.~~  
Public Law 114-95, Every Student Succeeds Act § 1304 et seq., 20 U.S.C. § 6391  
~~34 C.F.R. §§ 200.40-200.45~~  
34 C.F.R. Part 2000  
Federal Register, July 29, 2008, Final Rule

Policy adopted: June 10, 2015  
Policy revised: January 11, 2017  
Policy revised:

Source: CABE

**Digital Technology and Instruction**

It is the goal of the District that all students shall be taught to become technologically literate and acquire that collection of skills, knowledge, values, and relationships that allows them to function as productive citizens in a global and digital society. Digital literacy for all students is expected to be accomplished over a number of years in a planned and systematic program.

Continuous evaluation of progress toward this goal is to be conducted by the Superintendent and District staff.

The program of instruction in digital literacy requires attention to the following components:

1. Curriculum  
Objectives for instruction will be designed to promote sequential learning awareness, theory, and application of digital technology.
2. Hardware  
Specifications for selection will be designed to ensure durable, functional, and updated equipment.
3. Software  
Programs for use in digital technology, whether commercially or locally developed, will be selected and shared within constraints of copyright laws, in the school system to promote maximum learning.
4. Staff Development  
Employees shall be offered training in the effective use of digital tools and resources.
5. Resources and Funding  
A commitment of school system resources is required for the development of the digital literacy program. The Board of Education shall budget District funds for this program as well as seek other public and private funding for District technology.

Legal Reference: Connecticut General Statutes §10-221

Policy adopted: September 9, 1991  
Policy revised: June 10, 2015  
Policy revised: December 13, 2017

**Digital Technology and Instruction**

It is the goal of the District that all students shall be taught to become technologically literate and acquire that collection of skills, knowledge, values, and relationships that allows them to function as productive citizens in a global and digital society. Digital literacy for all students is expected to be accomplished over a number of years in a planned and systematic program.

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~~Specifications for selection will be designed to ensure durable, functional, and updated equipment.~~

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~~Programs for use in digital technology, whether commercially or locally developed, will be selected and shared within constraints of copyright laws, in the school system to promote maximum learning.~~

4. Staff Development

~~Employees shall be offered training in the effective use of digital tools and resources.~~

5. Resources and Funding

~~A commitment of school system resources is required for the development of the digital literacy program. The Board of Education shall budget District funds for this program as well as seek other public and private funding for District technology.~~

The Bethany Board of Education (Board) recognizes that an effective public education system develops innovative students who are globally aware, civically engaged, and are prepared to face the challenges of tomorrow. Therefore, in addition to instructional materials and audio-visual materials, an increasing field of technological aids and equipment become integral parts of the Bethany Public School District's (District) instructional programs. Computers, telecommunications equipment, and laser technology all have a variety of applications across the curricula.

The Board wants all students to be independent, competent, responsible, and confident users of information and technology. Students must be able to apply technology related strategies to acquire basic skills, content knowledge, collaborate with others, communicate ideas, solve problems, and pursue personal interests.

It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals use technology in the workplace and in other real-life settings. Curriculum and instruction should drive the appropriate selection of and access to technology used in the classroom. Teachers are expected to engage in appropriate technology specific learning in order to fully utilize and integrate technology into curriculum and instruction.

When budgeting for computers and related technology, the District may seek outside funding for computer hardware and software, as well as funds for training programs. Cooperative purchasing/leasing agreements through the education service district are another means of economizing.

The Board fully embraces the program goals for information and technology literacy contained in the Connecticut Information and Technology Curriculum Framework.

In all its technological purchases, training programs, and applications, the District should seek to further its basic instructional goals and the goals contained within the aforementioned Framework.

The Board seeks the creation of a systemic digital learning environment and workplace which supports and enhances innovative teaching and learning.

Legal Reference:        Connecticut General Statutes §10-221

Policy adopted:        September 9, 1991  
Policy revised:        June 10, 2015  
Policy revised:        December 13, 2017  
Policy revised:

Source: CABE



**Statewide Proficiency/Mastery Examinations**

Each student enrolled in grades three (3) through six (6) inclusive shall annually take a mastery examination that measures essential and grade-appropriate skills in reading, language arts and mathematics during any month of the school year. Each student enrolled in grade five (5) shall, annually, in March or April take a statewide mastery examination that measures essential and grade-appropriate skills in Science. The State Board of Education shall approve the provision and administration of all mastery examinations. All examinations shall take place during the regular school day.

The school District may not require achievement of a satisfactory score on a mastery examination or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their planning and placement team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

All students identified as English Learners (EL) regardless of how long they have been enrolled in school shall take the mastery examination in all content areas (reading/language arts, mathematics, science). Scores on each component of the mastery examination for EL who have been enrolled in school for fewer than twenty (20) school months shall not be used for the purposes of calculating the school performance index.

Limited English proficient students eligible for special education due to significant cognitive impairment must be tested on the CMT Skills Checklist, regardless of the one school year exemption option.

Any alternate assessment, including CMT Skills Checklist and the Connecticut Alternate Assessment, of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. Students with significant cognitive disabilities in grades three (3) through six (6) shall be assessed with the Connecticut Alternate Assessment in English/language arts and mathematics. In science, eligible students with significant cognitive disabilities will be assessed with the CMT Skills Checklist in grade five (5).

In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

**Legal Reference:** Connecticut General Statutes §10-14n  
Connecticut General Statutes §10-14o  
Connecticut General Statutes §10-14p  
Connecticut General Statutes §10-14q  
Public Act 15-238  
Pub. L. § 107-110  
Title I, 34 CFR, Part 200  
34 CFR, Part 200

**Policy adopted:** September 9, 1991  
**Policy revised:** February 11, 2015  
**Policy revised:** May 10, 2017

**Statewide Proficiency/Mastery Examinations**

Each student enrolled in grades three (3) through six (6) inclusive shall annually take a mastery examination that measures essential and grade-appropriate skills in reading, language arts, and mathematics during ~~any month of the school year~~ a time period specified by the State Department of Education. ~~Each student enrolled in grade five (5) shall, annually, in March or April take a statewide mastery examination that measures essential and grade-appropriate skills in Science.~~ The State Board of Education (SBE) shall approve the provision and administration of all mastery examinations. All examinations shall take place during the regular school day.

The ~~school~~ Bethany Public School District may not require achievement of a satisfactory score on a mastery examination or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their planning and placement team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the ~~State Board of Education~~ SBE.

All English Learners (ELs) including recently arrived, defined as those students whose initial entry date in a U.S. school is less than two years (24 months) prior to test administration are required to participate in all content areas of the state summative assessment.

All students identified as ELs ~~regardless of how long they have been enrolled in school shall take the mastery examination in all content areas (reading/language arts, mathematics, science)~~ will take the LAS Links Assessment. Scores on each component of the mastery examination for ELs who have been enrolled in school in this state or another state for fewer than twenty (20) school months shall not be used for the purposes of calculating the school performance index as defined in Connecticut General Statutes Section 10-223e.

~~Limited English proficient students eligible for special education due to significant cognitive impairment must be tested on the CMT Skills Checklist, regardless of the one school year exemption option.~~

Scores from year 1 are ready to serve as a baseline for academic growth in Year 2. In year 3, the scores of recently arrived ELs will be included toward academic achievement and academic growth indicators in Connecticut's accountability system.

Any alternate assessment, including ~~CMT Skills Checklist and~~ the Connecticut Alternate Assessment, of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. Students with significant cognitive disabilities in grades three (3) through six (6) shall be assessed with the Connecticut Alternate Assessment in ~~English/~~language arts and mathematics. In science, eligible students with ~~signification~~ significant cognitive disabilities will be assessed with the ~~CMT Skills Checklist-Connecticut Alternate Science Assessment~~ in grade five (5).

In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

The Bethany Board of Education (Board) recognizes that federal law requires full participation of all students on the state summative assessments, with a minimum standard for the participation rate of at least 95 percent of all students and all student groups for each subject. Further, the Board realizes there are consequences for the District not meeting this participation role threshold on these state summative assessments.

Legal Reference: Connecticut General Statutes § 10-14n, [as amended](#)  
Connecticut General Statutes § 10-14o  
Connecticut General Statutes § 10-14p  
Connecticut General Statutes § 10-14q  
[Connecticut General Statutes § 10-223e](#)  
Public Act 15-238  
~~Pub. L.~~ [Public Law](#) § 107-110  
Title I, 34 CFR, Part 200  
34 CFR, Part 200

Policy adopted: September 9, 1991  
Policy revised: February 11, 2015  
Policy revised: May 10, 2017  
[Policy revised:](#)

Source: CABE

**Equipment, Books, and Materials: Provision/Selection**

The Board of Education shall provide educational materials and equipment that support and enrich the curriculum and further the achievement of the District's instructional goals.

As required by state law, adoption of new textbooks shall require a two-thirds vote of all the members of the Board, notice of such intended change having been previously given at a meeting at least one (1) week prior to the vote.

**Selection**

The selection of instructional material will be continuously reviewed to keep up with the expansion of knowledge and the rapid changes going on in the world, and to present balanced views on international, national, and local issues and problems of the past, present, and future.

**Instructional Materials**

Instructional materials shall:

1. stimulate growth in factual knowledge, literary appreciation, aesthetic, and ethical values;
2. help students develop abilities in critical reading and thinking;
3. develop and foster an appreciation of cultural diversity and development in the United States and throughout the world;
4. provide for all students an effective basic education that does not discriminate on the basis of race, color, religion, age, ancestry, gender, gender identity or expression, sexual orientation, marital status, national origin, disability, or veteran status;
5. allow sufficient flexibility for meeting the special needs of individual students and groups of students.

Basic textbooks, instructional materials, and equipment shall be furnished by the Board of Education for all students with the following exceptions:

1. Materials to be used for special projects not required for credit in a course.
2. Personal clothing items worn for physical education and other in-school athletic activities.

The administration will develop and maintain a procedure for selecting instructional materials which meets the above criteria. This process shall include the opportunity for professional staff to analyze, evaluate, and recommend primary learning materials for adoption

The Board of Education, Superintendent and School Administration, by statute will make the final selection decision relevant to instructional equipment, textbooks, and instructional materials.



## INSTRUCTION

6161(b)

Legal References:      Connecticut General Statutes § 10-221  
                                 Connecticut General Statutes § 10-222a  
                                 Connecticut General Statutes § 10-228  
                                 Connecticut General Statutes § 10-229  
*President's Council, District 25 v. Community School Board No. 25*, 457 F.2d 289  
                                 (1972), Cert. Denied 409 U.S.C. 998 (Nov. 1972)  
*Minarcini v. Strongsville City School District*, 541 F.2d 577 (6th Cir. 1976)  
*Island Trees Union Free School District Board of Education v. Pico*, 457 US 853  
                                 (1982)  
Academic Freedom Policy (adopted by Connecticut State Board of Education,  
09/09/1981)

Policy adopted:      September 9, 1991  
Policy revised:      June 10, 2015  
Policy revised:      May 10, 2017

**Equipment, Books, and Materials: Provision/Selection**

The Bethany Board of Education (Board) shall provide educational materials and equipment that support and enrich the curriculum and further the achievement of the Bethany Public School District's (District) instructional goals.

~~As required by state law, adoption~~ Adoption of new textbooks shall require a two-thirds vote of all the members of the Board, notice of such intended change having been previously given at a meeting at least one (1) week prior to the vote. Textbooks shall be defined as the primary or basic reading for students in a particular subject and student section in a semester or during the entire school year; supplemental and reference books shall not be considered to be textbooks.

**Selection**

The selection of instructional material will be continuously reviewed to keep up with the expansion of knowledge and the rapid changes ~~going on~~ in the world and to present balanced views on international, national, and local issues and problems of the past, present, and future. Textbooks should further:

1. provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical value;
2. provide materials to help students develop abilities in critical reading and thinking;
3. provide materials to help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world;
4. provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, sexual orientation, gender identity, or disabilities;
5. allow sufficient flexibility for meeting the special needs of individual students and groups of students.

Any textbook or learning material that will serve the function of a textbook must be processed through the District primary learning material adoption procedure and formally adopted by the Board. This applies to a textbook or material that will be used as a primary learning tool on an ongoing basis with the majority of students in a class, course or learning group within a class.

Primary learning materials are textbooks, paperback books, audiovisual kits, or other instructional materials which are:

- used for the duration of a course or school year; the majority of assignments are derived from such material, and
- used by all students in a class, course, or learning group within a class.

The District will develop and maintain a procedure for selecting materials which meets the aforementioned criteria. Such procedure shall include the opportunity for professional staff to analyze, evaluate, and recommend primary learning materials for adoption.

**Instructional Materials**

~~Instructional materials shall:~~

1. ~~stimulate growth in factual knowledge, literary appreciation, aesthetic, and ethical values;~~

2. ~~help students develop abilities in critical reading and thinking;~~
3. ~~develop and foster an appreciation of cultural diversity and development in the United States and throughout the world;~~
4. ~~provide for all students an effective basic education that does not discriminate on the basis of race, color, religion, age, ancestry, gender, gender identity or expression, sexual orientation, marital status, national origin, disability, or veteran status;~~
5. ~~allow sufficient flexibility for meeting the special needs of individual students and groups of students.~~

Basic textbooks, instructional materials, and equipment shall be furnished by the Board of Education for all students with the following exceptions:

1. Materials to be used for special projects not required for credit in a course.
2. Personal clothing items worn for physical education and other in-school athletic activities.

The ~~administration~~ District will develop ~~and maintain a procedure for selecting instructional materials~~ rules for textbook selection which meets the above criteria. ~~This process shall include the opportunity for professional staff to analyze, evaluate, and recommend primary learning materials for adoption, including:~~

1. analysis, evaluation, and recommendation by professional staff, and
2. the opportunity for interested stakeholders in the District to review recommended textbooks.

In accordance with state law, ~~The the~~ Board of Education, Superintendent, and School Administration, ~~by statute~~ will make the final selection decision relevant to ~~instructional equipment, textbooks, and instructional materials~~ textbooks.

Legal References:      Connecticut General Statutes § 10-221  
                                  Connecticut General Statutes § 10-222a  
                                  Connecticut General Statutes § 10-228  
                                  Connecticut General Statutes § 10-229  
                                  *President's Council, District 25 v. Community School Board No. 25*, 457 F.2d 289 (1972), Cert. Denied 409 U.S.C. 998 (Nov. 1972)  
                                  *Minarcini v. Strongsville City School District*, 541 F.2d 577 (6th Cir. 1976)  
                                  *Island Trees Union Free School District Board of Education v. Pico*, 457 US 853 (1982)  
                                  Academic Freedom Policy (adopted by Connecticut State Board of Education, 09/09/1981)

Policy adopted:      September 9, 1991  
 Policy revised:      June 10, 2015  
 Policy revised:      May 10, 2017  
Policy revised:

Source: CABE

**Preschool Special Education**

The Board of Education recognizes the value of special education and its responsibility in ensuring that all resident preschool children with disabilities have the opportunity to participate in special programs and services from which they may benefit. The Board shall maintain an early intervention program for pre-school aged children identified through the "Birth to Three" screening process under regulations imposed by the Individuals with Disabilities Act (IDEA) which identifies children with special education needs or developmental delays.

The District's program shall be based upon the "reverse mainstreaming model" which maintains a significant number of non-disabled (regular education) students who serve as role models for the students with identified special needs. The Director of Special Education is responsible to coordinate and evaluate the program annually to make recommendations to the Superintendent of Schools or his/her designee.

The Board authorizes the Superintendent to establish administrative practices and procedures to carry out this responsibility. Such administrative practices and procedures shall include:

1. locating and identifying all preschool children, between the ages of three (3) and five (5), with disabilities pursuant to the relevant provisions of the IDEA. The register of children eligible to receive preschool special education services is to be maintained and revised annually by the Director of Special Education;
2. ensuring that the parents of preschool age children with disabilities have received and understand the request for consent for evaluation of their child;
3. developing an Individualized Education Program (IEP) for each preschool age child with a disability requiring services;
4. appointing and training appropriately qualified personnel;
5. maintaining lists as required by the State Department of Education pertaining to the number of children with disabilities who are being served, as well as those identified disabled students not served;
6. reporting as required to the State Department of Education; and
7. ensuring the smooth transition from infant to the preschool program.

The Planning and Placement Team's (PPT) responsibilities will include the evaluation and recommendation for placement in appropriate approved programs and the provision of appropriate special education programs and services for each preschool child with a disability. Children recommended for an educational program may enter at various points throughout the school year.

It is ultimately the responsibility of the Board to provide the appropriate approved preschool program and services for the District children. Should the PPT's determination and recommendations differ from parent/guardian preference, placement may be appealed by a parent/guardian through the procedures outlined in IDEA.

The Board directs the Superintendent or his/her designee to ensure that the District considers that adequate and appropriate space and personnel are made available for such programs and services.



## INSTRUCTION

6171.2(b)

### Tuition

Non-disabled (regular education) students enrolled in the reverse mainstreaming preschool program will be required to pay tuition. Identified students will not be charged tuition. The Superintendent will annually establish the tuition rate for the following school year and a monthly payment plan. Failure to make such tuition payment may result in discontinuation of enrollment in the program.

Legal References:

- Connecticut General Statutes § 10-76a
- Connecticut General Statutes § 10-76b
- Connecticut General Statutes § 10-76c
- Connecticut General Statutes § 10-76d
- Connecticut General Statutes § 10-76e
- Connecticut General Statutes § 10-76f
- Connecticut General Statutes § 10-76g
- Connecticut General Statutes § 10-76h
- Connecticut General Statutes § 10-76i
- Connecticut General Statutes § 10-76j
- Connecticut General Statutes § 10-76k
- Connecticut General Statutes § 10-76m
- Connecticut General Statutes § 10-76a-1 et seq.
- Connecticut General Statutes § 10-76b – 1 through 10-76b-4
- Connecticut General Statutes §§ 10-76d-1 through 10-76d-19
- Connecticut General Statutes §§ 10-76h-1 through 10-76h-2
- Connecticut General Statutes § 10-76i-1
- Connecticut General Statutes §§ 10-145a-24 through 10-145a-31
- 34 C.F.R. 3000
- American with Disabilities Act, 42 U.S.C. § 12101 et seq.
- Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.
- Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

Policy adopted: June 10, 2015

Policy revised: May 10, 2017

**Preschool Special Education**

The Bethany Board of Education (Board) recognizes the value of special education and its responsibility in ensuring that all resident preschool children with disabilities have the opportunity to participate in special programs and services from which they may benefit. The Board shall maintain an early intervention program for preschool-aged children identified through the "Birth to Three" screening process under regulations imposed by the Individuals with Disabilities Act (IDEA) which identifies children with special education needs or developmental delays.

The Bethany Public School District's (District) program shall be based upon the "reverse mainstreaming model" which maintains a **significant** number of non-disabled (regular education) students who serve as role models for the students with identified special needs. The Director of Special **Education Services** is responsible to coordinate and evaluate the program annually to make recommendations to the Superintendent **of Schools** or his/her designee.

The Board authorizes the Superintendent to establish administrative practices and procedures to carry out this responsibility. Such administrative practices and procedures shall include:

1. locating and identifying all preschool children, between the ages of three (3) and five (5), with disabilities pursuant to the relevant provisions of the IDEA. The register of children eligible to receive preschool special education services is to be maintained and revised annually by the Director of Special **Education Services**;
2. ensuring that the parents/guardians of preschool-age children with disabilities have received and understand the request for consent for evaluation of their child;
3. developing an Individualized Education Program (**IEP**) for each preschool-age child with a disability requiring services;
4. appointing and training appropriately qualified personnel;
5. providing transportation to identified students enrolled in the program;
6. maintaining lists as required by the State Department of Education pertaining to the number of children with disabilities who are being served, as well as those identified disabled students not served;
7. reporting as required to the State Department of Education; and
8. ensuring the smooth transition from infant to **the** preschool program.

The Planning and Placement Team's (PPT) responsibilities will include the evaluation and recommendation for placement in appropriate approved programs and the provision of appropriate special education programs and services for each preschool child with a disability. Children recommended for an educational program may enter at various points throughout the school year.

It is ultimately the responsibility of the Board to provide the appropriate approved preschool program and services for the District children. Should the PPT's determination and recommendations differ from parent/guardian preference, placement may be appealed by a parent/guardian through the procedures outlined in IDEA.

The Board directs the Superintendent or his/her designee to ensure that the District considers that adequate and appropriate space and personnel are made available for such programs and services.

**Tuition**

Non-disabled (regular education) students enrolled in the reverse mainstreaming preschool program will be required to pay tuition [for the program](#). Identified students will not be charged tuition. The Superintendent will annually establish the tuition rate for the following school year and a monthly payment plan. Failure to make such tuition ~~payment~~ [payments](#) may result in discontinuation of enrollment in the program.

Legal References:      Connecticut General Statutes § 10-76a, [et seq.](#)  
                                 Connecticut General Statutes § 10-76b, [et seq.](#)  
                                 Connecticut General Statutes § 10-76c  
                                 Connecticut General Statutes § 10-76d, [et seq.](#)  
                                 Connecticut General Statutes § 10-76e  
                                 Connecticut General Statutes § 10-76f  
                                 Connecticut General Statutes § 10-76g  
                                 Connecticut General Statutes § 10-76h, [et seq.](#)  
                                 Connecticut General Statutes § 10-76i  
                                 Connecticut General Statutes § 10-76j  
                                 Connecticut General Statutes § 10-76k  
                                 Connecticut General Statutes § 10-76m  
~~Connecticut General Statutes § 10-76a-1 et seq.~~  
~~Connecticut General Statutes § 10-76b-1 through 10-76b-4~~  
~~Connecticut General Statutes §§ 10-76d-1 through 10-76d-19~~  
~~Connecticut General Statutes §§ 10-76h-1 through 10-76h-2~~  
                                 Connecticut General Statutes § 10-761-1  
                                 Connecticut General Statutes §§ 10-145a-24 through 10-145a-31  
                                 34 C.F.R. 3000  
                                 American with Disabilities Act, 42 U.S.C. § 12101 [et seq.](#)  
                                 Individuals with Disabilities Education Act, 20 U.S.C. § 1400 [et seq.](#), [as amended](#)  
                                 Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

Policy adopted:      June 10, 2015  
Policy revised:      May 10, 2017  
[Policy revised:](#)

Source: CABE



**Second Read  
Policy Adoptions  
April 7, 2021**

**Adoption****Transportation Contractor**

Bethany Public School District (District) transportation shall be provided by private contractors consistent with contractual arrangements as offered by the Bethany Board of Education from time to time.

Transportation contractors shall comply with all provisions of the contract, with all current State Statutes and regulations of the Commissioner of Motor Vehicles.

In addition, the District expects its school transportation contractor to train all school bus drivers with instruction pertaining to the identification, signs, and symptoms of anaphylaxis and in the administration of epinephrine by a cartridge injector (EpiPen), the notification of emergency personnel, and the reporting of an incident involving a student's life-threatening allergic reaction. Such training shall occur following the issuance or renewal of an endorsement to operate a school bus for carrier employees and upon the hiring of a school bus driver, except a driver who received the training after the most recent issuance or renewal of his/her endorsement is not required to repeat it.

Prior to employment of bus drivers, the District expects its school transportation carrier to conduct a full query of the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse (Clearinghouse) to obtain information about the driver's eligibility under federal rules to perform a safety-sensitive function. The transportation carrier will also contact prior employers where the applicant was a CDL driver for information to determine the driver's eligibility to perform safety-sensitive functions. (Prior employers' inquiries will continue until January 2023.)

The transportation contractor will also utilize the Clearinghouse for current CDL drivers who are employees on at least an annual basis. Required personnel information that is collected and maintained in connection with the testing program shall also be reported, as required, to the Clearinghouse.

Legal Reference:      Connecticut General Statutes § 10-212c  
                             Connecticut General Statutes § 14-261b  
                             Connecticut General Statutes § 14-276a  
                             Connecticut General Statutes § 52-557b  
                             United States Code, Title 49  
                             2717 Alcohol and controlled substances testing (Omnibus Transportation  
                             Employee Testing Act of 1991)  
                             Code of Federal Regulations, Title 49, Parts 40, 392, 395  
                             Holiday v. City of Modesto, 229 Cal. App. 3d. 528, 540 (1991)  
                             International Brotherhood of Teamsters v. Department of Transportation, 932 F.  
                             2d 1292 (1991)  
                             American Trucking Association, Inc. v. Federal Highway Administration, WL  
                             136022 (1995)

Policy adopted:\_\_\_\_\_

Source: CABE

## PERSONNEL

### Adoption

4113.6

4213.6

## Remote Work

The Bethany Board of Education (Board) recognizes that providing staff members the flexibility of working remotely may be necessary at times when widespread illness, a declared pandemic health emergency, natural disasters, or other roadblocks interrupt the Bethany Public School District's (District) ability to conduct school and/or business on a regular basis. An authority outside the District may, in addition to the Board and/or the Superintendent, direct school closures. In addition, the Board understands and supports the belief that during normal times of operation, it may be beneficial to have some staff members, with appropriate approval, fulfill their professional responsibilities by working remotely.

In order to address any immediate concern related to quarantine, natural disaster, or other event that interrupts normal operations, the Board directs the Superintendent to promulgate administrative regulations to outline expectations and provide guidance should the need arise for staff to work from home.

Legal References:      Connecticut General Statutes § 10-221

Policy adopted:

Source: CAFE

**Second Read  
Policy Deletions  
April 7, 2021**

**Delete – Not Applicable****Tuition Fees**

The Bethany Board of Education may permit students from other school districts to attend the Bethany Community School when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by the Superintendent. The tuition fee may be adjusted as changes in costs indicate unless a multiple year agreement to provide educational facilities is entered into with another Board of Education.

Legal Reference: Connecticut General Statutes § 10-33

Connecticut General Statutes § 10-35

Connecticut General Statutes § 10-55

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-253

Connecticut General Statutes § 10-266

Policy adopted: September 9, 1991

Policy revised: May 11, 2011

Policy revised: April 13, 2016



Delete (Redundant see Policy 3517)

## **Safety**

The Bethany Board of Education shall guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors and others present on district property or at school sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction, student transportation, school sports, and any other applicable programs.

The District administration and Facilities Manager shall jointly be responsible for originating and enforcing safety regulations and procedures in school buildings and on school grounds. It shall be the joint responsibility of the District administration and Facilities Manager to see that all staff members are kept informed of current state laws and regulations regarding health and safety as well as the recommendations of local fire and civil defense officials.

The principal shall be responsible for the supervision of a safety program and shall direct all personnel to cooperate with state, local, and insurance officials in the completion of fire safety inspections and lock-down drills.

Precautionary measures for safety of students on driveways and sidewalks on school property and in the vicinity of school buildings shall be established and observed.

Legal References:      Connecticut General Statutes § 10-203  
                                 Connecticut General Statutes § 10-207  
                                 Connecticut General Statutes § 10-231  
                                 Connecticut General Statutes § 29-389

Policy adopted:        September 9, 1991  
Policy reviewed:       May 9, 2012  
Policy revised:        April 13, 2016

## **Transportation Equipment**

All motor vehicles used in transporting school children shall comply with all current statutes and regulations of the Commissioner of Motor Vehicles.

Legal Reference:        Connecticut General Statutes § 14-257  
                                 Connecticut General Statutes § 14-262  
                                 Connecticut General Statutes § 14-273  
                                 Connecticut General Statutes §14-274  
                                 Connecticut General Statutes § 14-275  
                                 Connecticut General Statutes § 14-275a

Policy adopted:        September 9, 1991  
Policy reviewed:       May 9, 2012  
Policy revised:        April 13, 2016



# Memorandum



To: Bethany Board of Education

From: Colleen Murray *CM*

Date: April 7, 2021

Re: Healthy Food Option

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It is recommended under NEW BUSINESS:

Pursuant to Connecticut General Statutes Section 10-215f, the Bethany Board of Education certifies that all food items offered for sale to students at Bethany Community School and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period July 1, 2021 through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, the school cafeteria, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

- a. Move the Board of Education approve the Connecticut State Department of Education's Healthy Food Option detailed above for the period July 1, 2021 through June 30, 2022.

# Memorandum



To: Bethany Board of Education  
From: Colleen Murray *CM*  
Date: April 7, 2021  
Re: Exemption for Food and Beverage Items

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It is recommended under NEW BUSINESS:

The Bethany Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, volleyball games and school plays are events but volleyball practices and play rehearsals are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

Recommended Motion:

- b. Move the Board of Education approve the Connecticut State Department of Education’s Exemption for Food and Beverage Items detailed above for the period July 1, 2021 through June 30, 2022.

# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *CM*

Date: April 7, 2021

Re: Non-Renewal, Non-Tenured

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It is recommended under NEW BUSINESS:

Recommended Motion:

- c. Move that Long-term Teacher Substitute, Bethany Griffin, not be renewed as a long-term substitute for the 2021-2022 school year upon the expiration of her assignment at the end of the 2020-2021 school year and the Superintendent is directed to advise such person in writing of this action.

# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *CM*

Date: April 7, 2021

Re: Superintendent Report

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## Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Kindergarten Registration Update
- 2020-2021 School Calendar
- Elementary and Secondary Emergency Education Relief (ESSER) II

**BETHANY COMMUNITY SCHOOL  
ENROLLMENT SUMMARY**

Grade	AUG 31, 2020*	SEP 30, 2020*	OCT 31, 2020*	NOV 30, 2020*	DEC 31, 2020*	JAN 31, 2021*	FEB 28, 2021*	MAR 31, 2021*
<b>PK</b>	16	16	16	16	17	17	17	19
<b>K</b>	54	53	53	53	53	52	52	52
<b>1</b>	62	61	61	61	61	61	61	61
<b>2</b>	53	53	53	53	53	53	53	54
<b>3</b>	55	55	55	56	56	57	56	56
<b>4</b>	39	40	40	40	40	40	40	40
<b>5</b>	48	48	48	48	48	47	47	47
<b>6</b>	43	43	43	43	43	44	44	44
<b>TOTAL</b>	<b>370</b>	<b>369</b>	<b>369</b>	<b>370</b>	<b>371</b>	<b>371</b>	<b>370</b>	<b>373</b>

\* 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: April 7, 2021

Re: Director of Special Services, Curriculum and Instruction Report

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## Under ADMINISTRATIVE REPORTS:

- **Curriculum**
  - Professional Development Update
  - State Assessment Update
  
- **Special Education**
  - CSDE Document Update
  - Enrollment Update



# Memorandum



To: Board of Education Members

From: Tom Reed-Swale

Date: April 7, 2021

Re: Principal's Report

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## Under ADMINISTRATIVE REPORTS:

- Social-Emotional Learning Updates
  - Monthly Themes
    - March – Trust & Honesty
    - April – Responsibility
- Equity Work
  - Equity Team – Subcommittee Work
- Remote Learning
  - Shift to Personalized Learning
- Reimagining BCS Practices in a Pandemic Environment
  - Kindergarten Welcoming/Screening
  - Earth Day
  - Night of the Arts